

6:47



AASHMAN FOUNDATION 15 May



to me ▾



OFFER LETTER

(Note: This is an offer letter not meant to be represented as internship completion document/certificate. If the internship successfully completes the intern will get an internship completion certificate.)

Date : 18/05/2022

Student Name : Nandini Vaghela
Father's Name : Dayalal Vaghela
City/ State : Maharashtra

Dear Nandini Vaghela

We would like to congratulate you on being selected for the Human Resource(HR) with Team Aashman Foundation, effective from 18/05/2022. All of us at Aashman Foundation are excited that you will be joining our team!

As we discussed during the interview process,



Student Name : Nandini Vaghela
Father's Name : Dayalal Vaghela
City/ State : Maharashtra

Dear Nandini Vaghela

We would like to congratulate you on being selected for the Human Resource(HR) with Team Aashman Foundation, effective from 18/05/2022. All of us at Aashman Foundation are excited that you will be joining our team!

As we discussed during the interview process, this is a non-paid internship during which you will be expected to provide work as per given timelines. You might be awarded with different perks too if your performance speaks loud.

This internship is an educational opportunity for you and a Part Time Internship internship. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learnt in class.

This internship adds advantage of taking leave during examinations, medical emergencies or uncertainties. In case of cancellation of internship under any situation you have to notify to your respective supervisor.

Again, congratulations and we look forward to work with you for this coming tenure of HR- Human Resource (45 days)

Appointment Letter

Ref no: CTT/HR/A/21-22/2909

4 July 2022

To,**Achal Ganesh Dighe - AE3791**

Room no. 46, Mahatma Gandhi Nahar,
M.G. Road, Under Tata power, Near kali mandir,
Sion, Dharavi , Mumbai - 400017

Dear Achal,

This is with reference to our offer of employment and your subsequent acceptance. We are pleased to appoint you to the position of **“Executive (B2) - Operations”** in CarTrade Tech Limited effective from **04 July 2022**.

About CarWale

Part of [CarTrade Tech Limited](#)., CarWale's mission is to simplify car buying in India. We strive to be our customer's one stop source of unbiased information on cars through our expert reviews, owner reviews, detailed specifications and comparisons. Whether you are looking for a New or Pre-Owned car, CarWale offers accurate On-Road Prices, comprehensive research and comparison tools including reviews, photos, videos and more. Today we serve over 20 million unique visitors every month, and at least one third of the country's car buyers go through [www.carwale.com](#) at some point during their pre-purchase research. Today we are able to provide a variety of choices in vehicles and attract more than 25 million genuine users each month.

Your appointment is subject to the following terms and conditions.

Conditions of Employment

Whilst employed by the Company, you will be expected to adhere to all the rules and policies of the Company, including Code of Conduct of the Company that may be framed from time to time.

You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval by the Head of Human Resources or the CEO. By accepting this appointment letter you agree that during the term of your employment and for a period of at least one year after the employment term you will adhere to non-compete and confidentiality terms of the company as below:

- You shall not directly or indirectly assist, engage and participate in any business/activity which is similar to the business of company nor engage in activities that conflict with your obligations to the company.

CarTrade Tech Limited (formerly known as MXC Solutions India Private Limited)

Reg. Off. & Corp. Off: 12th Floor Vishwaroop IT Park, Sector 30A, Vashi, Navi Mumbai 400705.

W: [cartradetech.com](#) | T: +91 22 6739 8888 | CIN: L74900MH2000PLC126237

- You shall not solicit, endeavor to solicit, attempt to influence CarTrade Tech Limited's client, employees either directly or indirectly in favor of any product, service or business which in any ways competes with CarTrade Tech Limited.
- You shall not solicit or attempt to influence any person employed or engaged by the company (whether as an employee, consultant, advisor or in any other manner) to terminate or You shall not, at any time hereafter for any reason whatsoever, unless mandatory, required doing so by law, divulge to any third party any information regarding the affairs or business matters or customers of the Company or without prior written approval of head of HR or CEO of CarTrade Tech Limited. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential.
- For a period of one (1) year immediately after separation of your employment with CarTrade Tech Limited (the "Company"), you shall not directly or indirectly assist, engage and participate in any employment/business/activity with any partner/client/vendor of the Company with whom you have been directly associated with during your employment with the Company.

You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.

This appointment is based on the information given by you in the application form and at the time of interview. Original copies of your certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declarations given by you to the Company prove to be false or if you are found to have willfully suppressed any material information you will be liable to be removed from service without any notice. The Company's decision in this respect shall be final.

You may be required to work anywhere in India, if the Company so directs based on the exigencies of work. You would also provide your services for the company, its Group Company, Subsidiaries or Associates, if, as and when required at reasonable notice.

You may be required to work in shifts or perform extended hours of work as may be necessary and called upon to do so at the sole discretion of the Management. Your remuneration package covers these contingencies and you will not be entitled to any further compensation for shift working or extended working.

Compensation and Compensation Philosophy

CarTrade Tech Limited offers as much freedom in its culture to help you perform well in your role and encourage you to unleash your creativity and potential. We, therefore, put a lot of emphasis on performance and results achieved.

Your total annual compensation (Cost to the Company) will be **Rs. 235,000/-** (The breakup of emoluments is annexed herewith). Additionally, you will also be entitled for other benefits including Medical and Accidental Insurance. Please note that all amounts payable to you as

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compensation shall be subject to deduction of tax and such other deductions as are required to be made in as per the laws, in force, for the time being.

Your remuneration will be subject to annual review, or at such times as may be appropriate. CarTrade Tech Limited has adopted a Pay-for-Performance policy and the result of any remuneration review will take your performance into account.

Probation Period

Your appointment is subject to a probation period of 6 months from your joining date, where after subject to your performance and conduct being satisfactory, your probation period may be extended at the discretion of the management or maybe dispensed with either earlier or on completion or there after till completion. Unless confirmed in writing, you will be deemed as a probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated by giving 15 days' notice during the initial or extended period of probation.

On Separation

You may resign from your job only after giving notice in writing for 30 days or payment of salary in lieu thereof. The Company reserves the right to terminate your employment on any grounds whatsoever, including on grounds of misconduct or unsatisfactory job performance or violation of the Company's policies. The company may terminate your services without a prior notice during the training/ probation period.

Absence for a continuous period of five days without prior approval of your superior, (including overstay of leave/training) can lead to your services being terminated without notice or explanation.

Absence for an extended period without prior approval of your superior, (including but not limited to incidents like overstay of leave/training) will be governed by the absconding policy of the Company.

Your services can be terminated with no notice or payment in lieu thereof in case of any breach of contract or on grounds of moral turpitude.

Upon separation from the Company on account of either resignation or termination, it's important and part of your obligation to immediately return to the Company all the assets and property (including any leased properties) of the Company including documents, files, books, papers and memos in your possession or custody. Upon receipt of your handover and company assets, the Human Resources Division will work towards a full and final settlement of your dues. The salary for your last working month would be released along with the final settlement. This would ideally not take more than 45 days after you have finished the complete handover of the company assets.

Our goal is to build a great workplace, which we all can look forward to, come to every day and create products and services to help millions of Indians in their car buying and selling. We would love to see you here soon and in case of any clarification, suggestion or any other feedback you may have you can directly reach hr@carwale.com

Last, please keep the terms of this appointment strictly confidential. Welcome aboard! Looking forward to a mutually rewarding career with us.

ANNEXURE**Compensation Structure:**

Particulars	Description	Monthly	Annually
Basic Salary	40% of Fixed Salary	6,452	77,423
HRA	50% of Base Pay	3,226	38,712
Statutory Bonus	Applicable as per statutory requirement	537	6,449
Supplementary Allowances	Balancing Figure	5,915	70,974
Gross CTC		16,130	193,558
Provident Fund	Employers Contribution	1,800	21,600
ESIC	3.25% of Gross Salary	524	6,291
Gratuity (Accrual Only)	4.81% of Base Pay	310	3,724
Accident Insurance		25	300
Mediclaime Premium		794	9,527
Cost to Company		19,583	235,000

Taxes: Please note that all amounts payable to you as compensation shall be subject to deduction of tax & or other deductions as are required by laws for the time being in force. The terms of this appointment are intended to be kept strictly confidential.

Warm Regards,



Human Resources
CarTrade Tech Limited

CarTrade Tech Limited (formerly known as MXC Solutions India Private Limited)

Reg. Off. & Corp. Off: 12th Floor Vishwaroop IT Park, Sector 30A, Vashi, Navi Mumbai 400705.

W: cartradetech.com | T: +91 22 6739 8888 | CIN: L74900MH2000PLC126237



Offer: Computer Consultancy
Ref: TCSL/DT20218885932/Mumbai
Date: 09/02/2022

Ms. Aditi Anand Joshi
A301, B1 Velentine Apartment Off Filicity Road,
Malad,
Mumbai-400097,
Maharashtra.
Tel# 91-9881317357

Dear Aditi Anand Joshi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.



This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.



This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices,



processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xperience Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Aditi Anand Joshi
Designation	Graduate Trainee
Institute Name	University Of Mumbai, M.G. Road, Fort, Mumbai

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Submit & Print



February 9, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Aditi Joshi,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. 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 "Aparna Shailen", written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can 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, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on

your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

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.

The below table lists down your scholarship details:

Period	Scholarship	
First year	15000	
Second year	17000	
Third year	19000	
Fourth year	23000	

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% 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.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and 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 Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given 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 during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are 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

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. 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 WILP.

7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. 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.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head / Manager of WILP Academy
- ii. 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.
- iii. 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 WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. 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 WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP 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 WILP / Wipro, such developments will be fully communicated to the WILP 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.

10. Confidentiality:

- i. 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).

- ii. 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.

11. 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.

12. 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.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your “Project work” would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. 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 organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment 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.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, 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.

- ii. You are not eligible to receive testimonial 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.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting 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 of joining WILP program.

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 submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Aditi Joshi, 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."

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.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's 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 Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" 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.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. 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 that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. 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:

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.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Accept Decline

Signature

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011
Doddakannelli F :+91 (80) 2844 0054
Sarjapur Road E :info@wipro.com
Bengaluru 560 035 W :wipro.com
India C :L32102KA1945PLC020800

23381021

Submit & Print

ACCSWALE SERVICES PRIVATE LIMITED

Regd Address: Office No 105, B Wing, Shelton Sapphire, Plot No 18/19, Sector 15, C B D Belapur Navi Mumbai-400614



(CIN: U74999MH2019PTC328361)

Date: 21/03/2023

CERTIFICATE OF INTERNSHIP

This is to certify that “**Aditya Ramesh Dabhade**” has successfully completed an internship with us from 8th July, 2022 to 15th September, 2022. The last designation that he held with us was as “**Intern Executive**”

During his internship, he was performing the duties of “**Accounting, Auditing and Taxation**”.

We found him sincere, hardworking and honest in the discharge of his responsibilities.

While thanking him for his services to the company during the internship of his stay, we wish **Aditya Ramesh Dabhade** success in all his future endeavors and assignments.

Thanking you,

Yours faithfully,

For ACCSWALE SERVICES PRIVATE LIMITED

A. T. Kamble

Authorized Signatory
ANIKET KAMBLE

Place: Navi Mumbai





CIN: U72900KA2020FTC134174

Date : 5th February 2022

Name : Adrian Leo Monteiro

Dear **Adrian Leo Monteiro**,

Engati Technologies Pvt Ltd (“Engati” or “Company”) is pleased to offer you a **Business Development (Probationary)** position with the Company for a period starting from **8th February 2022 to 8th August 2022**. During your probation, you will be working on the assignment at our Mumbai office and paid a stipend of **INR 24,000/-** per month subjected to taxes.

This is a probationary offer, which does not imply any commitment by Engati for regular employment. Successful candidates however, based on performance, may be offered full time employment at the end of the probation period at the sole discretion of the Company.

In case you decide to separate from Engati before completing your probation, you would be required to give One (1) month of notice to the company. The Company may, at its option and discretion, waive all the prescribed notice period or a part thereof in case of a voluntary separation. Company reserves the right of terminating this agreement with immediate effect if your performance is not found satisfactory.

Information pertaining to Engati operations and intellectual property is confidential and upon reporting, you will be required to sign a non-disclosure agreement. You are also expected to adhere to all applicable rules and regulation and business conduct guidelines of Engati and act in accordance with the values and principles of the Company.

To confirm your acceptance of this probation assignment, you are required to:

- Respond via email to swapna@quinbay.com to communicate acceptance of the offer and to confirm your joining date.
- Any change of joining date must be sent to swapna@quinbay.com at least 7 days prior to your original joining date. The new joining date must be no later than 5 days from the date of joining listed above.
- Report for on-boarding at **9.30 a.m. at #404, Bhaveshwar Arcade Annexe, Opposite Shreyas Cineme, Nityanand Nagar, Ghatkopar West, Mumbai 400086**



CIN: U72900KA2020FTC134174

On your reporting date, please bring the following mandatory documents and also share the same over email:

- Copy of this letter duly signed and dated by you.
- Your updated resume
- 2 photographs (passport sized, colour photos with a white background).
- 10th, 12th & Education degree certificate and all year mark sheets for latest graduation or post-graduation. Photocopies should include both front and back sides of the certificate.
- Offer letter and Experience/Relieving letter of last 2 companies (If applicable)
- 3 months pay-slip from immediate company (If applicable)
- Proof of identity. Bring photocopy of any one of the following documents: passport, aadhaar and PAN (**all 3 mandatory**)
- Proof of identity: Aadhaar and PAN are mandatory. If you do not have either, please apply for one immediately and carry the acknowledgement on the day of joining. Also good to have passport.
- Bank Account opening (for stipend payments) get original photo ID proofs and permanent address proof.

Sincerely,

For **Engati** Technologies Pvt Ltd

A handwritten signature in black ink, appearing to read 'Deepak Nachnani', written over a horizontal line.

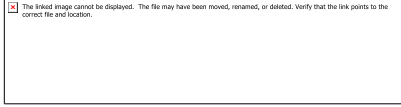
Deepak Nachnani
Director

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Adrian Monteiro', enclosed within a blue rounded rectangular border.

5B89C1A884AE496...

Adrian Leo Monteiro
BD Associate (Probationary)



Akshit Parkar
Mumbai, MH

Date: 5/31/2022

Subject: Letter of Offer

Dear Akshit,

Based on our recent discussions with you, we are pleased to extend you an offer to join GEP (dba GEP Solutions Private Limited, hereinafter referred to as 'the Company'), as Process Associate - Procurement Operations. This letter will officially confirm your annual total earning potential and terms of your employment.

Your total compensation as Cost to Company would be **INR 225,000.00** /- per annum, of which -

Fixed Component: INR 215,000.00/- per annum payable monthly

Performance Linked Pay: INR 10,000.00/- per annum payable bi-annually

All perquisites and benefits in your compensation shall be governed as per policy applicable to employees in your grade/level in the Company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/ modified at the discretion of the Company from time to time in line with its compensation policy.

Your designation, start date, compensation & benefits package will be as indicated on compensation & benefits stack up page.

The terms of your employment are subject to the following pre-conditions *(If applicable)* –

- The office will be open to business on all days, other than declared holidays, from Monday to Friday. Your total working hours (including break(s)) is 45 hours per week. Your specific work timings will be determined by your role / functional needs.
- Your date of commencement of employment will be no later than 6/20/2022.
- GEP offers subsidized transport facility to all the employees. Should you wish to avail the same, an amount as per transport guidelines will be deducted from your net monthly salary every month.
- You will be entitled to 21 working days leave per annum. Detailed Leave Policy will be shared with you post your joining.
- You will be on probation for six (6) months from the date of joining GEP. During probation, the notice period will be 30 days and on confirmation, it will be 60 days.

- Please note that in case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of any relocation assistance, notice buyout or joining bonus (if any), will be recovered as a part of your Full & Final Settlement
- The first Performance Linked Pay / Bonus / Commission will be applicable, only if you have spent at least three months in the organization and are eligible for the performance assessment for the immediate next Appraisal cycle (Mid-term Review or the Annual Appraisal).
- Performance Linked Pay / Bonus / Commission is determined by your performance and the payment is in accordance with the achieved ratings and applicable Performance metrics in conjunction with the amount stated above
- Performance Linked Pay / Bonus / Commission Eligibility - You should be an active employee of the firm and should not be serving notice on the date of disbursement of payout.
- The offer of employment will be termed null and void if there is any misrepresentation of facts noted on the employment verification form
- The terms of this letter and this offer are valid for two (2) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.
- You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found to be physically/ mentally unfit to work any longer or for continued ill health as certified by the medical officer / medical practitioner nominated by the Company.
- You are required to successfully pass the final degree examination without any backlogs on any examination pending to be cleared by you. This offer shall stand withdrawn and cancelled if you fail to clear all your exams at the time of your date of joining under this letter.
- The offer of employment will be termed valid only if you are presumed medically fit to perform your tasks without risk to yourself or others.
- The terms of your employment are subject to successful clearing of Background Verification Check conducted by GEP or any of its representatives or contractors

The Letter of Offer is strictly confidential between you and the Company. Any discussion of your compensation with any third party is a ground for revoking the Letter of Offer.

The Terms & Conditions of your employment will be governed by the Offer Letter and Appointment Letter given to you.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours Sincerely,

Subhash Makhija
Chief Executive Officer

COMPENSATION & BENEFITS STACK UP

Name	Akshit Parkar		
Designation	Process Associate - Procurement Operations		
Department	GD - POps - P2P - IND		
DOJ	6/20/2022		
Contact Details	+91 8108363979		
Salary Breakup			
Annual CTC	INR 225,000		
Sr. No.	Salary Heads	Per Month (INR)	Per Annum (INR)
1	Basic Salary	12,000	144,000
2	House Rent Allowance	0	0
3	Leave Travel Allowance	0	0
4	Statutory Bonus	1,500	18,000
5	Other Allowance	2,617	31,404
Flexible Components			
1	Food Coupon (i)	0	0
Gross Earnings (A)		16,117	193,404
1	Employer's PF cont. (ii)	1800	21600
CTC (B)		17,871	214,450
Deductions			
1	Employees' PF Cont.	1800	21600
2	Professional Tax	200	2,500
3	Employees' ESIC Cont.		
4	Income Tax	As applicable based on investments	
Gross Deductions (C)		2,075	25,000
Net Payable (B - C) - (i + ii)		14,042	168,404
Benefits			
1	Medical Insurance	Upto INR 500,000/-	Self + Spouse + 2 Dependent Children
2	Accident Insurance	Upto INR 500,000/-	Self Only

3	PF	Inclusive of CTC	
4	Gratuity	Exclusive of CTC	
5	Life Insurance Coverage	Upto 3 times of CTC	Self Only
6	Performance Linked Pay	INR 10,000	Bi-Annually

Other Benefits:

- You have an option to availing GEP negotiated rates to cover your parents under a separate insurance plan up to **INR 500,000**. Premium for this is paid by the employee. This plan allows for coverage of Pre-existing ailments. Employees needs to be avail this benefit within 15 days from his/her Date of Joining.
- For permissible claims under the medical insurance plans detailed above, a co-pay of 10% is applicable.
- Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation

Important Note - As per the recent EPFO guideline; it is mandatory to have KYC and Aadhaar seeding done by the employee on the EPFO portal. Employees can use their UAN credentials and complete the same. GEP will not be able to make the PF remittance to the EPFO if KYC is not done by the respective employee which makes the organization non-compliant. In view of the same, we will not be able to process salary for the employees who do not have the KYC and Aadhaar seeding done on the EPFO portal.

Please select if you acknowledge and accept or decline the terms and conditions of this Offer of Employment below.

I accept the offer



Signature Akshit Parkar 6/9/2022 9:07 AM

(checking the checkbox above is equivalent to a handwritten signature)

You are required to print, sign on all pages, scan and email back the complete letter along with the completed acceptance section to Meenakshi Nagdev (meenakshi.nagdev@gep.com) no later than 6/7/2022.

Acceptance of Offer

I, Akshit Parkar, accept the position of Process Associate - Procurement Operations, and agree to all terms and conditions set out in this letter,

Thank you,

Akshit Parkar Akshit



Monday, June 20, 2022

Dear ANAGHA BELOSE,

We are delighted to make an offer of employment as a IT Trainee at **SYX Services Private Limited**. We expect your employment to commence on or about Monday, June 27, 2022. Our office address is OPUS PARK,6th Floor, Plot No F-21, MIDC Central Road, Opp. Seepz Gate no 1, Andheri-East, Mumbai-400093.

Your annual compensation is as follows (less all applicable withholdings and deductions):

Base Salary: ₹400,000.00 Rupees per year outlined as follows:

Basic @ 40% of Base

House Rent Allowance @ 20% of Base

Special Allowance @ 40% of Base (includes medical, LTA, conveyance and PF)

You are also eligible to receive an annual bonus based on the attainment of Company and individual objectives.

The terms and conditions of your employment would be governed by standard corporate policies framed by the Company from time to time. Upon your acceptance of this offer and prior to your start date, you will be provided with Company policies relating to, among other things, corporate ethics, confidentiality, non solicitation, protection of intellectual property rights, and harassment.

The first 90 days of your employment are considered a probationary period that gives you and the Company a chance to get to know each other. During this time, your performance will be evaluated to assess your potential for continued employment.

Our benefits package includes Group Medclaim and Group Personal Accident insurance and is paid for 100% by the Company.

In addition to the above, this offer of employment may be subject to the successful completion of a background investigation, which includes a reference and criminal check. This background check may be carried out by a third party service provider and therefore, any information that we may need from you would be shared with such third party service provider and you confirm that you do not have any objection to the same.

Please understand that this letter is not a contract of continuing employment. Your employment by us is for no fixed term, and we may terminate the employment relationship, upon giving appropriate statutory notice or during the notice period, with immediate effect, through the payment of basic salary equivalent to the remaining notice period. If you desire to terminate the employment relationship, you must provide us with at least two months written notice. During this notice period (whether such notice is given by you or the Company), the Company may require you to serve all or part of the notice period from your home, and the Company shall be under no obligation to provide you with any work to be done for the Company during such period. All terms and conditions of your employment will continue to apply.

You will keep the terms of this letter confidential and shall not disclose it to any other party/entity.

We look forward to your joining our team and we are sure that you will find many opportunities to make valuable contributions. Please contact me with any additional questions or concerns at adasgupta@globalindustrial.com or 022-69129940.

Sincerely,

A handwritten signature in blue ink that reads "Anshu Dasgupta". The signature is written over a horizontal line.

Anshu Dasgupta
Human Resources

Agreed and accepted: _____ Date: _____

Please provide two references when you send this offer letter back with your acceptance. In addition, please provide documentation to verify your eligibility to work in India either with your signed copy of this letter or at the latest on your first day of work.



TCS Confidential
Ref: TCS/2021-22/BPS-BPO1/1754776

May 26, 2021

Ms. Anushka Vengurlekar
Mumbai

Dear Anushka Vengurlekar,

The COVID-19 pandemic has brought difficult personal situations for many of us. The health and safety of each one of you across the globe continues to be our key focus. Do maintain all the safety protocols advised, keep yourself updated on all the benefits and support offered by TCS and most importantly, vaccinate yourself and eligible family members. Please maintain COVID appropriate behaviour to protect your self and your family.

I take this opportunity to thank you for your commitment and resilience during these challenging times to keep our customer's business running and growing. As we step into the next era, 'Building on Belief' will enable us to transform all our futures with greater purpose, through innovation and collective knowledge. I urge you to keep your profile data accurate & up-to-date and actively participate in strategic talent development programs like Elevate to accelerate your self-transformation, career and rewards.

I am pleased to share with you the revised Annual Compensation, effective April 01, 2021. Your India Annual Compensation is **Rs. 2,84,665/-**. The details of your compensation and related benefits are enclosed in the Annexure to this letter.

Please note, that the above details are specific to India and are subject to change in case of long-term deputation on international assignments, if any.

I encourage you to speak to your Manager / Business Unit Head or your HR Business Partner in case you need any clarification or discussion.

I look forward to your continued commitment in the journey ahead.

I wish you and your family good health. Stay safe and Stay vigilant.

Warm Regards,

Milind Lakkad
Chief Human Resources Officer

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House, Raveline Street, Fort, Mumbai 400 001, Maharashtra, India.
Tel: 91 22 6778 9999 Fax: 91 22 6778 9000 website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

Fw: Congratulations - You are selected at AQM Technologies for Software Testing Profile

Spruha More <spruha.more@vsit.edu.in>

Mon 9/26/2022 10:42 AM

To: Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Regards

Spruha More
Assistant Professor



Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3002
www.vsit.edu.in

 Please consider your environmental responsibility before printing this email

DISCLAIMER:

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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>

Sent: Thursday, July 7, 2022 6:20 PM

To: Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Cc: Spruha More <spruha.more@vsit.edu.in>

Subject: Fw: Congratulations - You are selected at AQM Technologies for Software Testing Profile

Sapna..plz take print of this letter, also the other email of same company. and file it in the offer letter file.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of
Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: JP Raut <jp.raut@mypathglow.com>
Sent: Thursday, July 7, 2022 5:36 PM
To: arshanirani@ymail.com <arshanirani@ymail.com>
Cc: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Congratulations - You are selected at AQM Technologies for Software Testing Profile

Dear Arshan Xerxes Irani,

Congratulations! You have been selected for AQM Technologies from the Campus Drive Conducted on 02/07/2022.

Your selection details;

Profile – Software Tester
Job Location – Ghatkopar, Mumbai
Salary – 3 LPA CTC

As per the process, you will undergo a 3 months of training on full stack software testing by PathGlow (An Education Arm of AQM Technologies), before your onboarding. Your training will start from 25th July 2022. Timing of the batch is 12:00pm to 2:00pm on Monday, Wednesday and Friday (3 days per week) at below office location.

Address: A-401, Raheja Plaza, 4th Floor, A wing, L B S Road Opposite R City Mall, Ghatkopar West, Mumbai, Maharashtra 400086
Direction link - <https://g.co/kgs/Z1g17y>

In case of any query, feel free to call us.

Thanks & Regards,

JP Raut
PathGlow Edulab
Mob: +91 7208899557
www.mypathglow.com



EMPLOYEE AGREEMENT and OFFER LETTER

THIS AGREEMENT (the "Agreement") is entered into on this **01 Dec 2022** by and between

STREAK AI TECHNOLOGIES PRIVATE LIMITED, having its office at NEXTCOWORKS OFFICE SPACE, No-3800/20/4 Axis Praha, Bilekahalli Village, Begur Hobli, Bangalore South Bangalore Karnataka 560076 India, which expression shall include unless the context otherwise requires or provides its successors, hereinafter referred as the "Company/Employer",

and

Mr. Aryak Prakash Lahane S/O Prakash Nathuram Lahane residing at # 1/69,Haji Ismail Gani Building, Dr. B. A. road , Opp. Byculla railway station (east), Mumbai: 400027 (hereinafter referred to as the "Employee") of the OTHER PART.

The Company and Employee are hereinafter collectively referred to as the "Parties" and individually as a "Party".

WHEREAS:

- The Company is engaged in the business of providing a platform to general public and institutional investors who invest / trade in the stock markets across the world.
- The Company is desirous of hiring the services of **Mr. Aryak Prakash Lahane** herein referred as the Employee, as an employee of the Company and the Employee is willing and able to render such services on the terms and conditions hereinafter set forth.

NOW IT IS HEREBY MUTUALLY AGREED BETWEEN THE PARTIES HERETO AS FOLLOWS:

Basic Terms and Conditions

1. DEFINITIONS AND INTERPRETATION

As used herein and throughout this Agreement:

1.1 "Board" shall mean the Board of Directors for the time being of the Company.

1.2 "Cause" shall have the meaning assigned to it in Clause 6.2.

1.3 "Directors" shall mean the directors of the Company.

1.4 "Investors" shall mean all the individuals and non-individuals or organizations that have invested in the Company.

1.5 “Intellectual Property Rights” shall mean all intellectual property rights subsisting in the products developed, being developed and/or proposed to be developed by the Company including all patents, patent applications and patent rights, entity models, moral rights, mask-works, trademarks and trademark rights, trade names and trade name rights, service marks and service mark rights, service names and service name rights, brand names, internet domain names and sub-domains, inventions, processes, formula, copyrights and copyright rights, trade dress, business and product names, logos, slogans, trade secrets, industrial models, processes, designs, methodologies, computer programs (including all source codes) and related documentation, technical information, manufacturing, engineering and technical drawings, know-how and all pending applications for and registrations of patents, entity models, trademarks, service marks, copyrights and internet domain names and sub-domains. Trademarks means trade names, words, symbols, designs, logos or other devices or designs used in the Final Deliverables to designate the origin or source of the goods or services of the company.

1.6 “Person” shall mean and include an individual, firm, company, institution or any other legal entity.

1.7 In this Agreement:

- (i) the recitals shall be deemed to constitute an integral operative part of this Agreement, as if the same were reproduced herein;
- (ii) words importing the singular include the plural and vice versa;
- (iii) reference to days, months and years are to English calendar days, calendar months and calendar years, respectively;
- (iv) the words “include” and “including” are to be construed without limitation;
- (v) reference to statutes shall include any modification, re-enactment or extension thereof for the time being in force; and
- (vi) headings and bold typefaces are only for convenience and shall be ignored for the purpose of interpretation of this Agreement.

1.8 “Confidential Information” for the purpose of this agreement shall mean all such information of the Employer as disclosed to the Employee or discovered by the Employee during the entire tenure of employment which is accessed, created, received, exploited, developed or obtained by the Employee whether designated or not designated as confidential expressly, shall be of confidential nature whether communicated or discovered orally or by written means and shall include but shall not be limited to:

- (i) Trade secrets, technical know-how, patents, formulations, platform processes including the methods of preparation, test data, technical data, algorithms, designs, specifications, systems and procedures, computer programs, technological innovations and inventions, trade secrets, design approach, methodology, software developments, source codes, object codes, prospective methods and ideas and all such technological developments and related Intellectual Property Rights which may be originated in house by the Employee or through collaborative efforts as joint ventures, inclusive of all modifications, alterations and improvements substantial or otherwise;

(ii) All third party, existing customer, prospective customer and company related information including but not limited to their contact numbers, contact lists, business needs along with other details, their daily market related activities of dealing in stocks and commodities and financial information which is not available to the general public;

(iii) Information relating to the Employer or its business that is not known to the general public including but not limited to information about the firm's personnel including names, addresses and other details, prospective products, customers and clients, sales reports, accounting and financial information, budgets, reports and studies, business plans, price lists, contractors and sub-contractor details, vendors and sub-vendor details, agent and sub-agent details, partner details or any other information which is accessed, created, received, exploited, developed or obtained by the Employee during the course of his/her employment

(iv) Marketing information, such as details about ongoing or proposed marketing programmes or agreements by or on behalf of the Company's sales forecasts or results of marketing efforts or information about impending transactions;

(v) Personnel information, compensation or other terms of employment, actual or proposed promotions, hiring, resignations, disciplinary actions, termination or reasons therefor, training methods, performance or other employee information;

(vi) Firm Documents including all types of documents and other media that contain proprietary information or any other information concerning the business, operations or plans of the Firm, whether such documents have been prepared by the Employee, Employer or a third party. Firm Documents include, but are not limited to, blueprints, drawings, photographs, charts, graphs, notebooks, customer lists, computer disks, tapes or printouts, sound recordings and other printed, typewritten or handwritten documents.

(vii) Future business plans, corporate strategies, financial plans, joint venture agreements, corporate actions, annual budgets, Firm policies, committee actions, litigations and disputes occurred internally or with third parties and any other such information of the Employer.

1.9. "Developments" shall mean any idea, invention, design, technical or business innovation, computer program and related documentation, or any other work product developed, conceived, or used by the Employee, in whole or in part that arises out of the employment with the Employer, or that are otherwise made through the use of any of the Employer's time or materials.

1.10. "Intellectual Property Rights" shall mean all intellectual property owned, used, acquired or required to be used by the Firm, including but not limited to; software, patents, trade and service marks (whether or not registered), know-how, copyrights and topography rights, database rights, logos, slogans, internet domain names and e-mail addresses, formulae, inventions, rights under licenses, design approach, methodology, consents, orders, which now or in the future may subsist and may have been originated by any person or an Employee during the course of his/her employment with the Firm.

1.11. "Know-how" shall mean any or all information (including that comprised in or derived from information technology, electronic form of intellectual property, manuals, instructions, catalogues, booklets, data disks, pendrives, tapes, source codes, formula cards and flowcharts) relating to the business of the Employer and the services provided or products manufactured and developed by the Employer.

1.12 Copyrights means the property rights in original works of authorship, expressed in a tangible medium of expression, as defined and enforceable under Indian Copyright Law.

1.13 Company Content means all materials, information, photography, writings and other creative content provided by Company for use in the preparation of and/or incorporation in the Deliverables.

1.14 Deliverables means the services and work product specified in the Proposal to be delivered by Designer to Company, in the form and media specified in the Proposal.

1.15 Designer Tools means all design tools developed and/or utilized by Designer in performing the Services, including without limitation pre-existing and newly developed software including source code, Web authoring tools, type fonts, and application tools, together with any other software, or other inventions whether or not patentable, and general non-copyrightable concepts such as website design, architecture, layout, navigational and functional elements.

1.16 Final Art means all creative content developed or created by Designer, or commissioned by Designer, exclusively for the Project and incorporated into and delivered as part of the Final Deliverables, including and by way of example, not limitation, any and all visual designs, visual elements, graphic design, illustration, photography, animation, sounds, typographic treatments and text, modifications to Company Content, and Designer's selection, arrangement and coordination of such elements together with Company Content and/or Third Party Materials.

1.17 Final Deliverables means the final versions of Deliverables provided by Designer and accepted by Company.

1.18 Preliminary Works means all artwork including, but not limited to, concepts, sketches, visual presentations, or other alternate or preliminary designs and documents developed by Designer and which may or may not be shown and or delivered to Company for consideration but do not form part of the Final Art.

1.19 Third Party Materials means proprietary third party materials which are incorporated into the Final Deliverables, including without limitation stock photography or illustration.

1.20 Trademarks means trade names, words, symbols, designs, logos or other devices or designs used in the Final Deliverables to designate the origin or source of the goods or services of Company

2. EMPLOYMENT

2.1 The Employee shall have the position and title of “**Frontend Developer** ”. Such position and title information is merely descriptive and not intended to limit the duties or functions of the Employee. The duties and functions of the Employee may be modified, at the discretion of the Company, from time to time. The Employee hereby accepts such employment, to the exclusion of all other employments and engagements, on the terms, conditions and stipulations herein.

The Employee shall be in a probationary period for the first six months and based on his/her month on month performance during this period, the Company may or may not decide to extend the Employee’s probation or lift the probationary status. During this period the employee can be terminated with 15 days notice and the employee can terminate his employment with the company with 15 days notice. During probationary period if the employee resigns, the company will have the right to waive off notice period of the employee.

The Employee’s employment is subjected to satisfactory completion of his/her Background Verification at any point of time during the employees tenure.

2.2 The Employee will perform all his/her duties and functions assigned by the Company in a faithful, competent and professional manner. All of the Employee’s activities hereunder will be at the complete direction and control of the CEO/ CPO/CTO or supervisor.

2.3 The Employee undertakes to refer to the Company, and to the best of his/her abilities, ensure a mandate to the Company for all business opportunities known to him/her or made known to him/her at any time, with respect to the business being carried on or proposed to be carried on by the Company.

2.4 The Employee shall immediately make full and true disclosure in writing to the Company of:

(i) any direct or indirect interest or benefit he has derived or is likely to derive through or in connection with any contractual arrangements, dealings, transactions or affairs of the Company and/or any transactions which are likely to be detrimental to the Company; and

(ii) any intellectual property developed, created or owned by him/her and proposed to be used by him/her during the course of his/her employment with the Company.

2.5 The Employee shall receive periodic performance reviews/evaluations at the discretion of the CEO/CPO/CTO or his/her respective manager.

3. Remuneration

In consideration of the duties, functions and services rendered by the Employee, the Employee shall be paid INR **12,00,000 (Twelve Lakh Rupees)** as CTC for the first year of employment. Out of which **11,50,000 (Eleven Lakh Fifty Thousand Rupees)** will be your annual fixed pay and **50,000 (Fifty Thousand)** as annual Performance Bonus which includes Employer PF contribution, Performance Bonus and Other Statutory Contribution if any and the breakup of the same is as below.

Name	Mr. Aryak Prakash Lahane	
Designation	Frontend Developer	
Date of Joining (DOJ)	01 Dec 2022	
CTC	12,00,000 (Twelve lakh Rupees)	
	Monthly	Yearly
Basic	37613	451360
House Rent Allowance [HRA]	15045	180544
Fixed Allowance	4702	56424
Variable Pay	36673	440076
SUB - TOTAL	94033	11,28,400
PF Employer Contribution	1800	21,600
Total	95833	11,50,000
Performance Payout after 12 months from DOJ	Based on first year Performance	50,000
Total CTC	-	12,00,000

The above remuneration shall be payable to the Employee by the Company subject to the deduction and withholdings of tax or otherwise as the Company may be mandated or required to do so whether by any applicable laws, regulations or guidelines or pursuant to any contract or employment to such effect. Annual performance bonus will be paid based on how the employee has performed during his tenure for the year.

4. Details of the Employee :

Full Name: Aryak Prakash Lahane

Father Name : Prakash Nathuram Lahane

PAN: BHCPL6931P

Aadhaar No: 2049 1135 0128

Citizenship: Indian

Date of Birth: 02 | 04 | 2002

Permanent Address: 1/69,Haji Ismail Gani Building, Dr. B. A. road , Opp. Byculla railway station (east),

Mumbai: 400027

Correspondence Address: 1/69,Haji Ismail Gani Building, Dr. B. A. road , Opp. Byculla railway station (east),
Mumbai: 400027
Email: aryaklahane@gmail.com
Phone Number: +91-8369910242
Alternate Contact Number: +91-9820870906

Bank Details for salary credit:

Account name: ARYAK PRAKASH LAHANE

Bank's Name: CANARA BANK

Banks's IFSC Code: CNRB0000104

Bank's Branch Address: HOTEL HERITAGE BUILDING, 4 SANT SAVITA MARG BYCULLA , MUMBAI : 400027

Bank's Account Number: 0104101102719

MICR Code: 400015012

5. DUTIES

5.1 Subject to the terms of this Agreement, the Employee shall devote his/her whole working time, attention and energies to the business of the Company as may be necessary and shall use his/her best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and effort of the Employee.

5.2 Subject to the terms of this Agreement, during the term of this Agreement, the Employee shall not directly or indirectly engage him/herself in any other business, occupation or employment, whether or not such activity is pursued for profit, gain or other pecuniary advantage and the Employee shall not render any other commercial or professional services or participate in any other commercial activity, provided that the Employee may take up non-executive positions in an independent/fiduciary capacity such as that of an independent director of a company or a trustee, with prior intimation to the Investors.

5.3 Notwithstanding anything contained herein, it is hereby clarified that at all times, the Employee shall employ his/her working hours for performing his/her duties for the Company

6. TERMINATION OF EMPLOYMENT

6.1 The employment of the Employee by the Company is contractual and terminable by the Company and the Employee in accordance with the provisions of this Agreement and in the event of termination, the Employee shall not be entitled to any benefits, compensation, other than as expressly provided in this Agreement.

6.2 Termination for Cause The Company shall be entitled to forthwith terminate the employment of the Employee at any time, if in the opinion of the Company, the Employee:

(i) Continuously neglects or fails to attend to the business of the Company for 1 month even after having been provided with customary empowerments, infrastructure and personnel; continuously fails to comply with the directions of the supervisor ; violates Company or applicable statutory and regulatory policies, enactments, rules or regulations, misappropriates any property of the Company; indulges in moral turpitude (except any minor traffic violations); carries out any dishonest or fraudulent conduct or act or any breach of trust or

breach of faith whether or not the same causes any actual harm or damage or loss to any Person including the Company; misconducts him/herself while discharging his/her duties or indulges in any act of commission or omission bringing disrepute or notoriety or adverse publicity to the Company.

ii) In the event that the employee cannot perform the duties because of illness or incapacity for a period of more than 2 weeks, the compensation otherwise due during said illness or incapacity will be reduced by fifty(50) percent. The Employee's full compensation will be reinstated upon return to work. However, if the employee is absent from work for any reason for a continuous period of over one month, the Company may terminate the Employee's employment, and the Company's obligations under this agreement will cease on that date.

(ii) Divulges or discloses, either directly or indirectly, any of the Confidential Information either by way of transfer, sale, theft, copy, piracy, misappropriation, publication, misuse or wrongful or unauthorized use of the Confidential Information or otherwise;

(iii) Is involved in a gross misconduct;

(iv) is adjudged insolvent or applies to be adjudged an insolvent; or

(v) materially breaches any of the terms, conditions or stipulations of this Agreement.

(vi) The employee also understands he/she is not supposed to approach or interact or share information with the Investors or Shareholders of STREAK AI TECHNOLOGIES PRIVATE LIMITED either oral, written, electronic or any other manner.

(vii) Communication either oral, written, electronic and/or transmission of information during period of employment is prohibited between the Employee and any of the employees, promoters, investors, shareholders of Financial Companies including but not limited to the entities mentioned below in **ANNEXURE 1** or any other company funded by Rainmatter Capital Private Limited or by Straddle Capital Private Limited or any other such Company having a similar nature of business or any business partner or client of STREAK AI TECHNOLOGIES PRIVATE LIMITED for a period of **two years** including the institutional clients or exchanges that STREAK AI TECHNOLOGIES PRIVATE LIMITED and its subsidiaries in India or internationally has partnered with.

6.3 Upon termination, the Employee shall immediately and without any protest or delay, return to the Company, in the manner required by the Company, all the assets and property (including any leased properties) of the Company including any vehicle, laptop, documents, files, books, papers, memos and data disks in Employee's possession or custody and including all information, whether Confidential, Intellectual Property related or otherwise, received from or relating to the Company or acquired during the course of Employee's employment, contained on or in any media, electronic or otherwise and the Company shall at once pay all outstanding amounts due to the Employee including reimbursement of expenses incurred by the Employee during the term of employment.

6.4 Termination on request: Once the employee is confirmed after probationary during termination/ resignation by the employee, the employee has to provide a written notice request and has to serve notice of at least **2 (two) months**, without being bound to assign any reasons unless exempted in writing by the Company. The employee may be required to perform his or her duties and will be paid the regular salary until the date of termination but shall not receive severance allowance. The company will have the right to waive off the notice period after the employee resigns or reduce the notice period.

6.5 Notwithstanding anything to the contrary contained in this agreement, the Company may terminate the employee's employment upon completion of probation with 2 months notice to the employee should any of the following events occur.

i. The sale of substantially all of the Company's assets to a single purchaser or group of associated purchasers; or ii. The sale, exchange or other disposition, in one transaction of the majority of the Company's outstanding corporate shares; or iii. The Company's decision to terminate its business and liquidate its assets; or iv. The merger or consolidation of the Company with another Company; or v. Bankruptcy or Insolvency

6.5.1 In the event that the Company terminates the employment of the Employee for convenience, the Company may in its sole discretion waive the notice period with salary in lieu of notice. For the sake of clarity it is specified that, in the event of termination by the employee, the employee shall be required to serve the required notice period.

6.6 Non-performance: If the employee fails to perform his roles and responsibilities even after repeated reminders and is not being productive during his employment hours, will be introduced to a one month performance improvement plan (PIP). Based on the assessment during the PIP the employee shall be required to look for opportunities outside of STREAK AI TECHNOLOGIES PRIVATE LIMITED if he does not successfully pass the PIP.

6.7 Cooling off period and Non-compete : The Employee covenants and agrees that upon leaving the services of the company he or she will not join or work or consult or associate with any company in the Financial Sector such as the entities mentioned below in ANNEXURE 1 or any other company funded by Rainmatter Capital Private Limited or by Straddle Capital Private Limited or any other such Company having a similar nature of business or any business partner or client of STREAK AI TECHNOLOGIES PRIVATE LIMITED for a period of two years including the institutional clients or exchanges that STREAK AI TECHNOLOGIES PRIVATE LIMITED and its subsidiaries in India or internationally has partnered with. Post the cooling off period of two years from the day of termination of the employment the Employee is free to join any company on her/his discretion.

7. CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

The Employee acknowledges that in connection with this Agreement he/she may receive certain confidential or proprietary technical and business information and materials of the Company, including without limitation Preliminary Works ("Confidential Information"). The employee shall hold and maintain in strict confidence all Confidential Information, shall not disclose Confidential

Information to any third party, and shall not use any Confidential Information except as may be necessary to perform his/her obligations under the Proposal except as may be required by a court or governmental authority. Notwithstanding the foregoing, Confidential Information shall not include any information that is in the public domain or becomes publicly known.

The Employee undertakes and agrees, that in consideration of the employment with the Company and the remuneration and other perquisites that the Employee had and shall receive during the employment, that he/she shall abide with the following:

(i) he/she will not, both during and for a period of 3 (three) year after the termination, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, piracy, or theft of any tangible or intangible assets including but not limited to documents, writings, drawings, materials or records that contain or are derived from any Confidential Information.

(ii) In the event that the Employee or any of its representatives are obligated to disclose any Confidential Information as a result of a court order or pursuant to Governmental action or other requirement of law, the Employee shall immediately give a written notice to the Employer prior to such disclosure so that the Employer is given the opportunity to object to or make recommendations for such disclosure.

(iii) he/she may be given access to the server of the Company and shall be entitled to access only for the work permitted and shall use it in a prudent and reasonable manner and shall not copy, transfer, sell the data, information, documents, writings, software or any other records of the Company to which he has been given the access. Should employee reveal or threaten to reveal any of this information, the Company shall be entitled to an injunction restraining the employee from disclosing same, or from rendering any services to any entity to whom said information has been or is threatened to be disclosed, the right to secure an injunction is not exclusive, and the Company may pursue any other remedies it has against the employee for a breach or threatened breach of this condition, including the recovery of damages from the employee.

(iv) he/she will comply, and do all things necessary to permit the Company to comply with all applicable laws and with the provisions of contracts executed by the Company relating to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his/her duties and function;

(v) Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;

(vi) The Company shall not be required to designate the Employee as the author of any Developments. All services rendered by the Employee to the Company shall be considered to be on 'work for hire' basis.

The Employee undertakes to promptly disclose all Developments, know-how and Intellectual Property to the Board and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, know-how and Intellectual Property Rights including, but not limited to, the execution of the appropriate copyright or patent applications or assignments, the productions of documents and evidence to the appropriate authorities etc. In the event that any Intellectual Property is not assignable, the Employee shall irrevocably and unconditionally grant an exclusive, royalty free and perpetual license on such Intellectual Property to the Company



Star Union Dai-ichi
Life Insurance

A joint venture of
  

July 13, 2022

To,
Ashwin Nelson Thangaraj
Vidyalankar Campus, Vidyalankar College Rd,
Wadala East, Mumbai, Maharashtra 400037

Dear Ashwin,

Offer Letter: Associate Technical Trainee - Business Solution Group, Information Technology

With reference to your interview with us, we are pleased to offer you the position **Associate Technical Trainee - Business Solution Group, Information Technology, M11 S1 in Corporate Office**. You will be on probation for a period of 6 months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

1. Your Cost to Company has been enclosed in Annexure A.
2. Your initial posting will be in **Information Technology (Business Solution Group), Corporate Office**. However, the company reserves the right to utilize your services at any other place within or outside the country.
3. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:
 - a. Actual production of Relieving letter or acceptance of resignation letter from your current employer.
 - b. Actual production of documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, personal data sheet.Please refer to the Annexure B for the list of documents.
4. (i) Joining in the company is subject to generation of employee code. Submitting joining documents does not make you eligible as the employee of the company. Company upon receiving your joining documents will validate, post which the decision of hiring with the company is taken. The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.
4. (ii) Candidate who has worked with Star Union Dai ichi Life Insurance Co. Ltd. (SUD Life) earlier will be considered as rehiring instance. Please note that rehiring is subject to fulfilling certain specific criteria and approval of the Competent Authority. It is advised to bring it to the notice of the company in writing if you have worked with SUD Life earlier before acceptance of this offer. Any non-compliance to this effect will be considered as a case of non-disclosure of material facts influencing the decision with respect to hiring of the candidate. All such cases will be considered as violation of code of conduct of the company and his/her continuation in the company will be solely at the discretion of the company.

Star Union Dai-ichi Life Insurance Company Limited

Registered Office: 11th Floor, Vishwaroop IT Park, Plot No. 34, 35 & 38, Sector 30A of IIP, Vashi, Navi Mumbai – 400 703.

Toll Free No.: 1800 266 8833 (9:30 am to 6:30 pm – Mon to Sat) | Tel.: 022-7196 6200 | Fax: 022-7196 2811

Email: customercare@sudlife.in | Website: www.sudlife.in | IRDAI Regn. No. 142 | CIN: U66010MH2007PLC174472

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We mean Life!



5. Your offer and appointment is made basis the information furnished and representation made by you from time to time. The company and third party appointed by the company shall be entitled to conduct background verification and reference checks from all requisite sources to ascertain and establish the facts furnished by you. During verification, there may be certain documents/facts/proofs required to be produced from your side. In case, you are not able to produce the same within stipulated time frame, the company reserves the right to put your salary on hold for such time till you submit the said documents.

In case of negative background verification, the company reserves the right to terminate your services and take such further action as deemed necessary in the interest of the company.

6. In such cases where you possess insurance agency code of another insurance company(ies), you are required to ensure that your code is deactivated and you submit the NOC from the concerned insurance company(ies) within 30 days of your joining SUD Life failing which SUD Life reserves the right to keep your salary on hold and take such action as deemed necessary which may also include termination of your services from SUD Life.

7. In case of your resignation or termination from the services of SUD Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of incentive/performance bonus and the quantum of such incentive/ performance bonus to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

Please acknowledge the receipt of this offer by returning this duplicate copy within 2 days from the date of this letter, duly signed and stating your date of joining which should not be later than 18th July 2022.

Yours faithfully,

Dinesh Bojwani
 Head – Human Resources

I, **Ashwin Nelson Thangaraj**, have read the above terms and conditions and hereby accept the offer.

Expected Date of Joining: Signature:



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SUD Life Insurance, I, **Ashwin Nelson Thangaraj**, declare that;

1) I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (mention if any):

If required I agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future in case I am found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:

Please refer to Annexure B for details of documents to be submitted prior to joining.

Our Accolades



**Golden Peacock Award
2021**



**Asia's Best Employer
Brand Awards
2021**



**The Economic
Times Best Brands
2021**



**Women Super
Achiever Award
2021**



**CSR Leadership
Excellence Award
CSR 2021**

Gartner

**Eye on Innovation
Award 2020**





Annexure B

ATTACHMENT TO OFFER LETTER

Please submit the following documents, as may be applicable to you, to the company prior to the date of joining.

List of documents are as below

Identity Details (all mandatory)

1. Recent passport size colour photograph
2. Aadhar Card (If the Aadhar Card is not available, then the Aadhar card application need to be uploaded)
3. Address Proof (Passport / Driving License)
4. PAN Card (In absence of PAN card, a copy of application with application no. of PAN card)
5. Updated/Latest Resume

Previous Employment Details

1. Appointment Letter/ Offer Letter of current employer
2. Resignation acceptance and Relieving letter of current employer
3. Relieving letter from previous employer
4. Any one from the below documents
 - a. Form 16
 - b. Payslip (Last 3 Months)
 - c. Bank Statement (Last 3 Months)
5. Latest Increment Letter

Education Details (all mandatory)

1. Last two highest qualification - Passing certificates
2. Last two highest qualification - Mark sheets

Other documents

Scan copy of cancelled cheque (*mandatory*)

After receiving the above documents, we will issue the hard copy of your Appointment letter on the date of joining.

On joining you will also be required to furnish the following:

1. PF Nomination Form
2. Family dependent details
3. Any other relevant information that may be required

Once you join us, you are required to immediately open salary account with any of our partner banks and inform your account number to HR at the earliest.

Date: 06th May 2022

To,

Avdhoot Dnyaneshwar Ambal

Subject: Offer Letter

Dear Avdhoot Dnyaneshwar Ambal,

We have pleasure in giving you an offer in our organization as Junior Developer. This offer takes effect from your date of joining i.e. 1st June 2022

We would request you report remotely or at the following address, 21, Unique Industrial Estate, Off V.S. Marg, Prabhadevi, Mumbai – 400 025 during normal business course as mutually agreed upon

As per organization policy, the probation period applicable to you shall be six (6) months. Your work performance would be evaluated before confirming you in to permanent position

You would be posted at the above address. However as and when required, your service will be transferable to any of the offices in India or abroad.

During probation or on permanent role, the period of notice required for resignation is three (3) months.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Your compensation package would be as mentioned below. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

1) Hours of Work:

Your official hours of work will be from 9:30 am to 6:00 pm, Monday to Friday inclusive with one hour break for lunch each day. However, for certain specific jobs a different work schedule may apply to you, which will be explained to you by your manager if applicable. Business exigencies may require you to work beyond the specified hours, including the possibility of working weekends. You may also be expected to travel to other locations at times outside of your official hours of work

2) Cost To The Company (CTC): INR 3,00,000 per annum

3) Performance year runs from Apr – Mar every year. You would qualify for performance evaluation year after the end date of your probation period.

4) Annual leave: Annual Leave will be allotted on pro-rata basis after completion of six months of probation. 21 days Casual Leave and 5 days Sick Leave. Candidates are requested not to take any leave during probation period i.e. for six (6) months unless and until there is emergency.

5) If you resign or voluntarily quit employment within a year from date of joining, in such case you are entitled to pay three (3) month's salary in lieu of notice.

This offer is valid till 10th May 2022, if you do not confirm the acceptance, Alpha MD Pvt Limited, has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission.

- i. Original and copies of educational certificates and mark sheets.
- ii. Relieving letter & experience certificate from previous employer[s].
- iii. Salary certificate from previous employer.
- iv. Original & copy of your passport
- v. Nationality Proof – Copy of Passport / Voter ID / Domicile certificate
- vi. Three passport size and one stamp size colored photograph

Note: Please note only after you submit all these documents you will be on boarded, any delay in submitting these documents will impact your Date of Joining.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best

Yours Sincerely,

For Alpha MD Pvt Ltd

Vijayalakshmi Balakrishnan

Co-Founder

Acceptance Signature:



Acceptance Date: 9th May 2022

Offer Letter - GEP - Balaji

Thiruvekhatam Inbox



Anusha Anand 12 May

to me ▾



Dear Balaji Thiruvekhatam,

Congratulations!

On behalf of GEP and the leadership team, I am sincerely pleased to present the offer and benefits information. We feel you are going to be a great fit on many levels and this opportunity will be one that helps build on your experience and skills, exposes you to a rapid-growth organization and truly puts you in a more fast paced, growth-focused career track.

Please indicate your agreement with these terms and accept this offer by signing and scanning the offer letter along with the filled Employment Application Form (Form attached) within 2 working days from the date of offer. Please contact me directly if you need additional information on the attached offer and benefits package.

Ref No. : Atos Manual / 2022

State Street Syntel Services

A State Street and Syntel Company

Date: 27-Jan-2023

Ms. Chanda
Sahani
Sable Nagar,
Patra Chawl No
54,
Kurla E,
Mumbai- 400024

StateStreet Syntel Ser Pvt Ltd
4th and 5th Floor, Building #
4 Mindspace-Airoli(SEZ) Thane
Belapur Road, Navi Mumbai-
400708, India
Tel: +912241137503
CIN No: U72200MH2004PTC1443

Subject: Employment Letter

Dear Chanda,

We are pleased to inform that you have been selected for employment with StateStreet Syntel Ser Pvt Ltd as Officer KPO (GCM 1). Your total emoluments are Rs. 205000/- per annum and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

The Company is fully entitled to place you at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. You shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by you shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 45 Days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct reference checks, background checks and/or drug test before your date of joining with the Company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by you to the Company. This offer is subject to your satisfactory completion of all the above verification made by the Company. The Company also reserves the rights to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of your employment history and qualifications. The company reserves the right to make suitable formal/informal checks with the educational institutions and your former employers at its own discretion and you shall be deemed to have consented the Company to do so. Company reserves the right to withdraw this offer of employment or terminate your employment if the result of any background screening check (which may be conducted at any time prior to or during your employment) or any act on your part which demonstrates (at the discretion of the Company) that you will not be able to carry out the inherent requirements of your employment to the Company's standards of integrity and professionalism.

The terms and conditions of the employment are listed in "Annexure B".

You are requested to report to duty in our office on 31-Jan-2023, at 9.30 am at the following address: 2nd Floor, Building No 4, Raheja Mindspace Nr Airoli Railway Station, Airoli, Navi Mumbai 400708, failing which this employment offer shall be considered null and void.

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

Company is committed to protect your privacy. The Privacy Statement ("Statement") explains how we use and protect your personal data in our human resources systems throughout the course of your employment relationship with the Company. This privacy statement is available on our website portal (<https://www.atos-syntel.net/legal>) for your reference.

We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.

Yours sincerely,

For StateStreet Syntel Ser Pvt Ltd,

Antony Kumar

Deputy General Manager

Encl: Annexure A - Remuneration Details; Annexure B - Terms and Conditions of Employment Annexure C - Acceptance Copy.

I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company

31-01-2023 Date & Signature

Registered Office: 4th / 5th Floor, Building # 4, Mindspace, Thane Belapur Road, Navi Mumbai - 400 708, India
T: +91 22 4113 7503

Annexure A – Remuneration Details

Name: Chanda Sahani

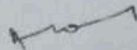
Designation: Officer KPO

GCM Level: GCM 1

Compensation Components	Annual (Rs.)
Salary & Allowances	
Basic Salary	
Basket of Allowance	145600
Total Salary & Allowances	7516
Advance Statutory Bonus	153116
Company's Contribution to Provident Fund (PF)	30700
Total Cost to Company (CTC)	21184
	205000

Notes:

- (1) The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
- (2) All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.
- (3) As per the Company policy, you will be covered under a company provided Medical Insurance.
- (4) You can opt for Provident fund @ 12% of basic as your contribution and Company contribution towards provident fund. This is scheduled activity you will be communicated in advance to avail this benefit.
- (5) Advance Statutory bonus is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in future. The frequency of payment of bonus component is subject to further modification as per management Discretion.



Antony Kumar
Deputy General Manager

EMPLOYMENT – Terms and Conditions

EMPLOYER

State Street Syntel Services Pvt. Ltd. (hereinafter referred to as the "Company", "We" or "Our") having its Registered Office at State Street Syntel Services Pvt. Ltd., 4th and 5th Floor, Building # 4, Mindspace-Airoli(SEZ), Thane Belapur Road,, Navi Mumbai-400708,India,Tel., a member of Atos Group of companies.

EMPLOYEE

Ms. Chanda Sahani (hereinafter referred to as "You" or "Your") permanently residing at Kurla and presently residing at Kurla

1. Date of Joining	:	31-Jan-23
2. Reporting Time on Date of Joining	:	09:30 am
3. Job Title	:	Officer KPO
4. GCM Level	:	GCM 1
5. Location	:	Navi Mumbai Airoli

You shall be governed by the following Terms and Conditions of Service during the employment with the Company, and these Terms and Conditions will be subject to amendments from time to time. These Terms and conditions of this Employment Contract, any other agreement signed with the Company or with any member of Atos Group of companies and any other Policies and guidelines that are provided by the Company in the Human Resources (herein referred as "HR") Portal or as a part of the HR Policy, Information Security Policy, Policy on non-compete, confidentiality and data protection, and any other directive whether issued by way of emails or written notifications by the Company shall all be termed as "Terms of Employment" and you shall abide by the same at all times during the term of employment and beyond to the extent such terms survive the employment term.

Terms and Conditions

1. Statement of Fact

The appointment is being made on basis of the job application form and is on reliance of the contents of resume and other information provided during the course of interview and other mutual discussions. Any misleading, incorrect or fraudulent information, either written or verbal, provided, shall result in termination of employment forthwith at the sole discretion of the Company (Herein Company would be referred to as either "The Company") and the Employee (herein employee would be referred to as either "the Employee") shall be liable to fully indemnify the Company for any losses suffered in this regard which shall be without prejudice and in addition to any other action/legal proceeding that the Company may take against the Employee. Company reserves the right to make suitable formal/informal checks with the educational institutions and previous employers of an Employee/candidate at its own discretion and the Employee/candidate shall be deemed to have consented the Company to do so.

2. Work Related

- 2.1 The Employee shall devote his/her full time to the work of the Company, and shall not undertake any other direct / indirect business/work/assignment etc. even on part-time basis whether honorary or remunerative, except with the prior written permission of the Company.
- 2.2 The Employee's designation is merely indicative of the responsibilities, which he/ she is required to carry out. Company shall be entitled to require the Employee, at any time, to perform any other administrative,

managerial, supervisory, and/ or other functions and the Employee will be bound to carry out such functions by using his/her best efforts and act in good faith and in the best interests of the Company.

- 2.3 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.
- 2.4 The Employee shall not accept any presents, commissions or any kind of gratification in cash or kind from any person, party, firm or company having dealings with the Company or Company's group of companies and if the Employee is offered, the Employee shall report the same immediately to the Company.
- 2.5 The Employee shall maintain and keep in his/her safe custody such books, registers, documents and other papers as may be issued to him/ her or may come in the Employee's possession and shall return the same when required by the Company.
- 2.6 The Employee will comply with all rules, regulations and procedures including service rules, practices, policies, etc. established by the Company as may be communicated from time to time, which are subject to modifications at the sole discretion of the Company and the same shall be binding on the Employee.

3. Location

- 3.1 The Company is fully entitled to place the employee at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. The Employee shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by the Employee shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give the Employee reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

For Company Initiated Relocation Request

In the event that you are required by Company to relocate, Company may reimburse the cost (or a proportion) of such relocation (the "Relocation Expenses"). The relocation reimbursement is subject to recovery as below

- Relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation

4. Entitlement to Work

- 4.1 Procurement and timely renewal of relevant work permit in India shall solely be Your responsibility and the Company shall render reasonable assistance and support on documents that You may require for this purpose. Your employment is subject to and conditional on You being legally entitled to live and work (for the Company) in India. You undertake to notify the Company immediately if You cease to be so entitled, in which event Your employment shall be deemed terminated and no compensation (with the exception of statutory dues payable, if any) shall be payable to You by the Company. The Company shall not be responsible for any liability arising thereof.

5. Hours of Work

- 5.1 Details with regards to Hours of work is covered in our Company's Policy which is available in our internal portal for the employees to refer. Further you will be required to work the hours necessary to fulfill the responsibilities of your role.

6. Probation Clause

State Street Syntel Services

A State Street and Syntel Company

6.1 Probation clause will not be applicable to You, as Your employment with the Company will be confirmed with effect from your date of joining

7. Remuneration

7.1 The entitlements of your Total Compensation are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements if any applicable to you are subject to applicable tax provisions which may be applicable including taxation on perquisite value

7.2 Your remuneration package has been shared with you as part of the offer letter issued to you.

8. Deduction from Remuneration

8.1 The Company may deduct from your remuneration any overpayment made to you, any benefits including leave taken by you beyond entitlement or amounts owed by you to the Company, to the extent permitted by law.

9. Period of Notice

9.1 You or the Company may terminate your employment by giving the other party written notice as follows

- a. Notice period shall be 45 Days effective from the date of Joining.
- b. If you have signed any other agreement with the Company or any member of Atos Group of companies that provides for a larger notice period, then that larger notice period shall apply. (The above is collectively referred to as "Notice Period"). The expression like being in the employment of the Company, during your employment term etc., includes Notice Period also.
- c. The Company reserves the right to make a payment of Basic + Basket of Allowance (BOA) pay in lieu of such Notice Period.
- d. The Company may terminate Your employment summarily with immediate notice in the event of gross misconduct or a serious breach of Your employment obligations.
- e. We may, at any time during Your Notice Period (whether notice is given by You or by the Company), and in Our absolute discretion alter Your duties.

10. Retirement

10.1 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

11. Mediclaim, Personal Accident Insurance

11.1 You will be covered by the Company's Mediclaim and Personal Accident Insurance Policy as per its rules/regulations.

12. Annual Leave and Public Holiday

12.1 Our leave year runs from 1 January to 31 December. Your annual leave entitlement will be 33 days. Additional paid holidays are declared each year for public holidays and the Company will update the list of paid holidays for the calendar year in the internal portal of the Company.

12.2 You will be eligible for leave as per the Policy announced by the Company from time to time. All leave applications, approvals, rejections, etc., must be in line with the HR Policy laid down and as applicable from time to time. The Company reserves the right to cancel any approved leave for reasons of business requirements

and you are expected to provide full co-operation and adhere to such requests of the Company. The Company is also entitled to, suo moto, ask you to go on leave for such number of days and on such terms and conditions as intimated to you by the HR Department without assigning any reason to you.

- 12.3 Any un-authorized leave or excess leave by you will entitle the Company to terminate your employment.
- 12.4 Full details of the policy regarding annual leave and holidays are available on the Company's internal portal.

13. Receipt of Payments and Benefits from Third Parties

- 13.1 Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Companies for the amount received or the value of the benefit so obtained. Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of the Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Group of Companies for the amount received or the value of the benefit so obtained.

14. Integrity and Professionalism

- 14.1 The Company shall conduct reference checks, background checks and/or drug test before the Employee's date of joining with the company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by the Employee to the Company. This offer is subject to the Employee's satisfactory completion of all the above verification made by the Company. The Company also reserves the rights to ask the Employee to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of the Employee's employment history and qualifications. The Company reserves the right to make suitable formal/informal checks with the educational institutions and the Employee's former employers at its own discretion and the Employee shall be deemed to have consented the Company to do so. Company reserves the right to withdraw this offer of employment or terminate the Employee's employment if the result of any background screening check (which may be conducted at any time prior to or during the Employee's employment) or any act on the Employee's part which demonstrates (at the discretion of the Company) that the Employee will not be able to carry out the inherent requirements of the Employee's employment to the Company's standards of integrity and professionalism. The Employee's retention in Company's employment will be subject to the Employee's continued medical fitness. Company reserves the right to ask the Employee to undergo background verification/medical examination if and when considered necessary.

15. Former Employer

- 15.1 In the event of the Employee becoming party to any proceeding/(s) brought by any former employer at any time during or after the Employee's employment with the Company, the Employee recognizes and agrees that the Employee shall have full and sole responsibility of responding to such action or proceeding and that the Company shall have no responsibility to participate in the Employee's response to such action or proceeding whether at the Employee's own costs or otherwise. The Employee agrees that the Employee is not expected, at any time, to disclose, to the Company and/or any member of Atos group of companies or its directors, officers or agents, the trade secrets or any other confidential information of the Employee's former employer or any other entity.
- 15.2 The Employee represents to the Company that he/she is not subject to party to any restrictive covenant, non-compete, non-solicitation, intellectual property, or confidentiality agreement or any other agreement that would

limit or restrict the Employee's scope and ability to work in any way for the Company or any member of the Company's group of Companies.

- 15.3 The Employee represents that he/she is not bound by any previous agreement in any way whatsoever from the Employee's previous employment that would limit or restrict the Employee's scope of ability to work in any way for the Company or Company's group of Companies. In the event of the Employee having any obligation binding from the Employee's previous employer, the Employee undertakes to declare and hold the Company harmless and not responsible thereby releasing the Company from any such dispute related to the Employee's previous employment.
- 15.4 In case of any breach or misrepresentation on the Employee's part in the above, the Company reserves its right to terminate the Employee's services forthwith which will be without prejudice to the right of the Company to be indemnified by the Employee in respect of any litigation/proceedings that the Company or any member of Company's group of Companies may have to face on account of the Employee's breach or misrepresentation as above.

16. Data Protection

- 16.1 The Company may be required to process, transfer and store the Employee's personal and sensitive data in any of the other locations of the Company or any member of Atos group of companies that may not be the Employee's home location (including amongst others, transfers of the Employee's health information to another office of the Company) for inclusion in our central HR system.
- 16.2 By signing this employment contract, the Employee acknowledges and agrees that the Company is permitted to collect and hold personal data about the Employee as part of personnel and other business records and that the Company may use such information for the purpose of conducting background checks, administering the Employee's employment and other purposes directly related to the Employee's employment.
- 16.3 The Employee agrees that the Company may disclose such data to third parties in the event that such disclosure is in our view required for the proper administration of the Employee's employment and other matters directly related to the Employee's employment. This clause applies to information held, used or disclosed in any medium. For further information, please refer to the Information Security Policy, which is available on the Company's internal portal.

17. Return of Property

- 17.1 When the Employee's employment ends (or earlier on demand by the Company), the Employee is required to return all Confidential Information and all the Company property and equipment in an acceptable condition.
- 17.2 Subject to any written regulations issued by the Company which may be applicable, neither the Employee nor any member of the Employee's family, nor any company or business entity in which the Employee or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by the Employee on behalf of the Company and/or any member of Company's group of companies and if the Employee, any member of the Employee's family or any company or business entity in which the Employee or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit, the Employee will forthwith account to the Company or the relevant member of Company's group of companies for the amount received or the value of the benefit so obtained.

18. Conflict of Interest

- 18.1 The Employee undertakes and agrees to mention that he/she would conduct themselves with the highest standards of integrity, honesty and fairness to avoid any conflict between the Employee's personal interests and the interests of the Company. The Employee further states that the Employee does and would not have any direct or indirect interest in a competitor, customer/client or vendor/supplier of the Company or to any member of Company's group of companies to the extent or nature that it affects, or appears to affect, the Employee's responsibilities to the Company. The interest shall also apply in the manner of seeking or accepting any form of benefit, gift, privilege, financial interest, employment with or become directly or indirectly involved as an independent contractor, consultant or otherwise with any competitor/client/vendor of the Company or any member of Company's group of companies. The Employee shall not personally take advantage of a business opportunity rightfully belonging to the Company or any member of Company's group of companies or derive personal profit, gain or advantage (other than rightful compensation from the Company) as a result of any transaction undertaken on behalf of the Company or any member of Company's group of companies.

19. Policies and Procedures

- 19.1 The Company has adopted a number of employment and business policies and procedures. The Employee must comply with the Company's policies and procedures (as amended, removed or replaced from time to time), including the Code of Conduct and or the employee handbook. The Employee will have access to all of the Company policies and procedures including the Code of Conduct, on the Company's internal portal site. The Employee must familiarize himself with them and the Employee agrees to be bound by them as applicable from time to time. No separate agreement is required for the Employee to be bound by such policies and procedures from time to time.
- 19.2 The Company reserves the right to change existing policies and procedures or introduce new ones from time to time. Information about new policies and procedures or changes to existing ones including the Code of Conduct will be communicated through the Company's internal portal and/or employee communications.
- 19.3 Disciplinary procedures or any other applicable procedures in the circumstances may be implemented for failure to comply with the Company's policies and procedures up to and including dismissal.
- 19.4 The Employee also declares that the Employee has not been convicted nor pleaded guilty for violating any central, state or local law, regulation or ordinance nor has any criminal charges presently pending before any court of law.
- 19.5 The Employee understands and agrees that the Employee will not involve/make the Company and/or any member of Company's group of companies, as a party or otherwise, into any disputes/court proceedings/investigations/allegations arising out of or related to any matter which is personal to the Employee. The Employee also agrees and undertakes to keep the Company and/or any member of Company's group of companies indemnified at all times should the Company and/or any member of Company's group of companies suffers or incurs any damages and expenses whatsoever in this regard.
- 19.6 Should the Employee be alleged/convicted in any crime or offence in any country of whatsoever nature, the Employee will immediately inform our HR and adhere to all the disciplinary procedures as the circumstances may demand.

20. Information, Assets and Systems

- 20.1 When the Employee joins the Company, the Employee may have access to phones, e-mail, the Company's internal portal, internet and other equipment and systems. These form part of the Company's IT and communication systems and the Employee will be required to use them in accordance with the policies relating to them. The Company may implement disciplinary procedure if the Employee fails to comply with them and in certain circumstances, this could amount to gross misconduct leading to dismissal. The Employee should refer and adhere to the Code of Conduct and the Company Policy Standards for further information on these policies.

21. Discipline

- 21.1 Details of our disciplinary procedures are available on the Company's internal portal. These procedures do not form part of the Employee's Employment Agreement.
- 21.2 The Company reserves the right to place the Employee on leave of absence ("Suspension") at any time during the Employee's employment, on terms and for periods as the Company determines appropriate pursuant to applicable laws. This includes (but is not limited to) where the Company is carrying out investigation and/or disciplinary procedures against the Employee for breach of Terms of Employment or other allied matters.

22. Taxes

- 22.1 The Employee shall be solely responsible for declaring and paying all taxes to the relevant tax authorities due on payments made and benefits provided to the Employee by the Company and/or any member of Company's group of companies. The Company shall deduct any statutory dues/taxes from amounts paid to the Employee, as per applicable laws.

23. Changes to the employee's Terms of Employment

- 23.1 On matters not specifically covered in the Terms of Employment, the Employee shall be governed by the Company's Policies/ Terms and Conditions/ employee handbook service rules, practices, etc. which are liable for modifications, additions, total or partial withdrawal, suspension/ revocation, etc. from time to time. The Company's decision on all such matters shall be final and binding on the Employee.

- 23.2 In relation to the benefits (not being a statutory benefit) referred to in this Employment Agreement, the Company reserves the right to withdraw and/ or alter their terms without notice at any time. The Company will exercise reasonable discretion if it changes the benefits or exclude the Employee from them.

24. Warranty

- 24.1 The Employee represents and warrants that the Employee is not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits the Employee from fully performing the duties of the Employee's employment, or any of them, in accordance with the terms and conditions of this Employment Agreement.

25. Entire Agreement

- 25.1 These terms and conditions supersede any previous agreement, whether oral or in writing, between the Employee and the Company or any other member of Company's group of companies in relation to the matters dealt herein and represent the entire agreement between the Employee and the Company. This Employment Agreement or any part thereof may be modified in writing and all such modifications shall be effective when signed by both the parties hereto.

- 25.2 You or the Company may terminate Your employment by giving the other party written notice as follows: -

26. Waiver

- 26.1 It is hereby agreed that failure of the Company to enforce at any time or for any period of time, the terms and conditions contained herein shall not be construed to be waiver of any of the terms and conditions or of the right thereafter to enforce each and every term and condition of this Employment Agreement.

27. Software Related

- 27.1 The Employee is strictly prohibited from bringing in the office premises, any unauthorized or infringed copies of software or downloading any infringed or non-patented software in the computer systems (from external sources or otherwise) or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act or any other intellectual property rights (IPR) laws. Employee shall not introduce or bring into the Company or its clients' systems, any virus, trojan horses, computer code designed to disrupt, disable, harm, or otherwise impede the operation of software or firmware or any computer or network or that would disable the software or firmware or any computer or network or impair in any way their operation. Violation of this clause will be regarded as a serious offence and the Employee will be subjected to appropriate disciplinary action as per the policies of the Company. For the purpose of maintaining confidentiality of data, information, assignment of IP rights, non-solicitation, non-compete, non-diversion the term is deemed to include the Company and all its affiliated group companies.

28. Intellectual Property Rights

- 28.1 The Employee agrees to inform the Company of full details of all the inventions, discoveries, concepts, ideas, etc. (collectively called "Developments"), whether patentable or not, including but not limited to, hardware and apparatus, products, processes and methods, formulae, computer programs and techniques, as well as any improvements and related knowledge, which the Employee conceives, improves, completes, or puts in to practice (whether alone or jointly with others) while being in the employment of the Company, and which relate to the present or prospective business, work or investigations of the Company, or which result from any work the Employee does, using any equipment, facilities, materials or personnel of the Company; or which has or have been developed by the Employee or under the Employee's supervision, or which results from or are suggested by any work, which the Employee does or may do for the Company.

- 28.2 The ownership of all "developmental" work and documentation created by the Employee shall from the moment of its creation, vest in the Company. Thus, the Employee agrees to assign and hereby assigns to the Company/ Companies' nominee, Employee's entire right, title and interest in -

- All Developments
- All trademarks, copyrights and mask work rights in the developments; and

- All patent applications filed, patents granted on any development, including those in foreign countries, which the Employee conceives or makes (whether alone or with others) while being in the employment of the Company or within two (2) years of the end of their employment (if conceived as a result of the Employment with the Company).
- 28.3 The Employee acknowledges existence of the Company's present and future products, know-how, processes, software products, programs, codes, documentation and flowcharts in any form and agree to abide by the procedures of the Copyright Law or any other applicable IPR laws in force, in India and foreign countries, which prohibits the reproduction of such protected works, in whole or in part, or in any form or by any other means, without the prior written permission of the Company.
- 28.4 The Employee agrees to assign to the Company his/her entire right, title and interest in any invention or improvement that the Employee might make solely or jointly with others, during the course of his/her employment with the Company relating to any and all products, services, software, software tools marketed or manufactured or developed and that the Employee will perform any act and execute such documents, without expenses to the Employee which, in the judgments of the Company or its attorneys may be needful or desirable to secure to the Company, patent protection and any or all rights relating to such invention or improvement.

29. Non-Solicitation / Non-Compete

- 29.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party, solicit business from or perform services for any the Company's client or any prospective client, with whom he/she had any contact with or exposure to pursuant to this Employment Agreement.
- 29.2 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, seek engagement or employment, either full-time or contractually with any organization that is likely to deploy the Employee on project or assignment in Offshore or Onsite client engagement where the Company is already working for the same client and where the Employee had been engaged in a project with the client organization for a period exceeding one month.

30. Non-Diversion of Employees

- 30.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party solicit and/or offer an employment to persons, who are then, or were during the previous six (6) months, employees of the Company or any the Company subsidiary / associate / affiliate.

31. Specialized Training & Knowledge

- 31.1 If the Employee has to undergo any specialized training in the Company or arranged by the Company, the Employee will have to execute a training agreement and an indemnity bond to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond. Any violation of the terms will entitle the Company to recover liquidated damages as mentioned in the said training agreement and an indemnity bond. During employment, Employee agrees to undergo any specialized training as required by the Company.
- 31.2 On deputation to a client site for knowledge acquisition and subsequent knowledge transfer on a client's application, either for development, enhancement, maintenance, support or otherwise, the Employee will be understood to have gathered intellectual property on behalf of the Company. As a consequence, the Employee commits to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond from the date of return to India from the onsite engagement. Any breach of this clause will entitle the Company to recover liquidated damages as mentioned in the training agreement and an indemnity bond.

32. Confidentiality

- 32.1 So long as the Employee is in the employment of the Company, providing certain products and/or services to the Company and/or on behalf of the Company, he/ she will, at all times, observe secrecy and confidentiality in respect of technical, trade or business data or any other information that might come to his/her knowledge or possession (herein collectively referred to as the "Confidential Information"), which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore. The Employee shall use the Confidential Information solely for the purpose of and on behalf of the Company. The Employee will not disclose Confidential Information without authority of the Company to anyone other than the Company's authorized person and even after the Employee has ceased to be in the service of the Company, the Employee shall not disclose Confidential Information to anyone. The Employee hereby acknowledges that the Company and its clients are subject to certain privacy regulations and/or contractual obligations, pursuant to which the Company shall be required to obtain certain undertakings from the Employee with regard to privacy, use and protection of non-public information of the Company and/or its clients (of client's customers) or any prospective clients. Employee agrees that (a) he/she shall not disclose or use any client/customer data except to the extent necessary to carry out its obligations under this Agreement and in accordance with applicable privacy laws; (b) he/she shall not disclose client data to any third party without the prior consent of the Company and/or client (c) he/she shall maintain, effective information security measures, in accordance with the policies of the Company and /or client and as otherwise necessary to protect client data from unauthorized disclosure or use; and (d) he/she shall notify the Company in writing immediately upon becoming aware of any such unauthorized disclosure or use of the Company and/or client data in detail. The obligations set forth in this clause shall survive termination of the Agreement indefinitely.
- 32.2 The term "Confidential Information" does not include information which (i) is already in Employee's possession, or (ii) becomes generally available to the public other than as a result of a disclosure by the Employee or (iii) becomes available to the Employee on a non-confidential basis from a source other than the Company and/or Company's clients. Employee further agrees that disclosure of the same shall be with prior permission of the Company.
- 32.3 The Employee agrees to promptly re-deliver to the Company, upon request/ in the event of his/ her ceasing the employment with the Company, i) all drawing, blue print or other reproductions or other data, tables, calculations, letter or other documents or other writing or copy of writing of any nature whatever pertaining to the business of the Company, ii) Confidential Information including all Intellectual property rights, whether registered or unregistered on any tangible media. The Employee will not retain any copies, extracts or other reproductions in whole or in part of such material. The Employee further agrees that breach of this confidentiality clause could cause irreparable damage to the Company and that the Company shall be entitled to any and all injunctive relief, as well as monetary damages, including reasonable attorney fees, for such breach.
- 32.4 From time to time, Company's customers/clients and other business requirements may require all employees to sign special Non-Disclosure Agreements ("NDA's"). These NDA's may be process/ client specific or could represent a regulatory requirement. The Employee agrees to sign and comply with the terms and conditions of the said NDA's, as and when required.

33. Remedies

- 33.1 The Employee agrees that his/her failure or neglect to perform, keep, or observe any term, provision, condition, covenant, warranty, or representation contained in this Employment Agreement, the confidentiality agreement or any other agreement between the Employee and the Company, will cause the Company immediate and irreparable damage and that the Company is, in addition to all other remedies available to it, entitled to immediate injunctive and equitable relief from a court having jurisdiction to prevent any breach and to secure the enforcement of its rights hereunder.
- 33.2 Remedies for damages procuring prior to the Company's knowledge of breach or until action in breach ends and related in any way to the effects of the breach shall include but not be limited to monetary damage, liquidated damage, attorney's fees and other cause related to the action.

34. Governing Law

- 34.1 The validity, construction, interpretation and performance of this Employment Agreement will be governed by Indian laws and adjudicated upon by a competent court in Pune.

35. Severability

35.1 If any clause in this employment agreement is held invalid, illegal or unenforceable for any reason, that provision shall be severed and the remainder of the provisions of this employment agreement will continue in full force and effect as if this employment agreement had been executed without such invalid provision.

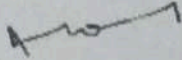
36. Clarifications

36.1 For any further clarifications about the above clauses or any interpretation of the above clauses, the Employee may approach the HR team.

37. Notices

37.1 All notices under this Employment Agreement shall be sent by post and/or email at the following addresses
4th and 5th Floor, Building # 4, Mindspace-Airoli(SEZ), Thane Belapur Road., Navi Mumbai-
400708, India, Tel: +912241137503, CIN No:U72200MH2004PTC144362.

For State Street Syntel Services Pvt. Ltd.



Antony Kumar
Deputy General Manager

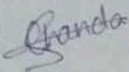
Each party shall notify the other about any change in address at least 15 days prior to the change happening. Notice sent to you at the above address or the current communication address as per company records shall be deemed as sufficient service during and after the term of this Employment Contract.

Please indicate your acceptance of these terms and conditions by signing the duplicate copy of this Employment Agreement and returning it to the Company.

I, the undersigned, have read and agree to be bound by the terms and conditions of employment as stated in this Employment Agreement. I understand that the Company may vary the terms and conditions of employment from time to time and I agree to be bound by the same.

Employee Name: Ms. Chanda Sahani

Employee Signature:



Joining Date:

31-01-2023



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

Superset ID: 2362540

Letter of Intent ("LOI")

Dear Charleson Matla,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** 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 pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2362540**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2362540**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2362540**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Charleson Matla
Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring



Date : 2-Sep-22

To,

Gnana Christopher Nadar,
Location: Mumbai - Airoli
India Business Title: Associate - Financial Services Operations
Workday Title: Financial Services Operations Representative I
Grade: S1

Dear Gnana Christopher Nadar,

Sub: Appointment Letter

DST Worldwide Services India Private Limited is pleased to appoint you in its services with effect from September 12, 2022 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guidelines may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earliest opportunity and shall be binding upon you.

1. Designation:

1.1 The Company agrees to employ you, and you agree to act as "Associate - Financial Services Operations" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

2. Compensation:

2.1 You will be entitled for an annual cost to company (CTC) of Rs. 3,07,930 (Rupees Three Lac Seven Thousand Nine Hundred Thirty Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amounts payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any, and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

3. Entitlement to other benefits:

3.1 You will be entitled to provident fund, leave travel allowance, personal accident insurance, mediclaim and any other such benefits as per the Company's policies from time to time and as may be applicable to the same class of employees.

4. Place of work and Transfer:

4.1 Your initial place of work will be at Mumbai - Airoli, India. However, your services are transferable and you may be assigned to any location in India or abroad, where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

5. Shift timings:

5.1 As the Company functions 24 hours a day and 7 days a week, you will be required to work in shifts as per the requirements of the Company. You will be expected to attend to office except while traveling on business as assigned to you by your superiors. You will be entitled to staggered weekly offs as per the shift schedule put up from time to time.

6. Probation:

6.1 You would be on probation until you successfully complete your probationary period and the same is confirmed to you through a confirmation letter. The probationary period is for 90 days and may be extended in case there is a gap in performance and you would be notified on or before your probation date in such a case. At any time, during the probationary period, either you or the company may terminate your service by giving 30 days of notice or the company may at its absolute discretion make a payment or payments representing basic salary or any other contractual entitlements (except any performance based variable bonus) to which you would be otherwise be due in the notice period in lieu thereof.

7. Termination:

7.1 Upon completion of probation period and confirmation, either party shall have the right to terminate this letter upon 2 month(s) notice in writing to the other. The company at its discretion, may permit the termination of employment upon payment of 2 month(s) salary in lieu of the 2 month(s) notice.

7.2 Without limitation to Clause 6.1 above, the Company shall be entitled to terminate your employment by giving a written notice of 60 days, if you shall:

- (i) in any material respect, neglect or fail to carry out or refuse to attend to, or commit any material breach or non-observance of the terms of this letter or your duties or obligations under this letter or of any policies framed by the Company or if you shall repeat or continue after warning any material breach of such obligations or policies; or
- (ii) be convicted by any court of any offence involving moral turpitude;
- (iii) be found to be of unsound mind by a court of competent jurisdiction; or
- (iv) be an un-discharged insolvent; or
- (v) have applied to be adjudicated as an insolvent and your application is pending; or
- (vi) in the performance of your duties under this Agreement or otherwise, commit any acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation or violation of the Company's policies.

DST Worldwide Services India Private Limited Unit # 301, 3rd Floor, Building 5 & 6, Mind space IT Park,
MIDC INDL Area, Airoli, Navi Mumbai, Maharashtra - 400708, India T +91-22-50294444

Registered Office : 5th Floor, Block B, Q City, Nanakramguda, Central University Campus, Gachibowli,
Hyderabad - 500046, Telangana, India. T +91 - 40 - 66125555, F +91-40-66125999

CIN # U72200TG2000PTC034128



If the Company terminates your employment pursuant to this Clause 7.2, you shall not be entitled to pay in lieu of notice or any other payment except for such sums as shall have accrued due at the date of termination of the Employment

- 7.3 If the Company has reasonable grounds to believe it may have a right to terminate the employment by Summary Notice, it shall be entitled (but without prejudice to its right subsequently to terminate the employment on the same or any other ground) to suspend you on full pay during the period of any enquiry or investigation into the circumstances giving rise to such belief.
- 7.4 The Company may terminate the employment forthwith by paying salary and the value of all other contractual benefits (all discounted to reflect any benefit to you which would result from early payment thereof) in lieu of the required period of notice and it is expressly agreed and declared that such payment in lieu of notice shall not constitute a repudiation of this letter. Any such payment shall be made net of tax and statutory deductions.
- 7.5 Termination of the Agreement under this Clause 6 would be without prejudice to:
- (a) The Company's right to claim the actual damages it has suffered through the breach;
 - (b) Any other relief to which the Company may be entitled under contract, law or equity; and
 - (c) The Company's rights with respect to any action or right accrued prior to termination.

8. Retirement:

- 8.1 You will retire on attaining the age of 60 or on being declared medically unfit for service by the competent medical authority appointed by the Company.

9. Whilst employed by the Company:

- a) You will not be permitted to undertake any other employment or engage in any external activities of commercial nature without prior written approval.
- b) You will be required to effectively carry out all duties and responsibilities assigned to you by your Project Manager and others authorized by the Company to assign such duties and responsibilities to you. Your performance will be subject to annual appraisal by your Project Manager.
- c) Except in the proper course of your employment, or thereafter you shall not divulge to any third party any information regarding the business matters of the Company or information regarding its customers. All information that comes to your knowledge by reasons of employment with the Company is deemed to be confidential.
- d) You should not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you.
- e) You shall be subject to the rules and regulations of the Company. In addition, you shall not have any authority or the right to make any representations, contracts or commitments for or on behalf of the Company that imply or otherwise pledge the credit of the Company for your personal sake.

10. Credentials:

- 10.1 Your continuation in service is subject to satisfactory verification of your credentials. Your services can be terminated without any notice and without giving any reasons, if at any time it is found that you have concealed any material information or have given false information.

11. Discipline:

- 11.1 You will be required to apply and maintain the highest standards of personal conduct and integrity, comply with all Company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation etc would warrant strong disciplinary action from the Company.

12. Upon Separation:

- 12.1 Upon separation from the Company you will be required to immediately return to the Company all assets and property of the Company including documents, files, data and memos in your possession or custody. Further, at the time of leaving the Company you shall hand over the charge to the authorized person and obtain a NO DUE CERTIFICATE from your section head to enable the management to relieve you from the service and settle your account.

13. Address for communication:

- 13.1 You have given your address, as it appears at the beginning of this letter. Any communication sent to that address shall be deemed to have been served upon and received by you. It is your responsibility to intimate the Company about any change in the address.

14. Documents to be submitted at the time of Joining:

- 14.1 At the time of reporting for duty you are required to submit the following documents:
- a) Copy of relieving letter from the previous employer.
 - b) Copy of birth certificate/ school leaving certificate.
 - c) Copies of all academic certificates
 - d) Copy of last three months pay slips from the previous employer.
 - e) If member of Provident Fund scheme, the membership number and the Universal Account Number (UAN)
 - f) Form 16- (I) (pertaining to tax deduction at source) from the previous employer.
 - g) 5 Passport size color photographs

15. Non Compete:

- 15.1 You shall not, during the term of this arrangement, directly or indirectly, by yourself or through any relative, own, manage, control, participate in, consult with, render services for, or engage in any business competing with the business of the Company or its group companies within India or abroad or undertake any professional activities other than in terms of this Agreement that may be deemed in the sole judgment of the Company, to constitute a conflict of interest with the business of the Company.

DST Worldwide Services India Private Limited Unit # 301, 3rd Floor, Building 5 & 6, Mind space IT Park,
MIDC INDL Area, Airoli, Navi Mumbai, Maharashtra - 400708, India T +91-22-50294444

Registered Office : 5th Floor, Block B, Q City, Nanakramguda, Central University Campus, Gachibowli,
Hyderabad - 500046, Telangana, India. T +91 - 40 - 66125555, F +91-40-66125999

CIN # U72200TG2000PTC034128

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15.2 You hereby acknowledge and agree that the provisions of this Clause 15 are reasonable with respect to its duration, geographical area and scope, narrowly tailored and necessary to protect and preserve the legitimate business interests of the Company and that the Company would be irreparably damaged if you were to breach the covenants contained in this Clause 15.

15.3 The Company and you agree that if the restrictions envisaged herein are held to be void by a court of competent jurisdiction, the same would be valid and enforceable if modified or altered to the extent necessary to permit its enforcement and such restriction shall apply on you with such modification.

16. Terms of IT System Usage:

16.1 You recognize, understand and agree that your email, intranet, internet and voicemail have been provided for business use only.

16.2 You are aware and agree that the Company reserves the right to monitor your use of the internet, both for email and browsing, and voicemail and the intranet. This may be done without your consent or knowledge, at any time. You further agree that you are aware that violations of this policy may subject you to disciplinary action, up to and including termination of employment without any severance pay.

17. Secrecy Declaration:

17.1 Upon your accepting this appointment letter, you will be required to execute the Secrecy Declaration in the format provided in Annexure B, hereof.

18. Assignment:

18.1 Your obligations under this letter are personal in nature and shall not be assigned or transferred by you.

19. Non-Waiver, Amendment:

19.1 No failure by the Company to exercise, nor any delay by the Company in exercising, any right, power or remedy hereunder shall operate as a waiver of that or any other right, power or remedy of the Company, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise of that or any other right, power or remedy.

19.2 This Agreement may only be amended or supplemented by an instrument in writing duly executed by you and the Company.

The terms of this letter are intended to be kept strictly confidential.

All other terms and conditions will be governed by the Company's policies as stated from time to time. The Company's policies are enumerated in the employee handbook, which is displayed on the Company Intranet.

This letter shall be governed by and interpreted in accordance with the laws of India.

Kindly sign and return a copy of this letter and the Secrecy Declaration provided in Annexure B hereof, within a period of 15 days from the date of signing this letter. Please initial each page in acceptance of the terms and conditions set out herein.

The Company takes pleasure in welcoming you and hopes that you find a long and a successful career with it.

With Best Wishes,

For **DST Worldwide Services India Private Limited**

Authorized Signatory

I hereby accept the terms and conditions therein and return the duplicate copy signed in token of my acceptance.

Signature:

Name:

Place:

Date:

DST Worldwide Services India Private Limited Unit # 301, 3rd Floor, Building 5 & 6, Mind space IT Park,
MIDC INDL Area, Airoli, Navi Mumbai, Maharashtra - 400708, India T +91-22-50294444

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Hyderabad - 500046, Telangana, India. T +91 - 40 - 66125555, F +91-40-66125999

CIN # U72200TG2000PTC034128

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Annexure		
Employee Name :	Gnana Christopher Nadar	
Grade :	S1	
India Business title:	Associate - Financial Services Opera	
Workday Title:	Financial Services Operations Repr:	
Location:	Mumbai - Airoli	
Salary & Benefits		
	Salary Per Month	Salary Per Annum
Fixed Pay		
Basic Salary	7,438	89,256
HRA	3,719	44,628
Transportation Allowance	3,000	36,000
Statutory Bonus	2,500	30,000
Special Allowance	2,510	30,120
***Odd Hour Shift	2,083	24,996
Gross Salary	21,250	255,000
Annual Gross Pay (AGP)		
		255,000
Provident Fund		
Provident Fund (Employer's Contribution)	1,800	21,600
Total CTC (AGP+Provident Fund)		276,600
Additional Benefits		
Mediclaime & GPAP Insurance		25,000
GTL Insurance		2,033
Gratuity *		4,293
Grand Total CTC		307,926
Variable Benefits **		
Night Shift Allowance	2,000	24,000
Odd Hour Conveyance (Night Shift)	3,000	36,000

* As per the Gratuity Act, 1972

** Employees are eligible to participate in SS&C DST's annual cash bonus plan, pro-rated on the actual start date for the first calendar year. This is a discretionary plan and the distribution of bonuses is contingent upon SS&C DST's overall financial success as well as upon the individual contribution toward our success.

for **DST Worldwide Services India (P) Limited**

Authorized Signatory

DST Worldwide Services India Private Limited Unit # 301, 3rd Floor, Building 5 & 6, Mind space IT Park,
MIDC INDL Area, Airoli, Navi Mumbai, Maharashtra - 400708, India T +91-22-50294444

Registered Office : 5th Floor, Block B, Q City, Nanakramguda, Central University Campus, Gachibowli,
Hyderabad - 500046, Telangana, India. T +91 - 40 - 66125555, F +91-40-66125999

CIN # U72200TG2000PTC034128

RE: Campus Drive 2022 | Datamatics**Nupur Adkar** <nupur.adkar@datamatics.com>

Fri 5/6/2022 6:35 PM

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

Cc: 'Arati Hallis' <arati.hallis@datamatics.com>; 'Rekha Kumari' <rekha.kumari@datamatics.com>; namrata.angane@datamatics.com <namrata.angane@datamatics.com>; Spruha More <spruha.more@vsit.edu.in>

Dear Murali,

We are going ahead with Devansh Barot. Pankaj got rejected in technical round.

Thanks & Regards,
Nupur Adkar
Senior Executive - TA
(M): +91 7841051285

DATAMATICS

Knowledge Centre, Plot 58, Street No. 17, MIDC, Andheri (E) Mumbai 400 096, INDIA
www.datamatics.com

From: Murali Anantha [mailto:murali.anantha@vsit.edu.in]
Sent: 05 May 2022 22:14
To: nupur.adkar@datamatics.com; Spruha More
Cc: 'Arati Hallis'; 'Rekha Kumari'; namrata.angane@datamatics.com
Subject: RE: Campus Drive 2022 | Datamatics

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Thank you Nupur.

Regards,

Murali Anantha
Training and Placement Officer
9820440736



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

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From: Nupur Adkar
Sent: 05 May 2022 18:03
To: Spruha More; Murali Anantha
Cc: 'Arati Hallis'; 'Rekha Kumari'; namrata.angane@datamatics.com
Subject: RE: Campus Drive 2022 | Datamatics

Dear Murali/Spruha,

Vaibhavi has got shortlisted with us, rest of the students have got rejected in technical round. Thank you so much for all your support.

Thanks & Regards,
Nupur Adkar
Senior Executive - TA
(M): +91 7841051285

From: Nupur Adkar [mailto:nupur.adkar@datamatics.com]
Sent: 05 May 2022 13:53
To: 'Spruha More'
Subject: RE: Campus Drive 2022 | Datamatics

Received, thank you.

From: Spruha More [mailto:spruha.more@vsit.edu.in]
Sent: 05 May 2022 13:50
To: nupur.adkar@datamatics.com
Subject: Fwd: Campus Drive 2022 | Datamatics

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From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: Thursday, May 5, 2022 1:40:48 PM
To: nupur.adkar@datamatics.com <nupur.adkar@datamatics.com>; Spruha More <spruha.more@vsit.edu.in>
Subject: RE: Campus Drive 2022 | Datamatics

Dear Nupur, Sharing the resumes of the shortlisted students in the attached zip file.

Regards,

Murali Anantha
 Training and Placement Officer
 9820440736



Vidyalankar Educational Campus
 Vidyalankar College Marg
 Mumbai – 400 037.
 Tel No. : 022 2416 1126 ext 3103
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From: [Nupur Adkar](#)
Sent: 05 May 2022 13:10
To: [Spruha More](#)
Cc: [Murali Anantha](#)
Subject: RE: Campus Drive 2022 | Datamatics

Hi Spruha,

PFB the list of shortlisted students, kindly share the resumes asap.

Vaibhavi	vaibhaviangre2002@gmail.com
Rohit	rohitatipamula2001@gmail.com
Abdul	rehmanscholar321@gmail.com
Monica	monicaeza1995@gmail.com
Achintya	achintya.rokade26@gmail.com
Arshan	arshanirani@ymail.com
Sankalpa	bagwesankalp272@gmail.com
Nikhil	nikhilgupta11267@gmail.com

Thanks & Regards,
 Nupur Adkar
 Senior Executive - TA
 (M): +91 7841051285

DATAMATICS

Knowledge Centre, Plot 58, Street No. 17, MIDC, Andheri (E) Mumbai 400 096, INDIA
www.datamatics.com

From: Spruha More [mailto:spruha.more@vsit.edu.in]
Sent: 05 May 2022 10:56
To: nupur.adkar@datamatics.com; 'Rekha Kumari'; namrata angane
Cc: 'Arati Hallis'; Murali Anantha
Subject: Re: Campus Drive 2022 | Datamatics

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Hello all,

Please find the updated list of 20 students.

Regards

Spruha More

Assistant Professor



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

Sent: Thursday, May 5, 2022 10:49 AM

To: nupur.adkar@datamatics.com <nupur.adkar@datamatics.com>; 'Rekha Kumari' <rekha.kumari@datamatics.com>; namrata angane <namrata.angane@datamatics.com>

Cc: 'Arati Hallis' <arati.hallis@datamatics.com>; Spruha More <spruha.more@vsit.edu.in>

Subject: RE: Campus Drive 2022 | Datamatics

Nupur, Rekha,

One student who had not registered originally is here. His details are:

Roll Number: 19302E0036

Name: Abdul Rehman Khan

Mobile: 8286529560

Email: rehmanscholar321@gmail.com

Course: BSc IT

YoP: 2022

Please let me know if you can consider him as well.

Regards,

Murali Anantha

Training and Placement Officer

9820440736



Vidyalkar Educational Campus
Vidyalkar College Marg
Mumbai - 400 037.
Tel No. : 022 2416 1126 ext 3103
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From: [Murali Anantha](#)

Sent: 05 May 2022 10:13

To: nupur.adkar@datamatics.com; 'Rekha Kumari'; [namrata angane](#)

Cc: 'Arati Hallis'; [Spruha More](#)

Subject: RE: Campus Drive 2022 | Datamatics

Am sharing the list of students who are present for the PPT and who will appear for the test.

Regards,

Murali Anantha
Training and Placement Officer

9820440736



Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
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From: Nupur Adkar <nupur.adkar@datamatics.com>
Sent: Wednesday, May 4, 2022 4:36:24 PM
To: Murali Anantha <murali.anantha@vsit.edu.in>
Cc: 'Arati Hallis' <arati.hallis@datamatics.com>; Spruha More <spruha.more@vsit.edu.in>
Subject: RE: Campus Drive 2022 | Datamatics

Hello Sir,

Sure, noted.

Thanks & Regards,
Nupur Adkar
Senior Executive - TA
(M): +91 7841051285

DATAMATICS

Knowledge Centre, Plot 58, Street No. 17, MIDC, Andheri (E) Mumbai 400 096, INDIA
www.datamatics.com

From: Murali Anantha [mailto:murali.anantha@vsit.edu.in]
Sent: 04 May 2022 15:30
To: nupur.adkar@datamatics.com
Cc: 'Arati Hallis'; Spruha More
Subject: Re: Campus Drive 2022 | Datamatics

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Thanks Nupur.

Am sharing the updated list that does not have any duplicates.

Have also copied Spruha on this email, as she will help coordinate the process with you. You may reach her on: 704 579 4055

We will notify the students of the process and our discussion today.

Regards,

Murali.

Murali Anantha
Training and Placement Officer

9820440736



Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3103
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From: Nupur Adkar <nupur.adkar@datamatics.com>
Sent: Wednesday, May 4, 2022 3:23 PM
To: Murali Anantha <murali.anantha@vsit.edu.in>
Cc: 'Arati Hallis' <arati.hallis@datamatics.com>
Subject: RE: Campus Drive 2022 | Datamatics

Hi Murali,

As discussed on a call, the assessment test will be of one hour and there will not be negative marking.

Also, PFA the list of students participating the drive tomorrow, let me know if there are any changes to be made.

Thanks & Regards,
Nupur Adkar
Senior Executive - TA
(M): +91 7841051285

DATAMATICS

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www.datamatics.com

From: Nupur Adkar [mailto:nupur.adkar@datamatics.com]
Sent: 04 May 2022 09:53
To: 'murali.anantha@vsit.edu.in'
Cc: 'Arati Hallis'
Subject: Campus Drive 2022 | Datamatics

Hello Sir,

Greetings from Datamatics !!!

PFB the agenda for tomorrow's campus drive.

- Presentation : Online approximate 1 hour (10 AM) link will be shared shortly
- Post presentation session , placement coordinator should ensure that all eligible candidates reach their respective systems to take online assessment test
- Test link will be shared to respective students to their email ID (11.30 AM)
- Students to take the test immediately post presentation session at college premises [required a PC with webcam setup for each students at college premises] (11.30 to 12.30)
- Shortlisted in online test will be announced same day and shortlisted ones can stay back for technical interview [required a PC with webcam setup for each students at college premises]
- Shortlisted in technical interview will be announced immediately after interview who will then take HR round same day [required a PC with webcam setup for each students at college premises]
- Offer letter will be released subsequently upon receiving all the documents from students

Thanks & Regards,
Nupur Adkar
Senior Executive - TA
(M): +91 7841051285

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Offer: Computer Consultancy
Ref: TCSL/DT20218931519/Mumbai
Date: 09/02/2022

Ms. Dhanya Radhakrishna Rai
102, Madhav Bhavan, Opp. Western Railway Workshop N.M. Joshi Marg,
Near Arya Samaj,
Mumbai-400013,
Maharashtra.
Tel# 91-8291361042

Dear Dhanya Radhakrishna Rai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

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TCSL/DT20218931519

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.



This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xperience Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Dhanya Radhakrishna Rai
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

SILA PROJECT MANAGEMENT SERVICES PRIVATE LIMITED

(Earlier known as CM&D - Sila Development Services India Private Limited)

Regd. Add: A- 301, 3rd Floor, Neelam Centre, Hind Cycle Road, Worli, Mumbai-400030, India. Tel: 91 22 6747 6767 / 68, 91 22 4064 6767 | www.silagroup.co.in

Private & Confidential

November 18 ,2022

Ms. Durwa Margaj,

Dear Durwa,

LETTER OF APPOINTMENT

We are pleased to offer you the appointment of “**Executive – Accounts & Finance**” with **SILA Project Management Services Private Limited** on the following terms and conditions:

1. Duties and Date of Commencement

- 1.1. You shall report to the person as assigned by the Company from time to time. Your duties and responsibilities will be explained to you upon commencement of service with the Company. You shall at all times faithfully and diligently attend to these in compliance with policy and procedures (which may be periodically revised by the Company) and shall endeavour to, at all times and to the best of your ability, protect the interests of the Company.
- 1.2. You shall serve the Company or any of its subsidiaries or associated companies in any location, as may reasonably be required by the Company.
- 1.3. The Company has the right to assign your duties other than as presently communicated to you.
- 1.4. Your appointment is subject to:
 - 1.4.1. The correctness of the information supplied to the Company in the course of your application for employment;
 - 1.4.2. Clearance of reference checks;
 - 1.4.3. All statutory compliances; and
 - 1.4.4. Maintenance of highest order of discipline and secrecy with regard to the work of the Company.

However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and irregular and would be liable to be terminated by the Company forthwith, without notice. This will be without prejudice to the right of the Company to take disciplinary action against you for the same and take any other remedial steps and seek appropriate orders under the law.

- 1.5. You shall be on probation for a period of three (3) months from the date of joining the Company. Your continued employment with the Company is dependent on your successful completion of the probation period which depends upon your performance. The probation period can be extended by the management if your performance is not found to be satisfactory in your core profile.
- 1.6. The appointment shall commence from **November 14, 2022** and shall continue until terminated in accordance with the provisions of this letter of appointment.

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2. Working Hours

- 2.1 You will be required to work in the shift assigned to you at the discretion of the Company. From time to time, you will be required to work additional hours or after hours when necessary to perform your duties. If you are eligible for overtime payments, these will be calculated in accordance with the Company's overtime policy.
- 2.2 The Company reserves the right, at its discretion, to revise, amend or extend the working hours should the need arise.

3. Remuneration

- 3.1 Your Cost to the Company Break Up is given in the Annexure - I.
- 3.2 Your salary will be paid to you or on your behalf on a monthly basis as per the Company's payroll cycle. You shall not divulge or disclose any part of the compensation package being offered to you by the Company to any person within or outside the Company.
- 3.3 As per the Company's Compensation Policy, your salary will be reviewed and revised annually or on an agreed basis. In case of unsatisfactory performance, the management may, at its sole discretion decide to defer the salary revision or take any other appropriate action.

4. Leave

- 4.1 You will be eligible for paid leave as per the Company's current Leave Policy. Leaves will be assigned on a pro-rata basis for employees who have joined in the mid of a calendar year. You can refer to the leaves applicable to you in the Annexure - II.

4.2 Termination of Employment and Retirement

- 4.2.1 **Notice Period:** Your services may be terminated by giving you one month's written notice. The Company reserves the right to terminate your services and paying gross salary in lieu of notice and also recovering salary from you in the event of you being unable to serve the full one month's notice period.
- 4.3 Your employment may be terminated by the Company without notice or payment in lieu of notice if:
 - 4.3.1 you have committed any breach or have otherwise not observed any of the provisions of this letter of appointment;
 - 4.3.2 you are guilty of any default, misconduct or wilful neglect in the discharge of your duties or in connection with or affecting the business of the Company;
 - 4.3.3 you are found to be unfit or incapacitated to give your services on medical grounds (the opinion of a doctor appointed /authorized by the Company in this regard shall be taken as final and binding);
 - 4.3.4 you are absent for a continuous period of ten days (including over staying of approved leaves) without intimation and approval;
 - 4.3.5 you are convicted of any criminal offence or offences involving moral turpitude (other than an offence under road traffic legislation in India or elsewhere for which only a fine or non-custodial penalty is imposed); or You become of unsound mind.

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4.3.6 In case if you wish to resign from the services of the Company you will have to serve a notice as per the Notice Period stated in the Exit Policy of the Organization.

4.4 **Retirement:** You will be liable for retirement from the services of the Company on completion of 60 years of age. For computing this age, the date of birth recorded in your School Leaving Certificate or any other document, submitted at the time of joining, and considered authentic enough by the management, will be taken as final for all purposes.

5 Confidentiality

5.1 You shall not (except in the proper course of your duties) during or after the period of employment with the Company divulge to any person whomsoever or otherwise make use of, whether for your own benefit or for the benefit of any other person, firm, company or association (and shall use your best endeavours to prevent the publication or disclosure of) any trade secrets or any confidential information concerning the business or finances of the Company.

6 Non-compete and Non-solicitation

6.1 You agree that from this day until 2 (two) years from your cessation of employment with the Company, you shall not directly or indirectly own, manage, control, participate in, consult with, render services for, or engage in any business competing with the business of the Company. You agree that you shall not, whether by yourself or otherwise in association with or on behalf of any other person(s), natural or juristic, from this day until one year from the cessation of employment with the Company, solicit, employ, retain, engage, conduct business with or attempt to solicit, employ, retain, engage, conduct business with: (i) any person who is in the employment of the Company (or its affiliate(s)) or its subcontractors; (ii) any existing customer or client of the Company (or its affiliate(s)) or any person who becomes a customer or client of the Company before your cessation of employment with the Company.

7 Miscellaneous

7.1 If any dispute arises out of or in connection with the terms and conditions mentioned here in or that may be laid down from time to time, it shall be subject to the exclusive jurisdiction of the appropriate court in the city of Mumbai, unless otherwise specified.

7.2 You covenant that you will comply with any and all instructions and regulations of the Company, and you will be personally liable to the Company for any loss caused to Company by any illegal or dishonest conduct by you.

7.3 This offer of employment calls for your personal services and you agree not to assign this letter of appointment, in whole or in part and will not subcontract any of the services called for under this letter of appointment, and any such assignment or subcontract shall be null and void.

7.4 During employment with the Company, you may not work for or have any interest directly in any other company or business or undertake any activity which might interfere with the proper performance of your duties or be in conflict with the Company's interest, unless with the prior written approval of the management of the Company.

7.5 You shall not pledge the credit of the Company for any purpose.

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- 7.6 This letter of appointment and any appendices hereto, and the policies and rules and regulations, which may be in effect from time to time and applicable to you constitute the entire agreement of the parties hereto. This letter of appointment may not be changed orally. Any amendment to this letter of appointment will be effective only if it is in writing and agreed by both parties.
- 7.7 In the event of termination of your employment in terms of this agreement, the Company shall be entitled to notify any new employer about your obligations under this Agreement.
- 7.8 No term or provision of this agreement shall be varied or modified by any prior or subsequent statement, conduct or act of any party, except that hereafter the parties may amend this agreement only by a letter or written instrument signed by each of the parties.
- 7.9 This appointment letter shall supersede all other agreements whether written or oral between you and the Company relating to your employment and you acknowledge and warrant to the Company that you are not entering into this appointment letter in reliance on any representation not expressly set out herein.
- 7.10 If at any time any term or provision in this agreement shall be held to be illegal, invalid or unenforceable, in whole or in part, under any rule of applicable law or enactment, such term or Provision or part shall to that extent be deemed not to form part of this agreement, but the enforceability of the remainder of this agreement shall not be affected.

Yours sincerely,

For SILA Project Management Services Private Limited



Human Resources

SILA PROJECT MANAGEMENT SERVICES PRIVATE LIMITED

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Annexure – I

CTC Break Up:

Salary Components	Monthly	Annually
Basic Salary	13,844	1,66,128
HRA	2,769	33,226
Other Allowance	428	5,136
Total Gross Salary (A)	17,041	2,04,490
Professional Tax	200	2,400
Provident Fund (Employee's Contribution)	1,713	20,552
ESIC (Employee's Contribution)	128	1,534
Employees deduction (B)	2,040	24,485
In Hand Salary (A-B)	15,000	1,80,004
Provident Fund (Employer's Contribution)	1,855	22,264
Performance Based Bonus	1,153	13,838
Gratuity	666	7,991
ESIC (Employer's Contribution)	554	6,646
Net Charges to Company (C)	4,228	50,739
Total Cost (A+C)	21,269	2,55,229

- Medclaim Insurance will come into effect after confirmation of your employment with the organisation.
- Professional tax for the month of February will be Rs. 300.
- Gratuity will be payable on completion of 5 years of continuous service with the organisation.
- Performance Based Bonus is payable during Diwali for the previous financial year.

SILA PROJECT MANAGEMENT SERVICES PRIVATE LIMITED

(Earlier known as CM&D - Sila Development Services India Private Limited)

Regd. Add: A- 301, 3rd Floor, Neelam Centre, Hind Cycle Road, Worli, Mumbai-400030, India. Tel: 91 22 6747 6767 / 68, 91 22 4064 6767 | www.silagroup.co.in

Annexure – II

This document provides the information on the leaves applicable to the employee based on the state the employee is deployed in.

Location of the employee	Number of leaves
Daman	15 (fifteen) days of privilege leave, 9 (nine) days of sick leave and 6 (six) days of casual leave
Delhi	15 (fifteen) days of privilege leaves and 12 (twelve) days of sick or casual leave
Gujarat	18 (eighteen) days of privilege leave, 7 (seven) days of sick leave and 7 (seven) days of casual leave
Haryana	18 (eighteen) days of privilege leave, 7 (seven) days of sick leave and 7 (seven) days of casual leave
Jammu and Kashmir	30 (thirty) days of privilege leave and 14 (fourteen) days of casual leave
Karnataka	18 (eighteen) days of privilege leave and 12 (twelve) days of sick leave
Madhya Pradesh	30 (thirty) days of privilege leave and 14 (fourteen) days of casual leave
Maharashtra	15 (Fifteen) days of privilege leave and 8 (eight) days of casual leave
Punjab	18 (eighteen) days of privilege leave, 7 (seven) days of sick leave and 7 (seven) days of casual leave
Tamil Nadu	12 (twelve) days of privilege leave, 12 (twelve) days of sick leave and 12 (twelve) days of casual leave
Telangana	15 (fifteen) days of privilege leave, 12 (twelve) days of sick leave and 12 (twelve) days of casual leave
West Bengal	14 (fourteen) days of privilege leave, 14 (fourteen) days of sick leave and 10 (ten) days of casual leave

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

21-Nov-2019

**Faiziahnuma Khan
C7964370
Mumbai**

Subject: Offer of Employment ("Offer")

Dear **Faiziahnuma Khan,**

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Advanced Technology Centers, India, as per the below terms and conditions:

Role- Application Development Senior Analyst

Career Level- 10

Talent Segment-Software Engineering

Your joining location would be **Mumbai**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Career Level 10, 11, 12 & 13)

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

21-Nov-2019

1

Candidate's Signature _____

Acceptance and Commencement

Based on discussions so far you have confirmed that you will be able to join the Company on **25-Nov-2019**. To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 07 days (seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 07 days (seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure 2 along with the signed copy of this offer letter and Terms of Employment.

By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.

Any request for change in date of joining must be sent to **charu.gosain@accenture.com** at least 5 days prior to your date of joining as provided earlier. Please contact us immediately if you require an alternate joining date.

You are required to submit on the day of your joining, a signed copy of this letter along with copies of the following annexures:

- Annexure 1 (Compensation and Benefits)
- Annexure 2 (Documents at time of joining)
- Annexure 3 (Declaration)
- Annexure 4 (Terms of Employment), with your original signature on each page of these documents.

Your joining the Company will be subject to submission of all of the above along with the mandatory documents listed in Annexure 2.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Important to note: You are required to carry **two** hard copies of this Offer and Terms of Employment on the date of joining. One signed copy will be retained by the Company and the other will be returned to you.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

In case you have any feedback/ suggestion or have any query, feel free to contact any of the following individuals by mail / phone, mentioning your Full Name & unique Candidate ID Number (i.e., 8 character alpha numeric number mentioned between your Full Name and Address at the top of this page):

Primary Point of Contact:

• **CHARU GOSAIN**

- Email Address - charu.gosain@accenture.com
- Mobile Number - 9999719025

Alternately, if your query remains unanswered, feel free to contact any of the following individuals by mail / phone, mentioning your Full Name & unique CID number.

Recruitment team:

• **Jeetendra Puri**

- Email Address - jeetendra.puri@accenture.com

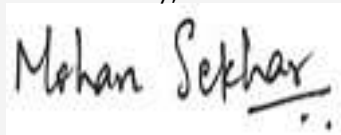
• **Jeetendra Puri**

- Email Address - jeetendra.puri@accenture.com

After accepting this Offer, we encourage you visit Countdown to Accenture

<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>. This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at the Company. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

Yours sincerely,



Mohan Sekhar
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Faiziahnuma Khan

Date: _____

Excel Vidyalankar Campus Drive Interns select... Open in Excel Download Save to OneDrive Hide email

File Home Insert Draw Page Layout Formulas Data Review Search

12 B General

	A	B	C	D	E	F	G
1	Vidyalankar School of Information Technology Wadale Campus Recruitment						
2		Candidate Name	Contact	Qualification	Strength	Weaknesses	Residence
3	1	Nisha Khillari	7304258863	BFM - Sci	Capabale, dedicated	Relentless until Task gets completed	BARC Chembur
4	2	Fatema Rampurawala	9833353205	BSc. IT	Self Driven, Communication	Emotional	Mazgaon
5	3	Manisha Tak	8356802949	BAF - Commerce	Sincere, Positive Mindset	Average Communication	Sion
6	4	Mohil Chauhan	9892052918	BAF - Commerce	Quick learner, Sincere	2 Yrs of experience	Matunga Centra
7	5	Sagar Yadav	8928240131	BSc. IT	Quick learner, Team Work	One Project at a time	Santacruz E
8	6	Sahil Wagh	7977395113	BSc. IT	Quick learner, Team Work	Fumble	Naupada, Thane
9	7	Sandeep Pedini	8898944037	BSc. IT	Self Driven, Positive mindset	Fumble, Average Communication Skills	Kurla
10	8	Sanskruiti Ambre	9702956418	BFM - Commerce	Sincere, Positive Mindset	Relentless until Task gets completed	Lalbaug
11	9	Shruti Baikar	7977426706	BSc. IT	Self Driven, Communication	Time Management, distracted	Chunabhatti
12	10	Manish Uplanchi	9867752053	BSc. IT	Self Driven, Communication	Fumble	Sion
13							
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20							
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22							

Workbook Statistics 12.04.22 Full Time 18.04.22 Interns Give Feedback to Microsoft 100% +

FW: Vidyalankar Campus Drive (List of shortlisted Full Time and Interns)

You replied on Thu 4/21/2022 12:55 PM



Murali Anantha

To: Kavita... +4 others

Thu 4/21/2022 12:35 PM

selected). You need to notify each student from your course that they are selected for internship at MT Educare and they need to report to the MT Educare head office at Mulund on 25th April for the onboarding process. After the onboarding process they will be working at their assigned location.

Will share the address of the Mulund office shortly.

Make sure that you speak to each student and ensure they join on 25th. These are all current SY students. Send me confirmation once done.

Regards,

Murali Anantha
Training and Placement Officer
9820440736

Vidyalankar
Educational
Campus

VSIT | Vidyalankar School of Information Technology
College Marg, Mumbai - 400 037



20th April, 2023

Mr. Ganesh Rajendra Gupta
Building No.114, A-Wing, Savli Niketan Bldg,
Near Balaji Mandir,
Balaji Mandir Marg,
Kurla West
Mumbai - 400070

Dear Ganesh,

We are pleased to appoint you in the executive grade M02 w.e.f. 20th April, 2023 on the following terms and conditions:

1. Your designation will be "Accountant" and you will be posted at our Mumbai Office.
2. Your Basic salary will be Rs.4000/- per month.
3. You will be entitled to perquisites as detailed in the Annexure.
4. In addition, you shall be entitled to receive other benefit e.g. Gratuity, as per the provisions of the Law.
5. Bonus consists of a payment of Rs.3000/- per month as advance against Statutory Bonus in your pay slip. This payment of Rs.3000/- per month will be adjusted from the actual payment of Bonus as provided in the Payment of Bonus Act.
6. You will be covered under the E. S. I. Scheme. In case you cease to become a member of the E.S.I. Scheme, you shall become a member of the Company's Medical Health Insurance Scheme and vice versa.
7. You will be on probation for a period of six months from the date of joining, which may be extended if considered necessary by the Company. You will not be regarded as confirmed, until a letter of confirmation is issued to you by us. This agreement is terminable on either side, subject to clause 16 below,
 - a. During the probation period, by giving, one month's notice in writing or payment of one month Gross Salary in lieu thereof.
 - b. After confirmation, by giving two month's notice in writing or payment of two month Gross Salary in lieu thereof.

You will not be allowed to adjust your accrued Privilege Leave against the notice period.

FQ7245

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8. You may be posted or transferred to another department, unit or location in India as deemed necessary by the Company at its discretion.
9. By very nature of the business of the Company, based on the need, you may be required to be deputed to our clients / offices, abroad, for the purpose of training / process transfer. This involves substantial cost of Training, Tickets / stay and DM allowance etc. In view of the fairness to the Organization, in the event you cease to be the employee, at your option, within 2 months (excluding the notice period as specified in your Appointment letter), of return from your deputation abroad, you will be required to pay Rs. 50,000/- (Rupees Fifty Thousand) to the Company to mitigate the loss the Company would suffer on account of disruption and instability.
10. During your employment period with us, you shall be liable to be rotated in different shifts (applicable as per rules). You will carry out all assignments with utmost sincerity, diligence and honesty and to the satisfaction of the Management.
11. You will be required to submit a medical certificate of fitness from a registered medical practitioner.
12. You will be governed by the conduct, discipline, rules and regulations as laid down by the Company.
13. You will not accept employment in any organisation which has been either a customer or client of our Company for a period of 12 months from the date you have ceased to be an employee of the Company.
14. This appointment is offered on the basis of your having furnished the Company, correct information regarding your past service and other records. If at any time, it is revealed that employment has been obtained by furnishing false information or withholding pertinent information, the Company will be free to terminate your services at any time without notice.
15. You shall during the period of your employment : -
 - a. devote your whole time and attention exclusively to the business and affairs of the Company and not engage either directly, or indirectly in any business or activity in any capacity, either full time or part time.
 - b. Keep as confidential, all business and trade secrets and transactions of the Company.
16. Any communication made on the personal email id / mobile number provided by the employee at the time of joining / during his / her tenure with the organization would be treated as a valid and legal communication.

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17. If at any time in the opinion of the Company, which shall be final, you are insolvent or are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status and the post you hold in the Company, or of any other conduct considered by us detrimental to our interest, or of violation of one or more terms of this letter, your services may be terminated without notice.
18. You agree that for a period of twelve (12) months from your last working day in our organization, you will not directly or indirectly recruit, solicit, or otherwise induce or attempt to induce any employee of our Company to terminate his or her employment with the Company or otherwise to act contrary to the interests of our Company.
19. This letter of appointment is issued on the understanding that you will produce documents showing proof of age, proof of educational qualifications, proof of previous salary drawn and a relieving letter from your previous employer, on or before you joining the services of the Company.
20. By signing a copy of this letter, you confirm that you do not possess any proprietary documents or materials from your previous employers and that you are not prohibited under any service agreement with any of your previous employer(s) from accepting appointment with the Company.
21. Your salary is strictly confidential and should not be disclosed / discussed with anyone.
22. You will retire from the services of the Company on completion of the age of 55.

Please sign and return a copy of this letter as a token of your acceptance of the above terms.

Thanking you and looking forward for a mutually beneficial association.

Very truly yours,
For Datamatics Business Solutions Ltd.

Deepali Shetty

Deepali Shetty
General Manager - Human Resources

I agree to accept employment on the terms mentioned in the above letter of appointment and Annexure and I shall report for duty on _____.

Signature: _____ *Ramesh Rajendra Gupta* Date: _____



Annexure

Name	Ganesh Rajendra Gupta	
Grade	M02	
Designation	Accountant	
Department	iSpend	
Details	Monthly (Rs.)	Annually (Rs.)
Basic	4000	48000
Personal Allowance (*)	3900	46800
Special Allowance (*)	3900	46800
HRA	2000	24000
Bonus Allowance (&)	3000	36000
Gross Salary	16800	201600
Performance Incentive (***)		24000
Total Gross Salary		225600
Co's ESI	546	6552
Retirals		
Co's PF	480	5760
Gratuity (As per Gratuity Act 1972)		2308
Total CTC		240220

(*) Personal Allowance / Special Allowance can / will be merged / re-adjusted with any other allowance / perks in revision / restructuring of the existing compensation structure.

(&) This payment is made on the specific understanding that should the Bonus Act be revised in regard to the salary limit whereby you become eligible for bonus, then the Company can set off or make appropriate adjustments from this Additional Allowance against the bonus payable to you consequent to the amendment in the Payment of Bonus Act or any other law in this regard.

(***) Performance Incentive upto Rs. 31,200/- p.a.(@130%) payable monthly from the Date of Joining. The incentive payment is contingent on performance payment metrics which will be communicated to you and is subject to your being employed with the company on the date of the incentive payment.

N. B.: Company makes no commitment regarding the taxability or otherwise for any of the components of salary and perks, which can vary from time to time based on prevailing Tax Laws, and on the basis of which tax will be deducted at source.

I have read the above details of salary along with the notes which have been explained to me in detail and I accept the same.

Employee:

Name: Mr Ganesh Rajendra Gupta

Ganesh Rajendra Gupta

Signature:

Date:

For, Datamatics Business Solutions Ltd.

Ms. Deepali Shetty
General Manager-Human Resources

Deepali Shetty

Signature:

Date:

K

Datamatics Business Solutions Limited

(formerly known as Datamatics Financial Services Ltd)

Regd. Off.: Plot No. B-5, Part B Cross Lane, MIDC, Andheri (East), Mumbai – 400093, India.

Tel. +91 22 66712001 - 6 | Fax. + 91 22 66712011 | www.datamaticsbpm.com | info@datamaticsbpm.com

CIN : U74140MH1982PLC028446



NON-DISCLOSURE AGREEMENT

This NON DISCLOSURE AGREEMENT is made and executed at Mumbai, on this **20th Day of April in the Christian year 2023**, between Datamatics Business Solutions Ltd., and its affiliates a Company incorporated under the Companies Act, 1956, having its registered office at Plot No. B-5, MIDC, Part "B" Cross Lane, Marol, Andheri (East), Mumbai – 400 093, India (hereinafter referred to as "DBSL" AND Mr. **Ganesh Rajendra Gupta**, aged 21 years, an Indian Inhabitant, having address as Building No.114, A-Wing, Savli Niketan Bldg, Omkar Nagar, Balaji Mandir Marg, Kurla West, Mumbai 400070 (hereinafter referred to as the "Employee") for the purpose of preventing the unauthorized disclosure of Confidential information/Trade secrets (as defined below) of DBSL and its affiliates (the "DBSL"), which have come to the knowledge and information of the employee in connection with the job related training and responsibilities handled by the employee, whether or not such discussions result in any financial gain or other business relationship.

1. For the purpose of this agreement,

- (a) "**GDPR**" means the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation);
- (b) "**Data Protection Laws and Regulations**" means all laws and regulations, including laws and regulations of the European Union, the European Economic Area and their member states, Switzerland and the United Kingdom, the GDPR applicable to the Processing of Personal Data under the Agreement
- (c) "**Processing**" means any operation or set of operations which is performed upon Personal Data, whether or not by automatic means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- (d) "**Personal Data**" means any information relating to (i) an identified or identifiable natural person and, (ii) an identified or identifiable legal entity (where such information is protected similarly as personal data or personally identifiable information under applicable Data Protection Laws and Regulations), where for each (i) or (ii), such data is DBSL customer data, DBSL vendor data, DBSL employee data, any third party data.
- (e) "**Trade secrets, assets and confidential information**" means information all information, documents, data and/or materials of any kind, including, or material that is commercially valuable to DBSL and is not generally known to others in the industry. Viz. all technical and business know-how, financial statements and projections, all business strategies and plans, all customer and partnership lists and relationships, customer data, supplier intellectual property and all projects and work related processes, Personal Data where confidentiality is to be maintained by and between DBSL and its clients, vendors and any third party dealing with DBSL as per confidential agreements and negotiations.

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This Trade secrets, assets and confidential information mean and includes by way of example, but is not limited to:

- (a) any and all versions of DBSL's proprietary computer software, hardware, firmware and documentation;
 - (b) Technical information concerning DBSL's products and services, including product data and specifications, (ii) technical know-how e.g. research projects and product development, (iii) dissemination and distribution of technical information and data e.g. inventions, formulae, techniques, diagrams, flow charts, drawings, drawing specifications, source code, object code, programme listings, test data and results and (iv) technical processes, procedures, methodology, research compilation and expressions of such in documents, materials, data and other information of any kind created, developed, compiled, written or formulated in any manner or form, whether or not labeled, stamped or printed with any legend stating "confidential, proprietary or trade secret";
 - (c) Information concerning DBSL'S business and business know-how, including research , development, dissemination and distribution of data of a business nature, to include financial data, cost information, pricing rate practices, pricing rate policies, pricing rate levels, contracts, letters of intent, plans for further development, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies and any other information of similar nature whether or not labeled, stamped or printed with any legend stating "confidential, proprietary or trade secret;"
 - (d) information concerning the DBSL's employees, including salaries, strengths, weaknesses, skills, training plans, recruitment plans and processes, training plans and processes and methodologies, other plans, methods, know-how, techniques and any other information of similar nature whether or not labeled, stamped or printed with any legend stating "confidential, proprietary or trade secret";
 - (e) information submitted by the DBSL's clients, customers, suppliers, employees, consultants or co-venturers with DBSL for study, evaluation or use and any other information of similar nature whether or not labeled, stamped or printed with any legend stating "confidential, proprietary or trade secret" and;
 - (f) Any other information not generally known to the public which, if disclosed or misused, could adversely affect DBSL's business.
2. However the employee shall have no obligation to treat as Confidential or Trade Secret, any information which:
- (a) was in his / her possession or known to him / her, without an obligation to keep it confidential, before such information was disclosed to him / her by DBSL;

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- (b) is / or becomes public knowledge through a source other than the employee and through no fault of his or;
- (c) is or becomes lawfully available to the employee from a source other than DBSL.

3. DBSL follows Information Security Management System across the organization as per ISO 27001. The employee shall adhere and understand the Information Security Policies. Any violation of the Information Security Policies may be subject to Disciplinary/punitive actions action, up to and including termination of employment.

IN CONSIDERATION OF THE EMPLOYEE ACCEPTING THE EMPLOYMENT WITH DBSL, THE EMPLOYEE HEREBY AGREES WITH, COVENANT WITH DBSL AND UNDERTAKES AS FOLLOWS:

- A. Non-disclosure of Trade Secrets and confidential information:-
 - (i) That the Employee above named, shall hold and maintain the confidential information of the DBSL in strictest confidence and in trust for the sole and exclusive benefit of DBSL;
 - (ii) That the employee shall not, without the prior written permission of DBSL, use for his/her own benefit, publish or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of the DBSL, any of the DBSL's confidential information and trade secrets.
 - (iii) With respect to the Personal Data provided by any customer, , the Employee shall treat Personal Data as Confidential Information and shall only Process Personal Data on behalf of and in accordance with DBSL's customer's documented instructions for the following purposes: (i) Processing in accordance with the contractual arrangement between DBSL and its customers; (ii) Processing to comply with other documented reasonable instructions provided by DBSL's customer (e.g., via email) where such instructions are consistent with the terms of the contractual arrangement between DBSL and its customers.
 - (iv) The employee shall carefully restrict access to the DBSL's Confidential information and Trade Secrets to those of his/her officers, directors, peers and colleagues who clearly need to be apprised of such information in order to participate on behalf of the employee in the analysis and negotiation of a business relationship or any contract or agreement or the advisability thereof with the DBSL i.e. DBSL. However, the employee further warrants and represents that he/she will advise each of those persons that they are strictly prohibited from making any use, publishing or otherwise disclosing to others, or permitting others to use for their benefit o to the detriment of the DBSL i.e. DBSL, any of the DBSL's Confidential information/trade secrets.
 - (v) The employee shall ensure the DBSL's Confidentiality, Integrity and availability of information.

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B. Exception to non-disclosure requirements:

The above restrictions will not apply to Information that may be required by law and/or an order of any court to be disclosed by the employee under the written authorisation of DBSL. Furthermore, in such case, the Employee shall also assign to DBSL the right to make a petition / representation to the statutory authority requiring such disclosure under law, to prevent such disclosure or take adequate steps to ensure the confidentiality of the Information during and/or after such disclosure to such authority.

C. Confidential Information of Others:

Employee will not disclose to DBSL, use in DBSL's business, or cause the Company to use, any information or material that is a trade secret, Personal Data, confidential and/ or a proprietary information of others.

D. Developments by the Employee:

If at any time, during employment with DBSL, the Employee makes, conceives, discovers or reduces to practice any Information whatsoever (whether or not subject to statutory protections), herein called "Developments," that:

- a) relate to the business of DBSL or its customers, suppliers or any of the products or services being developed, manufactured, sold and/or provided by DBSL or its clients or;
- b) Results from tasks assigned to the Employee by DBSL or;
- c) Results from the use of premises or personal property (whether tangible or intangible) owned or leased by DBSL;

such Developments and the benefits thereof shall immediately become the sole and absolute property of DBSL and the Employee shall promptly disclose to DBSL each such Development and assign any rights the Employee may have acquired in the Developments and benefits and/or rights resulting there from to DBSL without further compensation and shall communicate all available information relating the same (with all necessary plans and models) to DBSL

E. Ownership of Trade Secrets/ Information:

The Employee hereby expressly admits and acknowledges that the exclusive ownership of the Trade Secrets / Information and all intellectual property rights associated with the Trade secrets/ Information shall at all times remain with DBSL and/or it's clients as the case may be, and the Employee will not have any Intellectual Property rights and /or ownership rights and/or any other rights of whatsoever nature in respect of the said Trade Secrets / Information.

F. Return of Materials:

When employee's employment with DBSL ends, for whatever reason, the employee will promptly deliver to DBSL all originals and copies of all documents, records, software programs, media and other materials containing any of the DBSL's confidential information/trade secrets.



It is also specifically understood and agreed by the employee that he/she will also return to DBSL all equipment, files, software programs and other property belonging to DBSL immediately and shall not carry with it the hard or soft copy of the same.

G. Confidentiality Obligation Survives Employment:

The employee understands and acknowledges that his/her obligation to maintain the confidentiality and information security of DBSL's and/or its clients' trade secrets/confidential information starts from the date of his/ her employment and remains with him/her even after his/her employment with DBSL ends and continues for so long as such material or information remains a trade secret or confidential information. Nothing contained in this Agreement shall be construed to require DBSL to disclose to the Employee any particular Information.

H. Conflict of Interest

During his/her employment with DBSL, it is specifically understood and agreed by the employee that he/she will not engage in any business activity competitive with DBSL's business activities. Nor will he/she engage in any other activities that conflict with the DBSL's best interests.

I. Indemnification of DBSL by the Employee

The Employee expressly acknowledges that any act, omission and/or negligence which results in the whole or part of the Information/trade secret, Personal Data reaching any party not expressly authorized herein shall tantamount to a Criminal/Information Security breach of trust by the Employee, and/or any other offence as per Indian Laws for the time being in force. The Employee hereby indemnifies DBSL against all losses, damages, claims or expenses incurred or suffered by DBSL as a result of the employee's breach of this agreement. This indemnity is without prejudice to any of the other legal rights/ remedies available to DBSL against the Employee including his/her forthwith suspension/ termination of employment at the instance of DBSL without assigning any reasons and without paying him for the notice period.

J. Enforcement

The employee hereby specifically understands and acknowledges that any disclosure or misappropriation of any of the confidential information, trade secret or material in violation of this agreement may cause DBSL and/or its client's irreparable harm, the amount of which may be difficult to ascertain, and therefore agrees that DBSL shall have an exclusive right to get it determined by a competent authority appointed by DBSL at the costs of the employee and further that DBSL shall have a right to get an injunction from the competent authorities /court to restrain the Employee from such further disclosure/ misappropriation and for such other relief as DBSL deems fit and proper at the cost of the employee. Nothing in this Agreement shall be construed as preventing DBSL from pursuing any remedy at law or in equity for any breach or threatened breach in addition to above referred rights. The Employee agrees to pay the costs, expenses and reasonable attorney's fees incurred by DBSL in pursuing any of its rights with respect to such violation, in addition to the actual damages sustained by DBSL as a result thereof.

K. The employee without the prior written consent of DBSL shall not solicit directly or indirectly, any business from any client of DBSL to whom he /she has been introduced or in whose contact he/she has come during the course of his/her employment with DBSL for the duration



of his employment with DBSL and for an additional period of 1 year thereafter. Similarly, the employee at no point of time during the employment or after the employment with DBSL shall commit the breach of the clauses of this Agreement on confidential information and Trade secrets as a matter of professional ethics.

L. General Provisions

- (a) **Successors:** It is mutually agreed by and between the parties to this agreement that the rights and obligations under this Agreement shall survive the termination of employee's service to DBSL in any capacity and shall inure to the benefit, and shall be binding upon: (1) the heirs and personal representatives of the employee, and (2) the successors and assigns of DBSL.
- (b) **Governing Law:** This Agreement shall be construed and enforced in accordance with the laws of India and shall be subject to the exclusive jurisdiction of Mumbai Courts.
- (c) **Blue Pencil Doctrine:** In the event that the scope and/or duration of the restrictive covenants contained in this Agreement shall be found by a court of competent jurisdiction to be unenforceable, then such restrictive covenant shall be modified to the minimum extent as is necessary to make them reasonable and enforceable under the circumstances.
- (d) **Severability:** If any clause of this Agreement is determined to be invalid or unenforceable, the remainder shall be unaffected and shall be enforceable against both the Company and me.
- (e) **Entire Agreement:** This Agreement supersedes and replaces all former non- disclosure agreements or understandings, oral or written, between the employee and DBSL, except for prior confidentiality agreement/s which the employee might have signed relating to information not covered by this Agreement.
- (f) **Assignment:** DBSL may, without the consent of the Employee, assign its rights under this Agreement to an entity that results from a merger, transfer, sale or consolidation of all or substantially all its assets. Furthermore, DBSL reserves the right to assign any rights that it has under this Agreement to any client of DBSL. Furthermore, DBSL also reserves the right to assign any and all of the rights that it has against the Employee under this agreement to any Insurance Company from which DBSL has taken any contingent policy.
- (g) However, it is specifically agreed and undertaken by the employee through this agreement that he/she will strictly adhere to the obligations under this agreement and shall not assign or delegate his/her duties under this Agreement without DBSL's prior written approval.
- (h) **Headings :** The heading to the paragraphs of this Agreement are intended for the convenience of the parties only and shall in no way be held to explain, modify, amplify or aid in the interpretation of the provisions hereof.
- (i) **Authority to enter into this Agreement:** The employee executing this Agreement warrants and represents that he or she has entered into this agreement after fully reading and understanding its contents. Furthermore, the Employee agrees that the Employee has not entered into any agreement in the past and will not enter into any agreement at any time in the future with anyone,



that conflicts with the terms of this Agreement and that this agreement shall supersede all/any previous agreements entered into by and between the employee with anyone..

M. The employee hereby confirms and acknowledges to have carefully read and considered all clauses of this Agreement, Information security policy of the organization and agrees that all of the restrictions set forth are fair and reasonably required to protect DBSL's interests. The employee further acknowledges that he/she has signed this agreement with his/her free will and after clearly understanding the terms and conditions set forth in this agreement.

N. The employee further acknowledges that he/she has received a copy of this Agreement as signed by him/her and that his/her employment is subject to the execution /observance of this agreement and in case of breach of this agreement, his/her employment may be terminated forthwith without assigning any reason in writing and at the instance of the Company i.e. DBSL apart from other remedies available to DBSL against the said employee.

IN WITNESS WHEREOF, THE EMPLOYEE HEREBY HAS SET HIS/HER HANDS ON THIS AGREEMENT ON 20th DAY OF APRIL, 2023 AT MUMBAI.

Employee

Datamatics Business Solutions Ltd.

Deepali Shetty

Deepali Shetty

General Manager - Human Resources

Signature : *Ganesh Rajendra Gupta*
Name : _____
Ganesh Rajendra Gupta

V

Date : _____

Witness:

Signature : _____

Name : _____

Date : _____

DECLARATION CUM UNDERTAKING

I, Ganesh Rajendra Gupta, bearing employee Code - 11024 hereby agree, undertake and confirm as follows:

1. On the date of 20th April, 2023, I have initiated Work from Home for Datamatics Business Solutions Limited

My Laptop Details	Accessories
Made By:	Lenovo
Model/Type:	Neo50s
Serial No.:	YLT09KLJ
Color:	Black

2. I have read and understood the IT security policies Work from Home policies (collectively referred to as "Policies").
3. I will, at all times, strictly adhere to and comply with the IT security policies of the Company;
4. I agree that I shall access and use my laptop in accordance with Company's IT security policies
5. I will not use the Laptop in a manner that is contrary to my employment obligations agreed with the Company. I will use my laptop in accordance with the mandate of the Company;
6. I will not leave my laptop unattended. I would be personally accountable for its misuse of any nature.
7. I have authorized the Company to review and scan the Desktop/Desktop on an as-needed basis.
8. I will not share Company's confidential information with anyone. Nor proprietary / confidential information of Company's partner/clients.
9. I will exercise great caution while using Company's D Drive and Client's provided network and downloading documents/files from such network for work to ensure that it is used only for such office purpose as is necessary.
10. I will not download any type of software from any source at any time whatsoever. If required for any official purpose at any time, approval from IT department will be taken in writing to make sure such software are scanned properly before use, and such software will be downloaded legally and with IT department's consensus.
11. I will not disclose the password to anyone.
12. I will not commit any acts of cyber terrorism/crime, illegal activity, share any company information with unauthorized users, search for or watch explicit content
13. I shall be fully accountable for the data used on my Laptop.

I have read through the above and hereby confirm of having read and understood the aforesaid obligations.

Read, understood and solemnly affirmed by:

Ganesh Rajendra Gupta

Signature

Ganesh Rajendra Gupta

Date: 20th April, 2023



23 August, 2022

To

Mr. Ganesh Asam
110/60 B.D.D Chawls,
S.S Amrutwar Marg,
Worli, Mumbai – 400 018

Dear Mr. Ganesh Asam,

Subject: Offer Letter

With reference to your application and subsequent interview that you had with us, we have pleasure in admitting you to the RFID Training Academy. On successful completion of the 1st week's assessment during the training period, you will be offered job as **Tech Support Engineer Trainee** in our organization on the following terms and conditions:

1. You will be appointed on probation for a period of **6 months**. You will be imparted with a one month class room training and lab experiments and **on the job training (OJT)** during the probation period. Performance of assigned duties and responsibilities under the probation period shall be subject to evaluation by your supervisor/functional head. On satisfactory completion of probationary period, you will receive confirmation on your services with the organization. If your work & conduct during this period is not satisfactory, the period of probation may be extended at the discretion of the supervisor/functional head

Your remuneration structure will be as follows:-

The CTC breakup will be as follows:	First Year	
	Per Month in INR	Per Annum in INR
Basic Salary	17000	204000
HRA	3000	36000
Conveyance	2000	24000
CCA	3000	36000
Total CTC	25000	300000

The CTC breakup will be as follows: Components	Second Year	
	Per Month in INR	Per Annum in INR
Basic Salary	22667	272004
HRA	4000	48000
Conveyance	2667	32004
CCA	4000	48000
Total CTC	33334	400008

The CTC breakup will be as follows: Components	Third Year	
	Per Month in INR	Per Annum in INR
Basic Salary	34000	408000
HRA	6000	72000
Conveyance	4000	48000
CCA	6000	72000
Total CTC	50000	600000

The Stipend during the one month Training Period will be Rs. 10,000/-

Employee's performance will be evaluated by the Team Head / HR and will be entitled for a **Performance Linked Incentive** on an annual basis.


2. You will be required to serve the company for a minimum period of Twenty Four Months from the date of joining the training failing which you will refund the company the Training Fee in full. Upon your joining the Company, you shall enter into a separate Agreement with the Company with regard to the same. The cost of the Training (the "Training Fee") amounts to **Rs.2,40,000/-**.
3. Breakfast and Lunch on training days will be provided by the Academy. Dinner will be paid by the trainee. The Academy will provide free accommodation. All the local transport expenses during the training program will be borne by the trainee.
4. Upon your joining the Company, you shall enter into an Employment Agreement with the Company defining setting out the terms and conditions of your employment.
5. For discharging your official work and responsibilities you will be entitled as per the company travel policy.

6. On your joining you will be handed over a job description indicating your roles and responsibilities which you will need to discharge.
7. You will be based at Mumbai. Based on business requirement you may be asked to travel outside the base location from time to time for official work. The organization is at the liberty to transfer you to any location in India based of the business needs.
8. You will be reporting to Technical Support Head.
9. The office working hours are from 9 a.m. to 6 p.m. including lunch time from Monday to Friday and 9 a.m. to 2 p.m. on Saturdays. Your entitled weekly off's maybe agreed with your Supervisor /functional head depending on the project work and timeline.
10. The company expects you to be to open take up any assigned job/task/function based on the business request from time to time of high standard of initiative and economy.
11. During the course of employment, you are expected to comply with all of the company's policies and procedures, and all applicable laws and regulations. You shall keep yourself well informed in these matters.
12. At all times, you will employ yourself in the business of the company and will not enter directly or indirectly into or engage in any other employment service or business whatsoever.
13. You will not give out any one, by word of mouth or otherwise, particulars or details of our processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential or secret nature which it may be your personal privilege to know by virtue of your being our employee. If it is found that any confidential information is/has being transferred, the company shall take necessary legal action against the concerned employee.
14. During probationary period, organization reserves the right to terminate services of the employee by giving a notice period of 30 days. Similarly the employee has the right to serve a notice of 30 days for relieving from the organization._On the completion of your probation period and any extension thereof, organization reserves the right to terminate

services of the employee by giving a notice period of 90 Days. Similarly the employee has the right to serve a notice of 90 Days for relieving from the organization.

15. You will not join any of our principals/suppliers, associate companies, competitors or clients for a period of One Year immediately after leaving the company. If found not to comply with this clause the company reserves the right to take appropriate legal action against the employee
16. The materials assigned to you in connection with your job shall not be used for self / for others without written consent from the management.
17. This letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in you being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
18. You are required to keep the Company informed of any change in your residential address, your family status or any other relevant particulars.

This offer letter is valid only till 25.08.2022. You are requested to go through the above terms and duly sign the offer letter as a token of acceptance and report for training on or before 01.09.2022.


Thanking you and we wish you good luck.

For Technowave ID Systems (P) Limited,



Signature of Applicant

Date: 23.08.2022

Place: Ernakulam



ENROLLMENT LETTER

To whom it may concern,

I, Dr. Annabel-Mauve BONNEFOUS, Dean of Programs, hereby certify that Harsh KIRAR is enrolled in the MSc Finance program at **emlyon** business school for the 2023-2024 academic year.

Name: Harsh KIRAR

Date and place of birth: 16/06/1999, Mumbai (INDE)

Passport: R9271205 **Issued on:** 09/02/2018 **Expiring on:** 08/02/2028

MSc Finance program Information

Format: Full-time

Campus: Ecully, 23 avenue Guy de Collongue CS 40203 69134 Ecully cedex

Start date of the program: 19/09/2023 (date subject to change)

Expected completion date: March 2025

Language of instruction: English

Total tuition fees: € 27,000

Harsh KIRAR has already paid an initial non-refundable deposit of €4,500 to secure a place in the program. The non-refundable deposit will be deducted from the total tuition fees. A school certificate will be issued once the online administrative registration has been completed and validated.

Admissions conditions

According to our admissions conditions, Harsh KIRAR is required to provide proof of achievement of the same diploma declared in his application file in order to prove his eligibility for the program. Please note that **emlyon** business school or a mandated body will verify the validity of the information provided in the application file, including the obtained diploma(s).

As a result, Harsh KIRAR may be excluded from the program and may not graduate from **emlyon** business school in the case that he is unable to provide us or a mandated body with his diploma before December 31st, 2023.

Certified in Ecully on 21/04/2023

Dr. Annabel-Mauve BONNEFOUS

Doyenne des Programmes

emlyon business school



23 avenue Guy de Collongue
CS 40203
69134 Ecully cedex - France
early makers group
Siret 84189203700018

em-lyon.com

Ecole fondée en 1872,
affiliée à la CCI Lyon Métropole

23 avenue Guy de Collongue
CS 40203
69134 Ecully cedex - France
+33 (0)4 78 33 78 00

early makers group
Société anonyme à directoire et conseil de surveillance
au capital de 78 910 029,20 euros
Siret : 84189203700018
TVA : FR17 841892037



ATTESTATION D'INSCRIPTION

A qui de droit,

Je soussignée, Dr. Annabel-Mauve BONNEFOUS, Doyenne des Programmes, atteste que Harsh KIRAR est inscrit au programme MSc Finance d'**emlyon** business school pour la rentrée académique 2023-2024.

Nom : Harsh KIRAR

Date et lieu de naissance : 16/06/1999, Mumbai (INDE)

Passeport : R9271205 **Déjà délivré le** : 09/02/2018 **Expirant le** : 08/02/2028

Modalités du programme MSc Finance

Format du programme : Temps-plein

Campus : Ecully, 23 avenue Guy de Collongue CS 40203 69134 Ecully cedex

Date de rentrée : 19/09/2023 (date pouvant être soumise à modification)

Date de fin : Mars 2025

Langue d'enseignement : Anglais

Montant des droits de scolarité : 27000 €

Harsh KIRAR a versé des droits d'inscription non remboursables de 4 500€ afin de réserver sa place dans le programme. Les droits d'inscription non remboursables seront déduits du montant total des droits de scolarité. Un certificat de scolarité sera édité une fois son inscription administrative en ligne complétée et validée.

Conditions d'admission

Les informations mentionnées dans le dossier de candidature de Harsh KIRAR ainsi que le diplôme ayant conféré éligibilité au programme seront vérifiés par **emlyon** business school ou tout autre organisme certificateur.

De plus, l'obtention du diplôme **emlyon** business school est irréfragablement subordonnée à la validation du diplôme mentionné dans ce dossier et ayant conféré éligibilité. Par conséquent, en cas de non-obtention de ce diplôme avant le 31 décembre 2023, Harsh KIRAR pourrait être exclu du programme et de ce fait ne pas être diplômé d'**emlyon** business school.

Pour valoir ce que de droit.

Fait à Ecully, le 21/04/2023



Dr. Annabel-Mauve BONNEFOUS

Doyenne des Programmes

emlyon business school



23 avenue Guy de Collongue
CS 40203
69134 Ecully cedex - France
early makers group
Siret 84189203700018



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

Superset ID: 2263810

Letter of Intent ("LOI")

Dear Harshal Harekar,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst 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 pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2263810**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2263810**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2263810**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Harshal Harekar
Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring



Hudl India Pvt. Ltd.

Formerly known as Sportstec India Pvt. Ltd.

15th Floor Aston Building
Sundervan Complex Road
Sundervan Complex, Shastri Nagar
Andheri West, Mumbai - 400053

+91 22 42112218
hudl.com
Corporate Identification Number:
U74120MH2012PTC228574

Date: 6 July 2022

Name- Janvi Divekar
EMP ID - 5836
Mumbai

Dear Janvi

Sub: Letter of Appointment (hereinafter referred to as "Agreement")

As per our discussions and on your representation that you have the necessary expertise and experience to render the Services herein, we are pleased to confirm your arrangement for providing services of a **"Sports Analyst"** with **Hudl India Pvt Ltd** for the Term (*defined below*) subject to the following terms and conditions.

1. TERM

You are hereby appointed as a **"Sports Analyst"** with the Company for a term commencing from **10th July 2022** unless terminated in accordance with this Agreement (**"Term"**). **Hudl India Pvt Ltd ("Company")** reserves the right to extend the Term on the sole discretion of the Company.

2. NATURE AND SCOPE OF SERVICES

- A. During the Term of this Agreement, you shall, for the benefit of the Company, provide Services including without limitation the following:
- B. You shall provide the Services as and when requested by the Company; You shall provide the Services in a professional, timely and efficient manner and in accordance with industry standards;
- C. If you are using Company's infrastructure and equipment for rendering the Services, you shall handle such equipment and infrastructure with due care
- D. You shall provide the Services at such locations as may be required by the Company;
- E. You shall in the performance of Services under this Agreement comply with and conform to the instruction or directions given by the Company's representative or any person assigned by him, from time to time; You agree that you shall exercise reasonable due diligence and professional skill and care in performance of your duties, covenants and obligations under this Agreement; You acknowledge that the Company requires you to devote your whole time and attention to the Service of the Company during the Term. For this reason, during the Term, you must not (without the Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organization (whether as an employee, officer, director, agent, partner, consultant or otherwise); You shall provide the Services in compliance with all applicable laws;

3. HOURS OF WORK :

We are working in three shifts which are 7:00 AM to 3:00 PM, 3:00 PM to 11:00 PM and 11:00 PM to 7:00 AM. You will have 6 week off in a month depending upon the operation schedule and business requirement. There will be a lunch/dinner break of 30 mins and two tea breaks of 15 minutes during the day. However, the Company from time to time may require you to work in rotation of shifts or fixed shifts and overtime without additional remuneration to ensure the prompt and professional discharge of services which the Company has contracted to provide, by working longer hours on weekdays and/or by working over weekends.



Hudl India Pvt. Ltd.

Formerly known as Sportstec India Pvt. Ltd.

15th Floor Aston Building
Sundervan Complex Road
Sundervan Complex, Shastri Nagar
Andheri West, Mumbai - 400053

+91 22 42112218
hudl.com
Corporate Identification Number:
U74120MH2012PTC228574

During Season - During the months of September to February, you are expected to work for 9 hours a day (8 MIS hours plus 1 hour break). The shift timings during the season will increase by 1 hour.

During Off Season - During the months of March to August, you are expected to work for 8 hours a day (7 MIS hours plus 1 hour break).

4. COMMENCEMENT AND DURATION

- A. This Appointment shall become effective from the date mentioned in Clause 1 of this Agreement and shall be subject to the provisions of Clause 6.
- B. **Leave:** You will be entitled to six (3) days of casual leave and (3) days of sick leave during the probation period. These leaves are available to you on a pro-rata basis for a year calculated based on the Financial Year

5. NOTICE PERIOD:

As per rules of the Company you are required to provide fifteen (15) days written notice to the Company should you decide to resign. The same notice period will be given by the Company in case your services are no longer required. If a shorter notice period is provided by the Company, then the relevant notice period payment will be paid in lieu to you by the Company.

6. PROBATION PERIOD:

It is understood and agreed that the first one hundred eighty (180) days of employment shall constitute a probationary period during which period the Employer may, in its absolute discretion, terminate the Employee's employment, for any reason without notice or cause.

7. REMUNERATION

- A. In consideration of the Services provided by you, the Company shall pay you a salary of INR. **2,87,460 CTC** Per Annum.
- B. The Company hereby agrees to reimburse you for all reasonable and actual costs incurred by you, if any, such as travel expenses, boarding etc. towards the performance of your Services herein. In this regard, you agree that such expenses shall not be payable or reimbursed by the Company unless approved by the Company in advance, and valid vouchers evidencing the same are furnished by you to the Company.
- C. All amounts payable by the Company under this Agreement shall be subject to deduction at source or any other taxes, as may be required under applicable laws including without limitation Income Tax and Labor Laws.
- D. The Company shall have the absolute right to withhold any amounts the payment of which is disputed by the Company.

8. CONFIDENTIAL INFORMATION:

- A. As Confidential Information will from time to time become known to you, the Company considers and you agree that the restraints set forth in this Agreement (on which you have had the opportunity to take independent legal advice) are necessary for the reasonable protection by the Company of its business and the clients thereof.
- B. You shall not at any time during subsistence of this Agreement, (except so far as is necessary and proper in the course of your appointment), or at any time after termination of this Agreement, disclose to any person any information as to the practices, business dealings or affairs of the Company or any of the Company's clients, or as to any other matters of the Company or any of the Company's clients, or as to any other matters which come to your knowledge by reason of your appointment or during the course of your appointment. Details of any systems used by the

Company or other information, knowledge, names, or addresses of any clients, customers, vendors or agents of the Company and techniques obtained during the course of your appointment must not be disclosed to any person outside the Company, either during appointment or at any time afterwards.

- C. You agree that you will not at any time during the subsistence of this Agreement or on expiry or on termination/cessation of your employment with the Company or thereafter, issue any statements to the press (whether oral or written) regarding the business and strategies of the Company which have not directly been authorized by the Company
- D. The obligations under this clause shall survive the termination or expiration of this Agreement.

8A. INTELLECTUAL PROPERTY

8A.1 Intellectual Property shall mean all forms of intellectual property subsisting under the laws of India and all analogous rights subsisting under the laws of each and every jurisdiction throughout the world. Intellectual Property includes all the work products generated by you during the subsistence of this Agreement, including all material generated in electronic format, on paper, worksheets reports, analysis, training material or any other material developed or prepared by You, any trademarks, service marks, trade names, registered designs, copyrights, and other forms of intellectual or industrial property, know how, inventions, formulae, confidential or secret processes, trade secrets, any other protected rights or assets and any licences and permissions in connection therewith, in each and any part of the world and whether or not registered or registrable and for the full period thereof, and all extensions and renewals thereof, and all applications for registration in connection with the foregoing.

8A.2 You agree that Company shall be exclusive first owner having all rights, title and interest in all the Intellectual Property that is created as an outcome of your effort and resulting from the duties and services rendered during the course of the subsistence of this Agreement that the entire copyright (if any), or any other rights arising out of or resulting from the Services. This shall be applicable to all present and future work arising out of the Services. This right shall be exercised exclusively by the Company throughout perpetuity and in all territories of the Universe.

8A.3 You agree that you are only a provider of services and not the author of any Intellectual Property that may be created during the subsistence of this Agreement and therefore You shall not either claim or institute any claim or legal proceeding at any fora/ association / judicial forums for claiming any right, title and interest in the Intellectual Property created by You during the subsistence of this Agreement.

8A.4 You agree that you shall protect the Intellectual Property of the Company in all instances using best efforts and endeavours.

8A.5 You agree that in performing the duties and services for the Company, you shall not use the Intellectual Property of any other third party without being expressly authorized by the Company and shall take reasonable care and precaution in ensuring that any outcomes of your Services does not infringe upon the Intellectual Property of any third party.

8B. NON-COMPETE

8B.1 You acknowledge that during the course of your employment with the Company, you will become familiar with the Company's trade secrets and with other confidential information concerning the Company and its associates, clients and related companies and that your Services will be of a special, unique and extraordinary value to the Company. You agree that during the Term hereof and for six months thereafter, you shall not directly or indirectly own, manage, control, participate in, consult with, render Services for, or engage in any business competing with the businesses of the Company or its associates or related Companies within India and any other part of the world. For the purpose of this Agreement, the "businesses of the Company" shall mean software

development, licensing and services for evaluation and performance of various sports throughout the world.

8C. NON-SOLICITATION

You shall not, within twelve (12) months after the date of termination of your employment with the Company, recruit, solicit, entice, assist or engage in any activity whatsoever that would result in any person then or thereafter employed by the Company or appointed as a representative of the Company, to join you in providing Services to or be employed by any business activity in which you shall be involved.

9. TERMINATION

- A. The Company shall have the right to terminate this Agreement for any reason it deems fit, by giving a written notice of not less than 15 days or compensation in lieu of 15 days' notice.
- B. Notwithstanding the provisions of Clause 6(A), the Company shall be entitled to terminate this Agreement at its sole discretion with immediate effect if you:
 - i. in any material respect, neglect or fail to carry out or refuse to attend to, or commit any material breach or non-observance of, your duties or obligations under this Agreement or commit any act of gross misconduct or gross negligence in performance of your obligations under this Agreement; or
 - ii. are convicted of a criminal offence, or indicted of any criminal offence, which, in the reasonable opinion of the Company, may detrimentally affect the Company; or
 - iii. are unable to perform his obligations under this Agreement; or
 - iv. become of unsound mind; or
 - v. don't perform your Services with honesty and integrity and/or you indulge in activities which amount to moral turpitude or acting against the interest of the Company; or
 - vi. In case any bona fide sexual harassment complaint is received against you by the Company; or
 - vii. do not perform the services as per the satisfaction of the Company.
- C. On termination of your Services for any reason, the Company will be entitled to deduct any amounts you owe to the Company from the amounts owed to you..
- D. You shall also deliver to the Company all company property, equipment and materials (including correspondence, notes, plans, data, analysis or other documents of whatsoever nature and all copies thereof) made or compiled or required by you during your engagement hereunder and concerning the business, finances or affairs of the Company.

10. INDEMNIFICATION

You shall indemnify, defend and hold the Company harmless from and against any and all damages, claims, penalties, fines, costs paid or incurred by the Company as a result of, arising from, or in connection with, or relating to:

- A. breach by you of any of your responsibilities/obligations or covenants under this Agreement;
- B. claim by a third party that any aspect of the Services infringes any of their rights;
- C. negligence, recklessness or willful misconduct by you in the performance of the Services.

11. NO ASSIGNMENT

Your obligations under this Agreement are professional in nature and shall not be assigned or transferred to any third party without the prior written consent of the Company.

12. REMEDY

It is agreed that your position in the Company is of a unique, unusual, special and extraordinary nature, and of a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages in any action at law, and that a breach or threatened breach of this Agreement by you shall cause the Company grave and irreparable injury and damage. You agree that the Company, in addition to any other remedies, shall be entitled to injunctive and other equitable relief to prevent a breach or threatened breach of this Agreement by you.

Notwithstanding anything to the contrary in this Agreement, if you breach any provision of this Agreement, the Company shall have the right, subject to statute, to set-off against any sums the Company owes you the amount of any damages incurred or suffered by the Company as a result of the breach. Any such set-off shall not be presumed to be in full satisfaction of or as liquidated damages for or as a release of any claim or damages against you that may accrue to the Company as a result of the breach.

13. GOVERNING LAW

This Agreement and all acts and transactions pursuant hereto and the rights and obligations of the parties hereto shall be governed, construed and interpreted in accordance with the Laws of India and the courts of Mumbai shall have the exclusive jurisdiction.

Annexure**● Breakup for CTC 287460 LPA**

No.	Particulars	Monthly CTC (INR)	Annual CTC (INR)
1	Basic	21100	253200
2	HRA	1055	12660
3	Provident Fund (Employer's Contribution to PF)	1800	21600
TOTAL		23955	287460

● Deductions in CTC would be the following:

1. **Professional Tax (PT):** 200 INR
2. **Employee PF:** 1800 INR

**Please note that the PT and in hand salary can differ as per the date of joining/Loss of pay.*

Kindly sign this Agreement herein below confirming your acceptance of the terms and conditions of your engagement.

For Hudl India Pvt. Ltd.

Agreed, Accepted and confirmed

Ankita Shekhar
HR Manager

Signature & Date



Name: Jatin Koyande

Date: 24 July, 2021

Address: Savlai Niwas, Flat No. 101,
Shivcolony, Sector No. 1, Airoli - 400708

Mob: 7057826165

Email: jatinmkoyande12@gmail.com

Offer of Contractual Engagement

Dear **Jatin Koyande**,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Spatial Data Specialist 1**, in **Data Engineering and Operations** division on contractual assignment with us on the following terms and conditions:

1. This assignment will be with effect from **03 August, 2021** and shall automatically come to an end after the closing hours of **02 February, 2022** unless extended in writing.

2. Your posting will be at our client site **HERE Technologies, Mumbai**. However, during your posting at our client's place, you may be stationed / located / posted / transferred to any other location of our Client, as may be necessary for the implementation of the Client's project.

3. You shall be paid an all-inclusive annual emolument of **Rs. 198516/-** only. (Rupees One Lakh Ninety Eight Thousand Five Hundred Sixteen Only). For detailed Break-up kindly refer the **Annexure II**.

4. This contract is subject to your completing joining formalities as specified in **Annexure I** and your confidential report being found satisfactory from the references provided to us.

5. This contract can be terminated with immediate effect if you do not fill training criteria

6. Termination:

In case of confirmed employee either party can terminate this engagement with a mutual consent by giving a notice of **1 months**. Termination of this employment is also subject to client desired notice. If the termination is due to performance issues, client desired notice will supersede any termination term defined in this engagement.



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Employment may be terminated immediately by the company (Summary Dismissal) Without notice or payment in lieu of notice:

- (a) If you are guilty of any gross default or gross misconduct in connection with or affecting the business of the company
- (b) In the event of any serious or repeated breach or non-observance by you of any of the provisions of this employment letter
- (c) If you are guilty of fraud, dishonesty or moral turpitude;
- (d) If you are held guilty of any act of sexual harassment;
- (e) If you refuse any reasonable, written order from your senior or any other person to whom you report;
- (f) For non-performance based on your job profile.

In the event of your continuous absence for a period of 10 consecutive days or more, without any formal request or permission from the management you shall be deemed to have left and relinquished your services. Such automatic relinquishment of the employment shall be deemed as repudiation of the employment by you and not as a termination of the services by the company;

In case of termination on the aforementioned grounds, you shall be additionally liable for penalty as determined by the Company Authority of the company and the company shall be entitled to deduct such amount during the final settlement of your dues. The company shall also be entitled to seek any other appropriate equitable remedy as available under Civil and Criminal laws.

7. No Conflicts. You represent to the Company that your performance of all the terms of this agreement will not breach any other agreement to which you are a party and that you have not, and will not during the term of your employment with the Company, enter into any oral or written agreement in conflict with any of the provisions of this agreement. In addition, as we have advised you, you are not to bring with you to the Company, or use or disclose to any person associated with the Company, any confidential or proprietary information belonging to any former employer or other person or entity with respect to which you owe an obligation of confidentiality under any agreement or otherwise. The Company does not need and will not use such information and we will assist you in any way possible to preserve and protect the confidentiality of proprietary information belonging to third parties.

8. Mandate: The EMPLOYEE shall perform the mandate described in this employment letter including all work, matters and things required to be done, furnished or performed in order to carry out the Mandate ("Mandate").

9. Indemnity: The EMPLOYEE shall indemnify and hold THINKPARMS harmless from and against any and all losses, costs, claims, judgments or any other expenses (including reasonable attorney's fees) arising as a result of damages occasioned by the EMPLOYEE's negligence or failure to perform the Mandate or breach of employment. This provision shall survive the expiration or termination of this employment.



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- 10. Exclusivity:** The EMPLOYEE hereby agrees not to directly or indirectly with the THINKPARMS client mentioned in this employment letter, other than through THINKPARMS, throughout the Terms of the Mandate. Additionally, the EMPLOYEE agrees not to contract directly or indirectly with the THINKPARMS client on project, any knowledge about which was first gained as a result of performing the MANDATE, other than through THINKPARMS, for an additional period of six (6) complete calendar months following the end of the employment.
- 11. Warranty:** The EMPLOYEE represents to be professionally qualified and competent to perform all phases of the Mandate and warrants that the services shall be performed conscientiously, without delay, in accordance with the highest professional standards. The EMPLOYEE warrants that the carrying out of the tasks entrusted to the EMPLOYEE under the terms of this employment shall be executed with all the skill and workmanship required.
- 12. Contingencies:** This employment is contingent upon the successful completion of any background or reference checks desired by THINKPARMS or its client. For purposes of Compliance, EMPLOYEE will be required to provide to THINKPARMS documentary evidence of identity and other documents as per the prevailing company/client policy. Failure to produce desired document shall cause termination of employment.

If the offer is acceptable to you, you are requested to get in touch with. **Elizabeth** on your joining day to complete your joining formalities.

The above terms and conditions as specified; you are requested to sign on the copy of this letter.

Yours faithfully,

For Thinkparms Infotech Pvt. Ltd. I confirm and accept the above



Elizabeth Shirazi
Sr. Executive – Human Resources

THINKPARMS INFOTECH PVT LTD
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ANNEXURE I

Sr.no	<u>List of Documents</u>
1	Personal Documents (Pan Card & Aadhaar Card) Mandatory
2	All Qualification Proof (Marksheets, Certificates) Experience letter Mandatory
3	Address & Identity Proof (Aadhaar Card, Ration Card, Driving License, Light Bill)
4	Two Colour passport size Photograph

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ANNEXURE II

Component	Monthly	Annually
Basic	12724	152688
HRA	636	7632
Adv. Stat. Bonus	1060	12720
Gross (A)	14420	173040
Retirals		
Employer PF	1654	19848
Employer ESI	469	5628
Total (B)	2123	25476
CTC (A+B)	16543	198516
Deduction		
Employee PF	1527	18324
Employee ESI	108	1296
Professional Tax	200	2400
Total deduction (C)	1835	22020
Net take home (A-C)	12585	151020



Offer Letter

Dear Mr. Jitesh Yadav

With reference to your application and the subsequent interviews you had at **Adroit Financial Services Pvt. Ltd.**, we are pleased to extend this offer of employment to you. This offer is contingent upon clearing your education & professional documents verification. You shall be designated as a “**Trainee Trader**” in the “**Trading**” department and your CTC shall be **Rs. 2,16,000/** per annum.

You will be deemed to be under probation for a period of **6 months** from your joining date and should your performance be found satisfactory, the Company would be pleased to confirm your appointment. All appraisals are due annually for a periodic review. As discussed with you, your employment will be effective from the date of joining; Your Joining date will be **01st Feb 2023**.

You are required to understand and accept the terms and conditions of the Company. At the time of joining we would require the following documents from your end:

- Two passport size photographs
- Copy of XCertificate.
- Copy of XIICertificates.
- Copy of Graduation Certificate.
- Copies of Professional Certificates.
- PAN Card.
- Address Proof (UID).
- ID Proof.
- Copy of Cheque.

Assignment

You are required to join on **01st Feb 2023**. You will, from the date of your joining, be assigned the designation of “**Trainee Trader**” and you will be based in **Goregaon East Branch**.

Relocation

Although this position is to the position as above, you may be offered other positions within the Company. You can be transferred to any location or branch of the Company at any point of time. A condition of accepting this appointment is that you are prepared to perform other duties or undertake positions in other locations, as required. Any salary adjustment will be done as per HR policy.

Pay

Your monthly pay will be **Rs. 18,000/- (Rupees Eighteen Thousand only) per month, which will be paid on a monthly basis**. Your appointment in the Company may be confirmed on satisfactory performance during your probation period.

Salary Break up

- Basic : - Rs. 15,100/-
- HRA :- Rs-1,900/-
- TA :- Rs-1,000/-

Deduction:-

- **ESIC:- 0.75% on total**
- **PT :- As per state slab**

Performance Bonus

Performance Bonus will be payable to you as per the Company's rules and policies. Any Tax liability will be borne by the employee.

Income Tax

Income Tax will be applicable as per direct tax laws and Company policy, which may be reviewed from time to time.

Working Hours

Shift Time- 8.30 am -4.30 pm.

Monday to Friday.

You will be required by the Company to work in accordance with the Company's business operations. In case you works on an Exchange declared holiday or weekly Offs due to business exigencies, you will be entitled to compensatory off. No additional salary will be paid in lieu of compensatory off.

In case of Long leaves (More than 10 consecutive days according calendar days), the time of probation period will be changed accordingly.

Confidential Information

Sharing confidential material, trade secrets, or proprietary information outside of the organization is strictly prohibited and lead to direct termination and legal action. All the data being provided within the organization and used for the purpose of business within Adroit, is the property of Adroit and cannot be used to replicate.

Resignation Policy

Employees have to inform the management in writing in one month in advance or pay the salary in lieu of. If Employer wants to discontinue your services then company will give you the notice of only 1 month.

(after probation)

Certification

A copy of certification policy will be provided at the time of joining, Employee have to sign the hard copy of the policy at the time of joining.

General

In case your performance is not found to be satisfactory during the probation period, your probation may be extended or your services terminated at the discretion of the management of termination terms and conditions of your contract regarding termination of employment will be in accordance with Company policy as amended from time to time

Your appointment in the Company maybe confirmed on satisfactory performance during your probation period. After successful completion of probation period appraisal will be done as per HR policy.

A condition of accepting this appointment is that in your initial and subsequent positions within the Company you are bound by Company policy operating at the time, including any amendment made by the Company from time to time

Yours Sincerely

For Adroit Financial Services Private Limited

I, **Jitesh Yadav** having read the foregoing letter, the Statement of **Adroit Financial** General Business Principles, and the Confidentiality Agreement, accept employment with **Adroit Financial Services Private Limited** in the terms set out there in and I agree to be bound by these terms in all respects.

Signature:- Jitesh Yadav

Date:- 21-01-2023

Place:- Mumbai

Date: 06th May 2022

To,

Juned Dhalwelkar

Subject: Offer Letter

Dear Juned Dhalwelkar,

We have pleasure in giving you an offer in our organization as Junior Tester. This offer takes effect from your date of joining i.e. 1st June 2022

We would request you report remotely or at the following address, 21, Unique Industrial Estate, Off V.S. Marg, Prabhadevi, Mumbai – 400 025 during normal business course as mutually agreed upon

As per organization policy, the probation period applicable to you shall be six (6) months. Your work performance would be evaluated before confirming you in to permanent position

You would be posted at the above address. However as and when required, your service will be transferable to any of the offices in India or abroad.

During probation or on permanent role, the period of notice required for resignation is three (3) months.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Your compensation package would be as mentioned below. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

1) Hours of Work:

Your official hours of work will be from 9:30 am to 6:00 pm, Monday to Friday inclusive with one hour break for lunch each day. However, for certain specific jobs a different work schedule may apply to you, which will be explained to you by your manager if applicable. Business exigencies may require you to work beyond the specified hours, including the possibility of working weekends. You may also be expected to travel to other locations at times outside of your official hours of work

2) Cost To The Company (CTC): INR 2,50,000 per annum

3) Performance year runs from Apr – Mar every year. You would qualify for performance evaluation year after the end date of your probation period.

4) Annual leave: Annual Leave will be allotted on pro-rata basis after completion of six months of probation. 21 days Casual Leave and 5 days Sick Leave. Candidates are requested not to take any leave during probation period i.e. for six (6) months unless and until there is emergency.

5) If you resign or voluntarily quit employment within a year from date of joining, in such case you are entitled to pay three (3) month's salary in lieu of notice.

This offer is valid till 10th May 2022, if you do not confirm the acceptance, Alpha MD Pvt Limited, has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission.

- i. Original and copies of educational certificates and mark sheets.
- ii. Relieving letter & experience certificate from previous employer[s].
- iii. Salary certificate from previous employer.
- iv. Original & copy of your passport
- v. Nationality Proof – Copy of Passport / Voter ID / Domicile certificate
- vi. Three passport size and one stamp size colored photograph

Note: Please note only after you submit all these documents you will be on boarded, any delay in submitting these documents will impact your Date of Joining.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best

Yours Sincerely,

For Alpha MD Pvt Ltd

Vijayalakshmi Balakrishnan

Co-Founder

Acceptance Signature:

Acceptance Date:



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

Superset ID: 2364299

Letter of Intent ("LOI")

Dear Krish Tamboli,

With reference to your interview conducted by us, 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 pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2364299**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2364299**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2364299**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Krish Tamboli
Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

Date: 28th April 2022

33/2 Parekh Chambers, Dilip Gupte
Marg, Mahim, Mumbai, Mumbai City.
Maharashtra 400016,

Dear Madhusudan Abhay Ambulkar,

Congratulations!

We are pleased to confirm you have been selected to work for eCW for the post of "Technical Support" pending completion of pre-requisites necessary to extend an offer of employment to you. As such, this letter serves as an indication of interest only, is not as an offer of employment at this time and is not binding upon eClinicalWorks.

If all pre-requisites are fulfilled, We would propose a start date of May 2022 in the Mumbai office at an annual salary of 3.5 Lakhs Per Annum.

In order to extend an offer of employment to you, the following must be completed to eClinicalWorks' sole satisfaction:

- 1. Clearances of examination** : Your academic results **have** to be submitted confirming your clearance in final assessments.
- 2. Clearances of exclusion list** : Your clearance of exclusion list OIG and SAM checks.
- 3. Clearance of background verification** : The Company shall conduct background verification checks and you agree and consent to fully cooperate in those procedures, and you must pass those checks.

If the above requirements are completed to eClinicalWorks' satisfaction in its sole discretion, eClinicalWorks may extend an offer of employment to you. Otherwise, this letter is withdrawn without any obligation upon eClinicalWorks.

Thank you for your interest in eClinicalWorks.

Yours sincerely
For eClinicalWorks India Pvt Ltd

Pertwy
n
Josep
h

Digitally signed by Pertwyn Joseph
DN: OU="Human Resource",
O=eClinicalworks,
CN=Pertwyn Joseph,
E=pertwyn.joseph@eclinicalworks.com
Reason: I am approving this document
Location:
Date: 2022-04-29 12:17:52
Foxit Reader Version: 9.3.0

M. Ambulkar
04/30/2022


AGREED AND ACKNOWLEDGED BY ME
(Madhusudan Abhay Ambulkar)

Human Resources
Date: 28th April 2022



Welcome to Jio
A step towards building the future





Ushering in a digital revolution

Creating Magical lifestyles

Jio

Dear Mahesh boin,

We are delighted to welcome you to the Jio Family.

Jio has undertaken the mission to change the future of Digital India. It gives us immense pleasure to have you join us on this exciting journey towards delivering Jio Digital Life!

As the first step, please go through your offer cum appointment letter and accept it by logging in to Jio Careers using your registered Email ID and password.

After accepting the offer:

1. Complete your medical examination and upload the medical form and reports on Jio Careers
2. Update your profile and upload supporting documents on Jio Careers
3. Go through Discover Jio program available on Jio Careers to familiarize yourself with the organization

Please complete the above in a timely manner to ensure a smooth and seamless joining experience. For any queries, please feel free to reach out to Hemant Jain at HEMANT4.JAIN@RIL.COM.

Jio offers a world of opportunities and unlimited growth options. At Jio, you can reach the peak of your career if you have the enthusiasm to build your own growth path.

We are sure that you will prove to be a great asset for Jio.

Wish you good luck and a successful career at Jio!

With love, from Jio



Dear Mahesh boin,

Here at Jio, everything we do is defined by our values. As a new addition to our family, we would like you to familiarize yourself with them before you join us.

Our values:

OWNERSHIP MINDSET We will conduct ourselves to ensure highest standards of corporate citizenship

CUSTOMER VALUE Everything that we do must delight our customer

ONE TEAM We collaborate seamlessly, seeking and offering help as "One Team, One Vision"

RESPECT We will express ourselves honestly but without disrespecting the sentiments of others

INTEGRITY We follow the highest ethical standards to earn the trust of others

EXCELLENCE We will not create, express or pass on anything that is mediocre

With love, from Jio

Jio Benefits

Making Life Beautiful

Jio

Dear Mahesh boin,

As a member of Jio Family, you enjoy certain benefits that have been designed to make your life at Jio beautiful and comfortable.

The Benefits include:



Company paid connection to support your digital life at Jio



Special Leaves and financial support to make your wedding memorable



Leaves for maternity, paternity and child adoption



Stay healthy and safe with periodic medical checkup and Health insurance



Paid time off for you to recharge yourself

And much more....

These benefits are subject to revision as per company policy. You may visit the Employee Self Service (ESS) portal after joining for further details on individual benefit.

With love, from Jio



OFFER CUM APPOINTMENT LETTER

Mahesh boin

Rno. 213, P.M.G.P colony, Sion.,
Near Maharashtra Nature Park , Mumbai,
Mumbai, Maharashtra - 400017

6031/68727351/15143737/190522/1621

Date : 19 May 2022



Mahesh boin

Date: 19 May 2022

6031/68727351/15143737/190522/1621

Dear Mahesh boin,

This is with reference to your application and subsequent test / interview you had with us, we are pleased to offer you employment in the **Manager Family** as **Assistant Manager** in the Job Role **Jio Tech Scholars O2C IT** on the following terms and conditions:

01. PLACE OF POSTING

Your initial posting will be at **Mumbai RCP**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

You will join us as soon as possible but not later than **20 June 2022**.

02. COMPENSATION

Cost to Company: ₹ 2,50,000/- (₹ TWO LAKH FIFTY THOUSAND only) per annum.

CTC is the indicative cost to the company that includes following three major components:

A. Fixed Pay: ₹ 2,24,355/- (₹ TWO LAKH TWENTY FOUR THOUSAND THREE HUNDRED FIFTY FIVE only) per annum.

This includes Basic Salary and other allowances, benefits, perquisites etc as per the compensation policy of the company.

B. Retirals : ₹ 25,645/- (₹ TWENTY FIVE THOUSAND SIX HUNDRED FORTY FIVE only) per annum

This includes Provident Fund, Gratuity/Ex-gratia and Bonus as per applicable rules.

C. Performance Linked Incentive (PLI): ₹ 0/- (₹ NIL only) per annum

(This is the maximum payout at Performance Level Significantly Exceeds Expectations).

PLI is a performance linked incentive and is the variable component of the compensation. This will be determined on the basis of your individual performance, your business unit performance, and overall Reliance performance as determined by the Central Apex Committee. PLI is payable subject to the employee being on the rolls of the company and not serving notice period on the date of disbursement, notwithstanding any delay on the announcement of such disbursement.

In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company. **The available CTC components along with limits have been detailed in Annexure 1B.** Please note that the components within each category of payments are discretionary and the Company has the right to change these components any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

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03. PROVIDENT FUND SCHEME:

You will become a member of the Provident Fund Scheme, as per the rules in force from time to time. The Company's contribution (including contribution to Central Government Pension Scheme) under this scheme is 12% of your Basic Salary plus personal special allowance (if applicable) with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the HR Department immediately upon joining.

Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Please review, acknowledge and accept the offer cum appointment letter with annexures including "Terms & Conditions of Employment" at Annexure II. These employment terms will be effective from the date of your joining the company and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents as per Annexure II and you being declared medically fit by authorized Medical Officer. We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,
For Jio Platforms Limited.



AUTHORISED SIGNATORY

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____

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ANNEXURE 1-A- Compensation Break-up			
Name : Mahesh boin			
Components		Amount in ₹	
		Monthly	Annually
A. Fixed Pay			
1.	Basic Salary	8,944	1,07,325
2.	Personal Special Allowance	5,281	63,367
3.	Residual Choice Pay	0	0
4.	Medical Insurance Premium (For self spouse 3 dependent children and dependent parents)	0	0
5.	Group Personal Accident Insurance Premium	0	0
6.	Group Term Life Insurance Premium	0	0
7.	House Rent Allowance	4,472	53,663
Total - Fixed Pay [A]		18,697	2,24,355
B. Retirals and Bonus			
1.	PF - Employer's Contribution (12% of [Basic Salary + PSA])	1,707	20,483
2.	Gratuity / Ex-gratia (4.81% of Basic Salary)	430	5,162
3.	Bonus (As per Act)	0	0
Total - Retirals and Bonus [B]		2,137	25,645
C. Performance Linked Incentive (PLI)		0	0
Total CTC [Fixed Pay + Retirals and Bonus + PLI]		20,834	2,50,000

1. The income tax calculation is provisional and is based on the current Income Tax Rules. Any change in the Rules will impact the Income Tax projections.
2. The insurance premium and coverage amount are subject to revision based on the company policy.
3. For computing Provident Fund Contribution, Basic Salary and other statutorily applicable allowances will be considered. Therefore, the actual provident fund contribution may vary from the illustration in Annexure 1-A.
4. Employees covered under ESIC will not be covered under GHI, GPA and GTLI.
5. PLI is computed based on a combination of individual performance, business / functional performance of the area the employee is assigned to and (or) working for, and company performance.



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Annexure I-B Components of Compensation

The Company follows a Cost to the Company (CTC) structure that reflects the total cost of an employee to the organization and includes all direct & indirect payments including benefits, perquisites and subsidies. It is so designed to provide you flexibility to structure your compensation package. However, the components within each category of payments are discretionary and the company has right to change these components any time without notice.

The main components under Cost to Company Structure are:

A. Fixed Pay

A1. Basic Salary :

This is the base pay component of the fixed pay and is the reference salary for Provident Fund and Gratuity/Ex-gratia contribution. (Please refer **Point B Retirals** below.)

A2. Personal Special Allowance :

Personal special allowance is a fixed pay component and is part of the reference salary for provident fund contribution

A3. Residual Choice Pay (RCP) :

Residual Choice Pay is a fully taxable component. After joining, you may choose to distribute residual choice pay among various choice pay components as per your needs. Amount chosen under choice pay components will be reduced from residual choice pay.

You must choose the amount to be claimed under each choice pay component at the beginning of the financial year or within 7 days of joining the Company. Residual Choice Pay components like Fuel & Maintenance, and LTA are reimbursed based on the actual bills/supporting documents submitted. All bills / supporting documents must be provided by 15 January for the financial year. In case the actual bills fall short of the amount chosen, balance amount will be paid as taxable allowance.

The choice pay components offered by the company are mentioned below. These can change at any time in line with government regulations and company policy. Please visit policy section on Employee Self Services (ESS) portal for more details.

1. Conveyance Allowance
2. Children's Education Allowance
3. Children's Hostel Allowance
4. Leave Travel Assistance
5. Company Leased Vehicle
6. Fuel & Vehicle Maintenance Reimbursements
7. Sodexo / Accor Food Card
8. Gift Coupons

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A4. Group Hospitalization Insurance (GHI)

Instead of Group Hospitalization Insurance, you will be covered under Employees State Insurance as per ESI Act. The ESI covers certain health related eventualities such as sickness, maternity, temporary or permanent disablement, occupational disease or death due to employment injury.

#	Parameter	Description
1	Definition of Family	Not Applicable
2	Floater Coverage (In Lacs)	₹ 0 Lacs
Insurance for family		
1	Family Insurance premium per annum	₹ 0
2	Self (insurance premium ₹ per annum)	₹ 0
3	Spouse (insurance premium ₹ per annum)	₹ 0
4	Children (First 3 up to the age of 25 years) (Insurance premium ₹ per child per annum)	₹ 0
5	Insurance Top up Type	Not Applicable
6	Top-up coverage for family (In Lacs)	₹ 0 Lacs
7	Top-up Premium for family (₹ per annum)	₹ 0
Insurance for Dependent Parents		
1	Floater Coverage (In ₹ Lacs)	₹ 0 Lacs
2	Insurance Premium for both parents (₹ per annum)	₹ 0
3	Top-up Coverage (In Lacs)	₹ 0 Lacs
4	Top-up Premium for both parents (₹ per annum)	₹ 0
Eligibility		
1	Hospital Room	Not Applicable
Additional Benefits		
Not Applicable		

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A5. Group Personal Accident Insurance

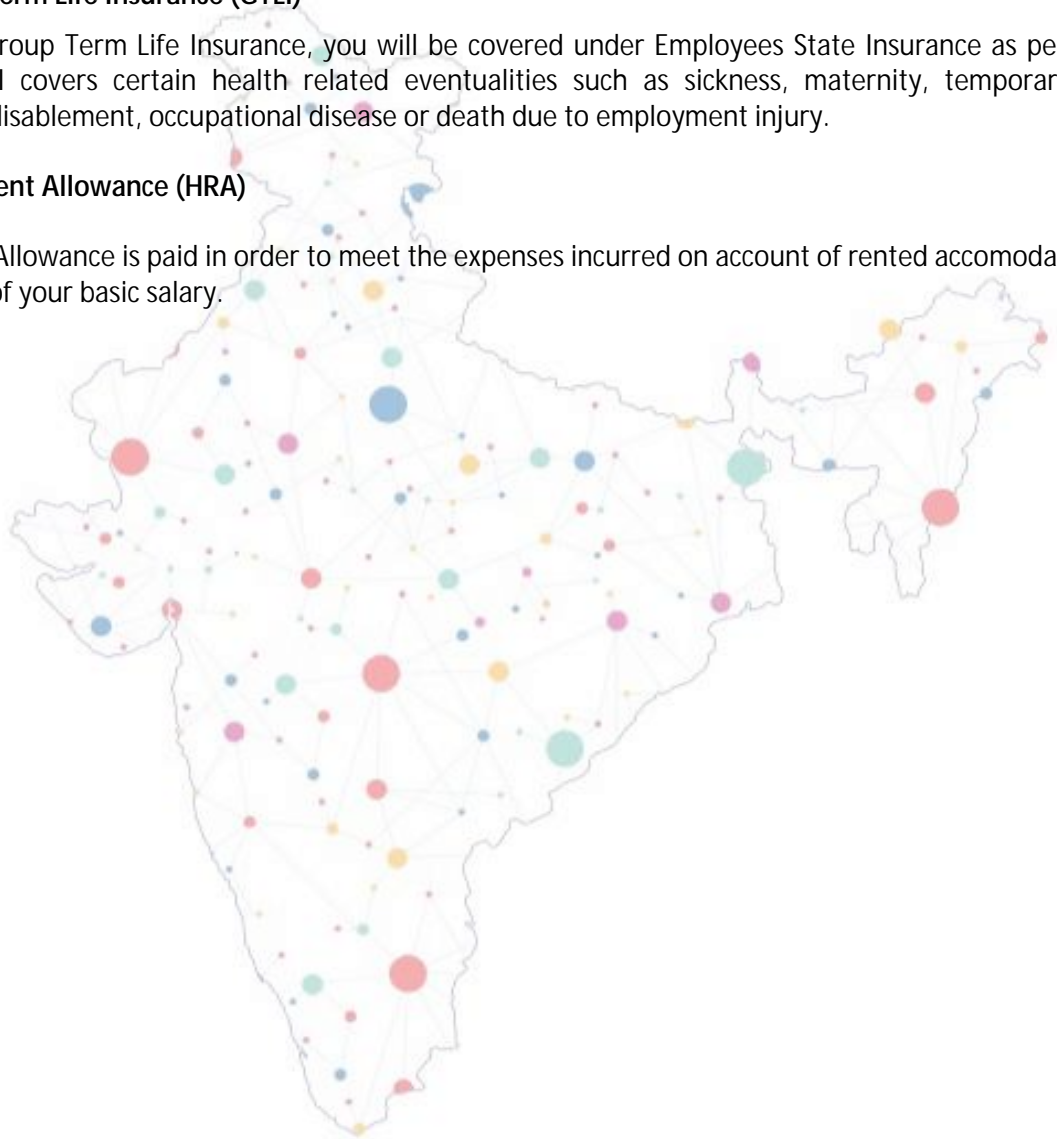
Instead of Group Personal Accident Insurance, you will be covered under Employees State Insurance as per ESI Act. The ESI covers certain health related eventualities such as sickness, maternity, temporary or permanent disablement, occupational disease or death due to employment injury.

A6. Group Term Life Insurance (GTLI)

Instead of Group Term Life Insurance, you will be covered under Employees State Insurance as per ESI Act. The ESI covers certain health related eventualities such as sickness, maternity, temporary or permanent disablement, occupational disease or death due to employment injury.

A7. House Rent Allowance (HRA)

House Rent Allowance is paid in order to meet the expenses incurred on account of rented accomodation. HRA is 50% of your basic salary.



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B. Retirals

B1. Provident Fund

Employer contribution to the Provident Fund @ 12% of Basic Salary plus personal special allowance (if applicable).

The Company deducts 12% of your Basic Salary plus personal special allowance (if applicable) and makes an equal contribution, as per PF rules applicable currently. Both are remitted on a monthly basis to the company's PF Trust / RPF. A part of the company's PF contribution is deposited to your PF Pension Fund / RPF, to provide you with pension on retirement or after completing a specified period of service.

B2. Gratuity/Ex-gratia

Employer contribution to the Company's Gratuity Fund @ 4.81% of Basic Salary.

1. All Employees who have completed 5 years of continuous service with the Company are eligible to get gratuity on separation from the company. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment.
2. In the event of separation before 5 years of continuous service, ex-gratia will be paid to the tune of gratuity accumulated and will be subject to prevailing Income Tax Rules, except in case of separation arising out of disciplinary grounds.
3. In the case of death, the minimum service requirement does not apply.
4. Gratuity is calculated as Last Drawn Basic Salary / 26 days x 15 days x number of completed years of service.
5. For calculating Gratuity, periods of service of 6 months or more will be considered as equivalent to one year and less than 6 months will not be counted.
6. Income Tax on Gratuity will be applicable as per Income Tax Rules.

B3. Bonus

Bonus is payable as per Bonus Act.

C. Performance Linked Incentive (PLI):

PLI is computed based on a combination of individual performance, business / functional performance of the area the employee is assigned to and (or) working for, and company performance.

PLI will be payable provided the employee is on the rolls of the Company & not serving notice period, on the date of disbursement, notwithstanding any delay on the announcement of such disbursement. PLI will be subject to tax.

Note: All tax exemptions, where applicable, will be as per the prevailing tax rules and laws

Annexure - II - TERMS AND CONDITIONS OF EMPLOYMENT

1. **MEDICAL FITNESS & VERIFICATION OF PARTICULARS:**

Your appointment is subject to:

- a. **Medical Fitness:** You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. **Verification of Particulars:** In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. **TRANSFER:**

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary/ affiliate of our client/ associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

3. **REPRESENTATIONS AND WARRANTIES:**

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein;
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions;
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants;
- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.

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- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and
- h. The terms, covenants, and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

4. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company and its clients.

You are required to engage yourself exclusively in the work assigned by the company and its client and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the client or any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company or its clients. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.

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e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the client, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.

g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company and its clients. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its client or subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning,

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transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will 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 or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer, client or member of the investment community or media or in any communication.

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- m. Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. Model Release :** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

5. TERMINATION OF EMPLOYMENT:

- a. Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.

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- d. Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
- Return to work within 8 days from the commencement of such absence, and
 - Give an explanation to the satisfaction of the Management regarding such absence
- e. Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving 60 Days notice in writing or payment of pro rata 60 Days Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving 60 Days notice in writing or by payment of pro rata 60 Days Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 60 Days, without any pay in lieu of the notice period.
- g. Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- h. Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- i. Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or other wise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of our client or any of its Group Companies.
- j. Recovery of Payments:** In the event of separation (excluding death), you shall be required to refund to the Company, a part of Relocation Expenses amount reimbursed; in case you leave the company within 1 year from the date of disbursement of amount, you shall refund the entire relocation expenses reimbursed to you.

6. GENERAL:

- a. Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be

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borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.

- b. Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company and our client publish from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. Media Interaction:** You will not interact with the media - electronic, print or otherwise in
- i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.
 - iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company or its client's business, policies and processes, you should take the approval of the Management prior to its release.
 - v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Navi Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Navi Mumbai.
- e. Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

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- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- j. **Travel:** You shall make your own transport arrangements to and fro from the place of work.
- k. **Documentation:** Please submit the following documents, if not submitted earlier:
- Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - Three copies of your recent passport size photographs with blue background.
 - Relieving letter & salary certificate from your last employer in case you are/were employed.
 - Copy of Aadhar Card / Passport / Voter ID / License / any other document for photo identity and PAN card.
 - Copy of any Government Bill / Telephone Bill / Electricity Bill / Gas Bill / Bank Account Statement / Ration Card / Aadhar Card / Passport/ any other document as proof of your residence.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Mahesh boin

Signature

Date:



Provisional Offer : BUSINESS PROCESS SERVICES

Ref: TCSL/DT20206320174/Mumbai/BPS/BTN

Date:12/02/2021

Dear Ms. Manali Keshav Salgaonkar,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. 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.

Private and Confidential

TCSL/DT20206320174

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079

Ph.: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

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

Corporate Identification No. (CIN): L22210MH1995PLC084781



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.**

K Ganesan
Global Head Talent Acquisition & AIP



[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/DT20206320174/Mumbai/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:

LAKSHYA FORRUM FOR COMPETITIONS PRIVATE LIMITED

Offer letter

Personal & Confidential

April 29, 2022

Mr.Manish Uplanchi,
Mumbai.

Dear Manish,

Further to the interviews you had with us, we are pleased to offer you the position of **Business Development Executive** in our organization. Your total annual fixed compensation will be **Rs.246300 /-** (Rupees Two Lakhs Forty Six Thousand And Three Hundred Only) subject to Income Tax, consisting of the following:-

CTC Break Up	Amount P.M.	Amount P.A.
Basic Salary	12500	150000
House Rent Allowance	3136	37632
Other Allowance	2500	30000
**Gross Per month	18136	217632
Company's Contribution		
Employer PF Contribution	1800	21600
Employer ESIC Contribution	589	7068
CTC	20525	246300

****Gross salary excludes statutory deductions like Employee contribution towards Provident fund, ESIC, Professional Tax, Income tax and other deductions as per Law.**

***You are entitled for Gratuity as per Payment of Gratuity Act 1972.**

***You are entitled for Bonus as per Payment of Bonus Act 1965.**

We would like you to join at the earliest possible date on or before **4th May, 2022**. Your offer letter is subject to positive reference check. Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us asap.

Your employment with **Lakshya Forrum for Competitions Pvt Ltd.** may be terminated by giving 15 days' notice period during the probation period and 1 month notice after completion of probation, or by payment of salary in lieu thereof. The company reserves the right to terminate your services by giving 30 days' notice. However, at the time of leaving, you will ensure that all your on-going activities are successfully completed. The company shall have the right to transfer you to any of its offices or Group Companies in India and abroad.

The appointment letter detailing the terms and conditions will be issued to you on or after your joining of our organization. You are requested to provide the documents as per Recruitment Checklist at time of joining for records.

We look forward to a long & mutually beneficial association.

Yours sincerely,
Lakshya Forrum For Competitions Pvt Ltd



Authorized Signatory

Lakshya Forrum For Competitions Private Limited

CIN: U80301MH2012PTC238011

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12 B General

	A	B	C	D	E	F	G
1	Vidyalankar School of Information Technology Wadala Campus Recruitment						
2		Candidate Name	Contact	Qualification	Strength	Weaknesses	Residence
3	1	Nisha Khillari	7304258863	BFM - Sci	Capabale, dedicated	Relentless until Task gets completed	BARC Chembur
4	2	Fatema Rampurawala	9833353205	BSc. IT	Self Driven, Communication	Emotional	Mazgaon
5	3	Manisha Tak	8356802949	BAF - Commerce	Sincere, Positive Mindset	Average Communication	Sion
6	4	Mohil Chauhan	9892052918	BAF - Commerce	Quick learner, Sincere	2 Yrs of experience	Matunga Centra
7	5	Sagar Yadav	8928240131	BSc. IT	Quick learner, Team Work	One Project at a time	Santacruz E
8	6	Sahil Wagh	7977395113	BSc. IT	Quick learner, Team Work	Fumble	Naupada, Thane
9	7	Sandeep Pedini	8898944037	BSc. IT	Self Driven, Positive mindset	Fumble, Average Communication Skills	Kurla
10	8	Sanskriti Ambre	9702956418	BFM - Commerce	Sincere, Positive Mindset	Relentless until Task gets completed	Lalbaug
11	9	Shruti Baikar	7977426706	BSc. IT	Self Driven, Communication	Time Management, distracted	Chunabhatti
12	10	Manish Uplanchi	9867752053	BSc. IT	Self Driven, Communication	Fumble	Sion
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Workbook Statistics 12.04.22 Full Time 18.04.22 Interns Give Feedback to Microsoft 100% +

FW: Vidyalankar Campus Drive (List of shortlisted Full Time and Interns)

You replied on Thu 4/21/2022 12:55 PM



Murali Anantha

To: Kavita... +4 others

Thu 4/21/2022 12:35 PM

selected). You need to notify each student from your course that they are selected for internship at MT Educare and they need to report to the MT Educare head office at Mulund on 25th April for the onboarding process. After the onboarding process they will be working at their assigned location.

Will share the address of the Mulund office shortly.

Make sure that you speak to each student and ensure they join on 25th. These are all current SY students. Send me confirmation once done.

Regards,

Murali Anantha
Training and Placement Officer
9820440738

Vidyalankar
Educational
Campus

VSIT | Vidyalankar School of Information Technology
Vidyalankar College Marg, Mumbai - 400 037

Date: 06th May 2022

To,

Manoj Naik

Subject: Offer Letter

Dear Manoj Naik,

We have pleasure in giving you an offer in our organization as Junior Developer. This offer takes effect from your date of joining i.e. 1st June 2022

We would request you report remotely or at the following address, 21, Unique Industrial Estate, Off V.S. Marg, Prabhadevi, Mumbai – 400 025 during normal business course as mutually agreed upon

As per organization policy, the probation period applicable to you shall be six (6) months. Your work performance would be evaluated before confirming you in to permanent position

You would be posted at the above address. However as and when required, your service will be transferable to any of the offices in India or abroad.

During probation or on permanent role, the period of notice required for resignation is three (3) months.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Your compensation package would be as mentioned below. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

1) Hours of Work:

Your official hours of work will be from 9:30 am to 6:00 pm, Monday to Friday inclusive with one hour break for lunch each day. However, for certain specific jobs a different work schedule may apply to you, which will be explained to you by your manager if applicable. Business exigencies may require you to work beyond the specified hours, including the possibility of working weekends. You may also be expected to travel to other locations at times outside of your official hours of work

2) Cost To The Company (CTC): INR 3,00,000 per annum

3) Performance year runs from Apr – Mar every year. You would qualify for performance evaluation year after the end date of your probation period.

4) Annual leave: Annual Leave will be allotted on pro-rata basis after completion of six months of probation. 21 days Casual Leave and 5 days Sick Leave. Candidates are requested not to take any leave during probation period i.e. for six (6) months unless and until there is emergency.

5) If you resign or voluntarily quit employment within a year from date of joining, in such case you are entitled to pay three (3) month's salary in lieu of notice.

This offer is valid till 10th May 2022, if you do not confirm the acceptance, Alpha MD Pvt Limited, has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission.

- i. Original and copies of educational certificates and mark sheets.
- ii. Relieving letter & experience certificate from previous employer[s].
- iii. Salary certificate from previous employer.
- iv. Original & copy of your passport
- v. Nationality Proof – Copy of Passport / Voter ID / Domicile certificate
- vi. Three passport size and one stamp size colored photograph

Note: Please note only after you submit all these documents you will be on boarded, any delay in submitting these documents will impact your Date of Joining.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best

Yours Sincerely,

For Alpha MD Pvt Ltd

Vijayalakshmi Balakrishnan

Co-Founder

Acceptance Signature:

Acceptance Date:



17th August 2020

To,
Mansoor Mithaiwala,

Subject: Offer Letter

Dear **Mansoor,**

It was a pleasure meeting you during your interview for the position of **Jr. Full Stack Developer** at Noesis earlier this month. Your application has been carefully reviewed, and I am pleased to offer you the position of Jr. Full Stack Developer in our organization.

As discussed, your date of joining would be **18th August 2020**.

Your performance will be reviewed over a period of time, with the option of consideration of future promotions as deemed appropriate. Thank you for your interest in Noesis.

Your next financial appraisal will be on or after April 2021.

Allow me to be the first to congratulate you on this offer. I look forward to working with you at the earliest this year.

Signing this offer letter implies acceptance and binds you with the rules and regulations specified in the Company's Employee Manual as may be amended and intimated to you from time to time.

Your employment shall be subject to transfer to any of the group companies/firms of Noesis.

Siddharth Bhansali

Director
Noesis Knowledge Solutions Private Limited

Location: Mumbai

Annual Cost to Company: Rupees Two Lac Sixty-Four Thousand Only (Rs. 2,64,000/- p.a.)

SALARY HEADS	MONTHLY	ANNUALLY
Basic	14000	168000
HRA	0	0
LTA	0	0
Mobile Reimbursement	0	0
Bonus	1980	23760
CCA	3418	41016
Variable**	0	0
ESIC (Employer Contribution and allied expenses) 3.25% of Gross Salary	652	7824
PF (Employer Contribution and allied expenses) 13% of Basic + SA	1950	23400
Medical Insurance	0	0
Total Fixed Salary	22000	264000
COST TO COMPANY	22000	264000
GROSS SALARY (Less Employer PF Contribution and Medical Insurance)	19398	232776
Deductions***		
Less: Employee deduction-PF	1800	21600
Less : ESIC (Employee Contribution) 0.75% of Gross Salary	150	1800
Less: Profesional Tax	200	2400
NET TAKE HOME****	17248	208776
*Basic Salary - Includes Special Allowance as per the minimum amount prescribed under updated applicable laws		
**Paid annually subject to performace as per Annuxure 1		
***Subject to State of Maharashtra Welfare deduction as applicable		
****Subject to TDS Deductions as applicable		
Mediclaime Insurance of Rs200,000 is applicable		
For taxation purpose, the reimbursement bills to be submitted mandatorily		
Management reserves the right to restructure the CTC as and when required without changing the overall CTC		



Mutual Exit Clause: 30 days' prior written notice and this period shall be excluded for computing the minimum commitment clause (Negligence of the same results in forfeit of last month's salary).

I hereby acknowledge and accept all the organizational policies including the Employee Manual of the Company, as may be amended and notified time to time.

Accepted and Received	Siddharth Bhansali
Mansoor Mithaiwala	Director Noesis Knowledge Solutions Private Limited

Reg. Off : 5-B, Bhangwadi, Kalbadevi Road, Mumbai - 400 002. Tel.: 022-2203 4646 / 4747

Head Off : 129, Uswala Lane, Kama Estate, Goregaon (E), Mumbai - 63. Mob.: +91 98216 11177

Email.: obbeeyewear@gmail.com / guideoptic@gmail.com

Date : 28/05/2022

Mayank Indermal Rawal

Room No-17, Ram Nagar

Near Shamukanand Hall

Sion, Mumbai- 400022.

Subject : Offer Letter

Dear, Mayank Indermal Rawal

Congratulation! We are pleased to confirm that you have been selected to work For Guide Optical Co. We are delighted to make you the following job offer:

The Position we are offering you is that of Junior Accountant. The Annual Salary of Rs 216000 P.a. We Feel Confident that you will contributes your skills-and experiences-towards the growth of the Company. In addition to this Salary Local Conveyance will be paid out as per the company policy.

As per discussion, your starting date will be on 7/06/2022. Please report to Rushabh Naresh Bafna for documentation and orientation.

Please sign the enclosed copy of this letter and return it to me by 4/06/2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Guide Optical Co. and look forward to working with you.

Sincerely,

Rushabh Naresh Bafna

Guide Optical Co,



Accepted by,

Mayank Indermal Rawal





April 23, 2022

Dear **Nida Shaikh**,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as Associate–CS Phone in the Company. Please note that your employment with us is contingent on subject to successful clearance of background verification. You need to submit all relevant documents for back ground verification within seven (7) days from the date of appointment letter. In case you fail to submit the documents within the prescribed period, we will initiate necessary action against you as deemed as appropriate by the Company including but not limited to revoking of this offer letter without any further liability to Company. You are requested to join us on or before April 23, 2022 on the following terms and conditions.

Your place of posting will be initially at Mumbai. However during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is Rs.253,000.00 /– per annum (Rupees Two Lakhs Fifty Three Thousand Only), the details of which are given in the annexure of the appointment letter.

You shall report to Deepak R Gupta of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continues process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.

In compliance with statutory and legal compliances under Indian Laws including but not limited to under Information Technology Act 2000, the company reserves the right to deploy necessary tools and measures in the interest of data integrity, screen and information security while working inside or outside office, including work at home, at any point of time.

You agree to abide by confidentiality norms as included under NDA signed by you and maintain secrecy of the Sutherland proprietary information exchanged with you during the course of your employment and thereafter.

In case of any violation of abovementioned covenants by you, the Company reserves its right to take penal action against you including termination of services and civil and criminal action against you for the damages incurred by the Company.

Your appointment is subject to that your self-declaration on medical fitness and you will have to maintain a state of overall sound health in order to be able to perform your Services per expected standards and continue employment in the Company.

All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.

You shall keep the company informed in writing, of any change in your address. failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this contract.

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. The Company may disclose some or all of your Personal Information to competent authority(ies) in accordance with their directions or to other parties, including our clients, on need-to-know basis, in pursuance of any enquiry or investigation. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

You will automatically retire from the services of the company on attaining the age of 60 years.

Required Documents

Please bring the following original documents for verification with their photocopies, which would be retained for our records.

- Photographs (Six passport size)
- All educational certificates including mark sheets in full
- Relieving Letter & Service Certificate (If employed previously)
- Proof of Last drawn salary
- Aadhar, Passport / Proof of Address
- Form –16 along with earnings certificate for IT purpose

Sutherland Global Services Private Ltd.
Annexure

Name of the Employee: Nida Shaikh
Designation: Associate–CS Phone
Date of Joining: April 23, 2022
Level: 1

Components	Rs. Per month	Rs. Per annum
FIXED PAY (A)		
Basic Salary	5,966.00	71,595.00
House Rent Allowance	2,983.00	35,798.00
Bonus	2,743.00	32,916.00
Special Allowance	4,604.00	55,248.00
SKILL BASED PAY (B)		
Skill Based Pay	750.00	9,000.00
Gross Salary (A + B)	17,046.00	204,557.00
PERFORMANCE INCENTIVE (C)		
Performance Incentive	2,750.00	24,750.00
STATUTORY BENEFITS AND INSURANCE (D)		
Employer's Contribution to PF	1,688.00	20,251.00
Gratuity	287.00	3,442.00
CTC (A + B + C + D)	21,083.00	253,000.00
Net Salary (Gross–PF–ESI)	15,231.00	182,772.00
Potential Earning (Net Salary + Performance Incentive)	17,981.00	207,522.00

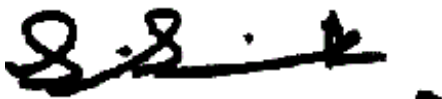
Performance Incentive	<p>You will become eligible for PI, after completion of 2 calendar months from your start date at Sutherland. Your PI will be paid against achievement on the target/s set by the company, on a time to time basis. PI is processed and paid 60 days from the completion of the performance period.</p> <p>Example 1: If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary</p> <p>Example 2: If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary</p>
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Gratuity	Gratuity amount shall accrue annually, and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Final Settlement of Accounts
Insurance Coverage	<p>Sum insured under Accident Insurance is Rs.500,000/-,</p> <p>Medicclaim is Rs.200,000.00/- for self only.</p> <p>Group term Life Insurance coverage of – Rs 500,000.00 for self only.</p>
ESI	If your ESI wage (Gross – Bonus) is less than or equal to 21000/- per month, an amount equivalent to 0.75% of your gross salary will be deducted towards ESI every month – For details you may contact your Program HR Executive

We at Sutherland have the privilege to have you with us and personally welcome and wish you a very successful career with us and reaffirm our complete confidence in your ability to find professional and personal satisfaction here. All who met you agree you will be a fine asset to the company.

Best wishes for a long, happy and rewarding career with us.
Sincerely,

For Sutherland



Srinivasaram Shanmugam
Sr Director - Talent Acquisition

I have read the contents of this letter and accept the offer of employment with the terms and conditions mentioned above and the enclosed annexures.

Signed Offer Letter

Excel Vidyalankar Campus Drive Interns select... Open in Excel Download Save to OneDrive Hide email

File Home Insert Draw Page Layout Formulas Data Review Search

12 B General

	A	B	C	D	E	F	G
1	Vidyalankar School of Information Technology Wadale Campus Recruitment						
2		Candidate Name	Contact	Qualification	Strength	Weaknesses	Residence
3	1	Nisha Khillari	7304258863	BFM - Sci	Capabale, dedicated	Relentless until Task gets completed	BARC Chembur
4	2	Fatema Rampurawala	9833353205	BSc. IT	Self Driven, Communication	Emotional	Mazgaon
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6	4	Mohil Chauhan	9892052918	BAF - Commerce	Quick learner, Sincere	2 Yrs of experience	Matunga Centra
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Workbook Statistics 12.04.22 Full Time 18.04.22 Interns Give Feedback to Microsoft 100% +

FW: Vidyalankar Campus Drive (List of shortlisted Full Time and Interns)

You replied on Thu 4/21/2022 12:55 PM

MA Murali Anantha
To: Kavita... +4 others Thu 4/21/2022 12:35 PM

selected). You need to notify each student from your course that they are selected for internship at MT Educare and they need to report to the MT Educare head office at Mulund on 25th April for the onboarding process. After the onboarding process they will be working at their assigned location.

Will share the address of the Mulund office shortly.

Make sure that you speak to each student and ensure they join on 25th. These are all current SY students. Send me confirmation once done.

Regards,

Murali Anantha
Training and Placement Officer
9820440738

Vidyalankar
Educational
Campus

VSIT Vidyalankar School of Information Technology
College Marg
Mumbai - 400 037

Date: 28th April 2022

A – 319, Katradevi Adarsh CHS, Dr. S.S Rao Road,
Near Rajkamal Studio, Parel,
Mumbai - 400012

Dear Mrunmayee Hemant Patil,

Congratulations!

We are pleased to confirm you have been selected to work for eCW for **the** post of “Technical Support” pending completion of pre-requisites necessary to extend an offer of employment to you. As such, this letter serves as an indication of interest only, is not as an offer of employment at this time and is not binding upon eClinicalWorks.

If all pre-requisites are fulfilled, We would propose a start date of May 2022 in the Mumbai office at an annual salary of 3.5 Lakhs Per Annum.

In order to extend an offer of employment to you, the following must be completed to eClinicalWorks' sole satisfaction:

- 1. Clearances of examination** : Your academic results **have** to be submitted confirming your clearance in final assessments.
- 2. Clearances of exclusion list** : Your clearance of exclusion list OIG and SAM checks.
- 3. Clearance of background verification** : The Company shall conduct background verification checks and you agree and consent to fully cooperate in those procedures, and you must pass those checks.

If the above requirements are completed to eClinicalWorks' satisfaction in its sole discretion, eClinicalWorks may extend an offer of employment to you. Otherwise, this letter is withdrawn without any obligation upon eClinicalWorks.

Thank you for your interest in eClinicalWorks.

Yours sincerely
For eClinicalWorks India Pvt Ltd

Pertwyn
n
Joseph

Digitally signed by Pertwyn Joseph
DN: OU="Human Resource", O=eClinicalworks, CN=Pertwyn Joseph, E=pertwyn.joseph@eclinicalworks.com
Reason: I am approving this document
Location:
Date: 2022-04-29 12:18:16
Foxit Reader Version: 9.3.0

Human Resources
Date:28th April 2022

**AGREED AND ACKNOWLEDGED BY ME
(Mrunmayee Hemant Patil)**



17-AUG-2020

Letter Of Appointment

Ms. Munira Tashrifwala
TCS - Mumbai

Dear Ms. Munira,

Further to your acceptance of our offer letter vide TCSL/DT20195879089/- Mumbai dated 03-Jan-2020 we are pleased to appoint you in our organisation in grade YG as Graduate Trainee.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 17-AUG-2020 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 1838476.

Yours sincerely,
For TATA Consultancy Services Limited

A handwritten signature in black ink, appearing to read 'R. Vas', with a horizontal line underneath.

VASUDEVAN RAJAGOPALAN
Head Talent Acquisition - India

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India
Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

4th May 2022

To
Mr. Mustafa Kapadia,

Letter of Appointment

Dear Mustafa Kapadia,

We are glad to invite you into Husys family and appoint you as **Forward Deployment Engineer / SDE -1** to work with **Advanced Voice Research Labs, Inc.** (herein after referred to as CLIENT). Your appointment shall be effective from **1st June 2022**. We are sure your contribution would bring great value to both of us and our client.

As discussed, your appointment is made against the agreement of Husys with CLIENT with the reference to the Principle Agreement with CLIENT.

As per the records and information provided by the client, continuation of Appointment with Husys shall solely be based on the professional relationship of Husys Agreement, Continuity with CLIENT and/ Or project continuity. In case of unforeseen exigencies where the client project is cancelled, employment with Husys will be terminated as advised by the client.

Your annual total cost to company (CTC) is **INR 8,50,000 per annum (Rupees Eight Lakhs Fifty Thousand Only)** will be paid monthly with deductions and contributions to statutory requirements as applicable.

You shall be guided by the general terms and conditions of Husys as mentioned in the **Annexure 1** of this letter and the **Service Rules, Code of Conduct, Disciplinary Rules of CLIENT, Personal Policies** or any other policies ("Policies") of CLIENT as applicable from time to time. Husys based on the project guidelines provided by the client with a common interest of the organization binds us with positive mutually beneficial relations.

Your detailed salary structure is mentioned in **Annexure 2**, your deputation terms and conditions are mentioned in the **Annexure 3** and **Annexure 4** contains Data Security Policy of this letter which binds your Appointment at CLIENT with responsibilities. Your hire is made for the deputation of CLIENT and all the orientation/ Induction provided to you shall primarily focus in effective delivery of your responsibilities at CLIENT.

While delivering your responsibilities with our client, you would be reporting to the concerned reporting officer or their nominee assigned to you from time to time.

Please sign in the duplicate copy as token of your acceptance on the enclosed document for official records. Do mail us at naresh@husys.net for any further Assistance/Clarifications/Queries from time to time

We feel happy to have you with **Husys** and wish you a long & productive career in serving the organization and nation in turn, while achieving your career goals.

For Husys Consulting Limited.,



Naresh Babu Deevi
Chief Growth Officer

Annexure 1

TERMS AND CONDITIONS OF EMPLOYMENT

1. Place of Work

Your work place would be at **India**. You may be deputed/ transferred to work at any one of the other branches of the Company/ and Client's affiliates, subsidiaries or at the client sites, as and when considered necessary, solely at the discretion of the Management. While on the Client Deputation you would follow the work norms as applicable to their employees of the client Organization or as agreed norms between Company/ and Client and the Client.

2. Veracity of Information Provided

You have been engaged on the presumption that the particulars furnished in your resume or testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company/ and Client shall stand terminated/cancelled without any notice.

3. Notice Period

In the event of your resignation you will be required to give 1 month notice or 1 month salary/stipend in lieu of it. You will initially be under probation for a period of Three (3) months and During the probation period, the notice period is 7 days. The Company / and Client may terminate the services of an individual without assigning any reasons, but with a similar notice period or salary in lieu thereof, except in case of termination on the grounds of misconduct / dishonesty / theft / loss to Company/ and Client, etc.

In the event of requisite period of notice not being given, either side will be liable to compensate proportionately to the extent of salary and other dues for the period of shortfall in notice period.

4. Termination of Contract/ Appointment

The Company/ and Client without notice may terminate your Appointment in the event:

- Based on client feedback and advice from time to time.
- Of your being found by the Company/ and Client guilty of serious misconduct, like but not limited to misappropriation, dereliction of duty in discharging your duties and functions, etc.;
- Of malingering or persistent unpunctuality, neglect of duty or breach of any rules made by the Company/ and Client.
- Of your becoming the subject of a bankruptcy order, or
- Of your being convicted of any criminal offence, or
- Of your mental or physical incapacity to discharge your functions, or
- Of your committing any material act of dishonesty detrimental to the interests of the Company/ and Client or Winding up of the Company/ and Client.
- Closure of Contract Agreement of Husys with CLIENT. In such case the agreed settlement process clauses shall duly apply for the associate as Notice Period.

5. Service Rules and Regulations

During your Appointment with the Client, you will be governed by the Policies, service rules and regulations of the Client in force or as introduced or amended from time to time.

6. Leave Policy

Your leaves are governed by the establishment law and will be provided 27 days of leaves in a year apart from the holiday calendar announce by the client. Leave process may change as per the business exigencies.

7. Professional Ethics

You are required to deal with the **Client's Information, money, material and documents with utmost Confidentiality, honesty and professional ethics**. Any contravention will be viewed seriously, and appropriate disciplinary or punitive action will be taken.

8. Safe Custody of Client & Company Material

You will be responsible for the safekeeping and good condition and order of all the Company/ and Client's Client property entrusted to your care and charge. The Company/ and Client reserves the right to deduct the cost of such

articles from your dues, or take such actions as may be deemed proper, in the event of failure to account for such property, to our satisfaction.

9. Whole Time Appointment

Your Appointment with the Client is full time. It is expected that your loyalty to the Company/ and Client/ and client be not divided through additional part time/full time Appointment, or any other trade/business/profession. Any such activity should be pursued only after having discussed and obtained written agreement from the management.

10. Confidentiality of Company/ and Client Information

You are expected not to divulge any information regarding policies, confidential data, reports, technology, expertise, R&D activities or any business plans to any one in whatever the form of communication and to such extent you are required to sign the Non Competence Agreement with our Client. You are expected to follow the below mentioned as part of your Appointment.

1. Authorisation

Only those authorized under power of attorney may sign legal documents, representing the Client/Company/and Client.

2. Passwords

For security reasons it is essential to maintain confidentiality of the passwords/access codes, which you know during the course of work. Access to Internet is done through the dial-up/direct network, which is protected by a password. For security reasons confidentiality has to be maintained of the same. All the files handled by you from time to time and the passwords that are assigned should be maintained with utmost confidentiality.

3. Destroying papers & materials

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

4. Use of Company/ and Client Resources

You shall use the Company/ and Client's resources only for official purpose and with utmost care.

11. Confidentiality of Information

You are required not to disclose any Proprietary information or details of strategies learned and utilized at Company/ and Client's place of work. Should termination occur, the you shall not contact or solicit business from any of the Company/ and Client's Associates & Clients at any time for a period of 10 years from the date of introduction to Associates & Clients; if Employee never met Employer's Clients, this clause still applies from the date when Employee leaves the Client, should this occur."

You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of Appointment, to any other employee of the Company/ and Client or other public at large. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff. If found revealing any of the above information regarding the salary will be taken necessary action.

12. Inventions / Innovations Rights

The Client shall retain all rights, title and interest and intellectual property rights in any Client intellectual property created, conceived, developed, contributed to or improved upon by the Employee during the course of his employment, shall vest with the Client upon such creation, conception, development, contribution or improvement. Notwithstanding anything to the contrary, no license with respect to intellectual property rights shall be deemed or implied to be granted by the Company or Client to the Employee in respect of the Client's intellectual property.

To the extent that any rights referred to in this section do not vest with the Client automatically as per the terms above or through operation of law, the Employee hereby irrevocably and in perpetuity assigns to the Client all of right, title and interest (including without limitation any and all intellectual property rights), that is now or may be available, in: (a) any and all Client intellectual property; and (b) any and all proprietary information that the Employee may have conceived, created, improved upon, developed or contributed to prior to the effective date of this agreement, as part of his association with, contribution to the Client or its incorporation (including as part of

work undertaken for the business of the Client prior to its incorporation). Within 10 days after execution of this agreement, Employee will promptly disclose to Client in writing all work product, trade secrets, patent applications, inventions or improvements that relate to or are connected with areas of existing or reasonably foreseeable business interests of the Client that Employee may make during Employee's employment with Company and within one year after it ends.

The Employee agrees and understands that any and all copyrightable works that are prepared by the Employee, within his scope of service, is "**work for hire**" under applicable law and the Client will be considered the first owner of such copyrightable works. To the extent that the Client is not considered the first owner of the intellectual property rights created by the Employee, the copyright and all related rights, title and interest in all such Client intellectual property is irrevocably assigned by the Employee to the Client. The Employee hereby waives any right to and agrees that he shall not raise any objection or claims under applicable law in respect of ownership of such Client intellectual property.

Employee agrees to waive any moral rights he/she may have in relation to any copyrightable material Employee creates during Employee's employment with the Company and within one year immediately after Employee's employment ends. Upon Client's request, Employee agrees to execute any application, assignment, or any other instrument that the Client reasonably deems necessary to obtain any applicable intellectual property right.

13. Other restrictions

You shall not during the continuance of this appointment or afterwards use or permit to be use any such notes or memoranda or otherwise than for the benefit of the Company/ and Client, it being the intention of the parties hereto that all such notes or memorandum made by you shall be property of the Company/ and Client and left at the registered office of the Company/ and Client upon the termination of your appointment.

You shall not have the right to make any contracts or any commitments for or on behalf of the Company/ and Client without a written consent of the Company/ and Client. You would be solely responsible & accountable for any of the monetary transactions, which are made on behalf of the Company/ and Client, you authorize the organization to recover related damages, which transacted without the prior intimation/permission/consent of the management, and also hold the organization liable only as per the transaction authorized from time to time in your current role. However, you & related parties involved in any of such Appointments/transactions as per the above would protect the organization to the limits prescribed as per your role and organizational norms implemented/amended from time to time. You and related parties involved shall be responsible and take accountability for any such discrepancies during or after your termination of services.

During the term of this agreement and for a period of one year immediately after termination, Employee covenants and agrees that Employee shall not, both during and following the termination of Employee's employment, engage in any conduct that involves the making or publishing of written or oral statements or remarks which are untrue, slanderous, or disparaging to Client, its affiliates, agents, or customers.

14. Miscellaneous terms

a) Reservation of Rights

No forbearance, indulgence or relaxation or inaction by any Party at any time to require performance of any of the provision of these terms shall, in any way, affect, diminish or prejudice the right of such Party to require performance of that provision and any waiver or acquiescence by any party of any breach of any of these provisions shall not be construed as a waiver or acquiescence of any continuing or succeeding breach of such provisions or a waiver of any right under or arising out of these terms, or acquiescence to or recognition of rights and / or position other than as expressly stipulated in these terms.

b) Cumulative Rights

All remedies of either Party under these terms, whether provided herein or conferred by statute, civil law, custom, trade, or usage, are cumulative and not alternative and may enforced successively or concurrently.

c) Partial Invalidity

If any provision of these terms, or the application thereof to any person or circumstance is or is held to be invalid or unenforceable to any extent, the remainder of these terms and the application of such provision to

persons or circumstance other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each provision of these terms shall be valid and enforceable to the fullest extent permitted by law. Any invalid or unenforceable provision of these terms shall be replaced with a provision, which is valid and enforceable, and most nearly reflecting the original intent of the unenforceable provision.

The above terms and conditions are based on Company/ and Client policies, procedures and other rules currently applicable and are subject to amendments from time to time. You will also abide by all other rules and regulations of the Company/ and Client as shall be in force, from time to time. In all matters, including those not specifically covered here you will be governed by the rules of the Company/ and Client framed from time to time or clarified or interpreted by/through the Management from time to time.

I have read the above terms and conditions of Appointment and would hereby confirm strict adherence to the same.

Name: Mustafa Kapadia

Date: 05/05/2022

Place: Mumbai, Maharashtra

Signature:

A handwritten signature in black ink, appearing to read 'Kapadia', written over a horizontal line.

Annexure 2

(Salary Structure)

Mustafa Kapadia	(INR)	
	Yearly	Monthly
Basic	2,62,281	21,857
HRA	1,04,912	8,743
Special Allowance	2,88,509	24,042
Gross Salary Per Annum in Rs.	6,55,703	54,642
Communication Allowance	24,000	2,000
Professional Pursuit Allowance	39,000	3,250
Car Fuel + Driver Salary	37,200	3,100
Leave Travel Allowance	60,000	5,000
Provident Fund (Employer Contribution)	34,097	2,841
Total Compensation	8,50,000	70,833
Total Cost to the Company	8,50,000	70,833
Please Note:		
Salary is subject to Tax laws in India. Income Tax and Professional Tax		
The tax computation is the liability of the individual /employee to the government and the employer will not be responsible.		
Communication, Car Fuel, Leave Trave Allowance and Professional Pursuit are non taxable income, however the required bills/receipts have to be produced to get tax exemption		

Annexure 3

4th May 2022

**To
Mr. Mustafa Kapadia,**

Deputation Letter

Dear Mustafa Kapadia,

Referring to your letter of Appointment and the mutual agreement between Husys and CLIENT and thereby request made my CLIENT for deployment of resource with the desired skill sets. You are deployed at CLIENT with the following terms and understanding.

1. Your working hours shall be as defined by Client and will work in shifts based on the Job deliverable requirement. Your attendance is tracked as per the work rules of CLIENT and your salary will be released as per the attendance approval from your Works Manager.
2. You are guided by the code of conducts, Service Rules, and Grievance Redressal procedures of CLIENT.
3. Your performance shall be as per the Policy of the Client and the revision of salary is directly proportionate to your performance and thereby client revision of your salary.
4. Your role & Responsibilities shall be as defined by the client and you are expected to deliver as per the expressed expectation of the client.
5. It is implied as resource from Husys, you are required to adhere to the Non Disclosure agreement of the client and keep the material of client with utmost care and secrecy. To this extent the clause 11 of Annexure 1 for Confidentiality of Company/ Client information shall apply accordingly.
6. You are required to maintain professional relationships during your deployment period and shall not make any personal advantage using the position or influence that is given by client for delivering your responsibilities.
7. You are required to handover all the material given to you for delivering of responsibilities during your return from CLIENT / during the separation.
8. All the invention and discoveries made during your deployment period shall become the proprietary information of the client.
9. All expenses made for delivering your official work will be reimbursed by the client as per their reimbursement policy.
10. Any Liability/ Obligation which are part of your deputation shall continue even after your deployment period / separation with Husys and client. You will be liable to answer the queries of the Client till the completion of 3 years from the date of completion of your deputation which cease either with your resignation/ termination/ closure of contract of Husys with client.
11. You are aware that the disciplinary procedures of CLIENT shall be applicable and agrees for the disciplinary proceeding against in case of misconduct.
12. During you deployment, you shall not perform/ behave in any manner which may adversely affect the image of either the client/ Husys.
13. In case of Moral turpitude, or Major Misconduct, the client has full right to cancel the deputation and which in turn acts as termination letter for you from Husys. However you will be provided a reasonable opportunity to prove yourself in all manner with in the disciplinary guidelines of CLIENT.
14. Your reimbursement is paid on monthly basis in the bank account defined by the client.

For Husys Consulting Limited.,



**Naresh Babu Deevi
Chief Growth Officer**

Annexure 4

Data Security Policy

1.0 Overview

The management of Husys Consulting Limited would like to introduce a Data Security Policy. Intention for publishing an Acceptable Use Policy to Husys Consulting Limited is establish a culture of openness, trust and integrity. By introducing a new policy, we are trying to protect Husys's Associates, clients and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Husys. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every Husys Associate and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2.0 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Husys. These rules are in place to protect the Associate and Husys. Inappropriate use exposes Husys to risks including virus attacks, compromise of network systems and services, and legal issues.

3.0 Scope

This policy applies to Associates, contractors, consultants, temporaries, and other workers at Husys, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Husys.

4.0 Policy

4.1 General Use and Ownership

- 1.** While Husys network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of Husys.
- 2.** Associates are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guide
- 3.** Lines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, Associates should be guided by departmental policies on personal use, and if there is any uncertainty, Associates should consult their supervisor or manager.
- 4.** For security and network maintenance purposes, authorized individuals within Husys may monitor equipment, systems and network traffic at any time for Audit Purpose.
- 5.** Authorized persons have right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4.2 Security and Proprietary Information

- 1.** The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential. Examples of confidential information include but are not limited to:

company private, corporate strategies, competitor sensitive, trade secrets, specifications, customer lists, and research data. Associates should take all necessary steps to prevent unauthorized access to this information.

2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly, user level passwords should be changed every six months.

3. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off.

4. Associates must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code. It is best not open unknown mails if you are not sure please contact IT department.

4.3. Unacceptable Use

The following activities are, in general, prohibited.

- **Sending of mails**

- a) There will be no sending of mails from office e-mail id to one's personal (yahoo, hotmail, gmail or other ids).
- b) any exception is required; it can be done only after formal approval of the authorised person.
- c) There will be no sending (CC or BCC) of mail containing official information to any personal id (whether self, relative, friend, colleague or anybody's personal id)
- d) The mail containing official information can be sent only to clients or potential clients, official vendors, associates, governing bodies, local or international associations related to the business. In case of a doubt, please confirm with senior management.
- e) Circulating mass e-mails, jokes, etc internally and externally

- **Receiving of mails**

- a) Avoid receiving personal e-mails on the official ID - E-mails and their use will be continuously monitored by the administrator.

- **Use of Internet:**

- a) The use of internet will be monitored regularly by the administrator.

- **Official Information:**

Any official information, which is researched, created and used in office premises by the individuals is official property of Husys.

This information will remain in the office premises. The individual is prohibited to transfer (through copy, mail, printouts, use of storage device or any other means) this official information outside the office premises and systems.

This information will contain all official information, including, but not limited to:

- a) Client Information
- b) Prospective customer information
- c) Any databases for clients, prospective customers or any contact addresses
- d) Any correspondence and communication done on behalf of Husys consulting Ltd
- e) Any research, design or any other information created for Husys Consulting Ltd
- f) Any soft wares used
- g) Any accounting or financial information
- h) Any Strategic or marketing information.

- i) Any other official information

- **Storage Devices**

- a) No personal storage devices (USBs, hard discs, CDs, floppies or any other devices) are to be used in the office.
- b) If any exception is required, it can be done only after formal approval of the authorised person.

Breach of any of these will be an offense and may also result in legal liabilities.

Associates may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

The list above is by no means exhaustive but attempts to provide a framework for activities which fall into the category of unacceptable use.

5.0 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

- a) Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Husys
- b) Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- c) Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- d) Making fraudulent offers of products, items, or services originating from any Husys account.
- e) Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the Associate is not an intended recipient or logging into a server or account that the Associate is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- f) Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- g) Providing information about, or lists of, Husys Associates, client related data etc., to parties outside Husys.

6.0 Email and Communications Activities

- a) Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- b) Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- c) Unauthorized use, or forging, of email header information.
- d) Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- e) Use of unsolicited email originating from within Husys 's networks of other Internet / Intranet / Extranet service providers on behalf of, or to advertise, any service hosted by Husys or connected via Husys 's network.
- f) Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

7.0 Web Site Monitoring

The Information Technology Department shall monitor Internet use from all computers and devices connected to the corporate network. For all traffic the monitoring system must record the source IP Address, the date, the time, the protocol, and the destination site or server. Where possible, the system should record the User ID of the person or account initiating the traffic. Internet Use records must be preserved for 180 days.

8.0 Following Termination of Employment

All records, documents (electronic or otherwise) and other papers (and any copies or extracts) made or acquired by the Associate in the course of employment are the property of the Employer. These items are delivered up to Husys when the Contract is terminated or when the employer so directs.

The Associate delivers up all private and other diaries and address books to Husys at any time as requested by Husys and immediately upon the giving by either party of the notice to terminate, that contain client information, trade secrets and any other information relating to Husys. This includes all computers, lap top computers, electronic devices, electronic data such as electronic diaries and electronic address books and databases of all descriptions.

The Associate may own the laptop, diary, mobile telephone or all other methods of holding information. In this case it is sufficient discharge of the obligation if the Associate states in writing that all confidential information has been removed and destroyed from these devices. However, where the information is not already in the control of Husys in that particular mode (for example the information can be held electronically by the Associate but in a manual system by Husys) then the Associate gives to Husys the information in that particular mode.

The restriction continues to apply after the employment is closed. However, the restriction ceases to apply to any information that comes into the public domain (otherwise than by breach of the Employment Contract). Nothing, however, is intended to stop the Associate from using the non-confidential skills and experiences acquired in the service of Husys.

9.0 Enforcement

The IT Security Officer will periodically review Internet use monitoring and filtering Systems and processes to ensure they are in compliance with this policy. Any Associate found to have violated this policy may be subject to disciplinary action which could include termination of employment.

ACKNOWLEDGEMENT TO DATA SECURITY POLICIES

I hereby acknowledge receiving a copy of the data Security Policy of Husys. I have read this Policy and agree with its contents, understanding the Husys rules and policies, which are contained within.

ASSOCIATE'S NAME: Mustafa Kapadia

ASSOCIATE'S SIGNATURE: 

DATE: 05/05/2022

OFFER LETTER

athena
bpo



Date: 12 July 2022

Dear: Naresh Elgaboina

This has reference to your interview with us. On the basis of facts mentioned, we are happy to offer you the position of **CSE** reporting to Manager Operations-**Gross Salary -14,310/-**.

You are requested to join us on or before **12 July 2022**. In case you do not join us as per the date mentioned, this offer will stand withdrawn immediately, without further information to you.

Terms and Conditions:

- Salary will start from the actual date of dialing and Appointment letter will be issued accordingly.
- Training duration can be between 7 days to 21 days depending upon the process you will be assigned to & complete documentation.(Actual Training date will be considered from the day Training starts)
- Leaves are not provided during training period. In case of emergency, approval/info to Trainer/Supervisor is mandatory.
- This offer letter is valid subject to you successfully passing the training and certification process. In case you do not clear the training and certification then this offer letter is deemed to be null and void.
- Your working time would be from 9.30 am to 6.30 pm / 10 am to 7 pm & 6 days working.

Please bring the following supporting documents at the time of joining:-

- Mark sheets of 10th, 12th, Graduation and Post Graduation (if applicable).
- Driving License / Passport/ Birth proof- (for Photo, Address & Birth Identification).
- Appointment Letters (Last Employer), Relieving Letter / Resignation Letter.
- Last two salary Slips.
- Photocopy of PAN (if applicable).
- 6 passport size Photographs.

Kindly acknowledge this letter as a token of your acceptance.

Thanking you.

For Athena BPO Pvt. Ltd.



Name: _____

I accept the offer:

Sign: _____

Athena BPO Pvt. Ltd.

CIN : U51900MH1993PTC070252

Regd. Office : 123, Creative Industrial Estate, Sunder Nagar, Kalina, Santacruz (E), Mumbai - 400 098. Website : www.athenabpo.com

Corp. Office : 3rd Floor, Symphony IT Park, Behind Ice Factory, Off Saki Vihar Road, Chandivali, Andheri (East), Mumbai - 400 072. Tel.: 022 39859757

Bengaluru Office : No 7,17th cross, K R Road, BSK 2nd Stage, Near Uma Maheshwari Temple, Bengaluru - 560070.

Excel Vidyalankar Campus Drive Interns select... Open in Excel Download Save to OneDrive Hide email

File Home Insert Draw Page Layout Formulas Data Review Search

12 B General

	A	B	C	D	E	F	G
1	Vidyalankar School of Information Technology Wadale Campus Recruitment						
2		Candidate Name	Contact	Qualification	Strength	Weaknesses	Residence
3	1	Nisha Khillari	7304258863	BFM - Sci	Capabale, dedicated	Relentless until Task gets completed	BARC Chembur
4	2	Fatema Rampurawala	9833353205	BSc. IT	Self Driven, Communication	Emotional	Mazgaon
5	3	Manisha Tak	8356802949	BAF - Commerce	Sincere, Positive Mindset	Average Communication	Sion
6	4	Mohil Chauhan	9892052918	BAF - Commerce	Quick learner, Sincere	2 Yrs of experience	Matunga Centra
7	5	Sagar Yadav	8928240131	BSc. IT	Quick learner, Team Work	One Project at a time	Santacruz E
8	6	Sahil Wagh	7977395113	BSc. IT	Quick learner, Team Work	Fumble	Naupada, Thane
9	7	Sandeep Pedini	8898944037	BSc. IT	Self Driven, Positive mindset	Fumble, Average Communication Skills	Kurla
10	8	Sanskriti Ambre	9702956418	BFM - Commerce	Sincere, Positive Mindset	Relentless until Task gets completed	Lalbaug
11	9	Shruti Baikar	7977426706	BSc. IT	Self Driven, Communication	Time Management, distracted	Chunabhatti
12	10	Manish Uplanchi	9867752053	BSc. IT	Self Driven, Communication	Fumble	Sion
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Workbook Statistics 12.04.22 Full Time 18.04.22 Interns Give Feedback to Microsoft 100% +

FW: Vidyalankar Campus Drive (List of shortlisted Full Time and Interns)

You replied on Thu 4/21/2022 12:55 PM



Murali Anantha

To: Kavita... +4 others

Thu 4/21/2022 12:35 PM

selected). You need to notify each student from your course that they are selected for internship at MT Educare and they need to report to the MT Educare head office at Mulund on 25th April for the onboarding process. After the onboarding process they will be working at their assigned location.

Will share the address of the Mulund office shortly.

Make sure that you speak to each student and ensure they join on 25th. These are all current SY students. Send me confirmation once done.

Regards,

Murali Anantha
Training and Placement Officer
9820440738

Vidyalankar
Educational
Campus

VSIT Vidyalankar School of Information Technology
College Marg
Mumbai - 400 037

Dear Ms. Nisha Ramesh Saroj,

Sub: Letter of Appointment

With reference to your application and subsequent interview you had with us, we are pleased to inform you that you have been appointed as **Trainee Underwriter** in our company with effect from **April 17th, 2023**, on the following terms and conditions:

1. Your Cost to Company ("CTC") shall be Rs. 15000/- (Rupees Fifteen Thousand only) per month as per breakup attached herewith in Annexure. The remuneration agreed herein is completely confidential and should not be disclosed to any other employees of the organization.
2. You shall be on probation for a period of 6 months from the date of your joining. During your probation, if your services are found to be unsatisfactory, your probation period shall be extended or your service shall be terminated without notice and without assigning any reason, solely at the discretion of the Management. The notice period during the period of probation is 15 (fifteen) days from either side.
3. You shall be deemed to be continuing probation unless you are confirmed in writing.
4. During the probationary period you shall not be entitled to other benefits and allowances that are admissible to the permanent employees of the organization.
5. "If the candidate fails to clear the required assessment tests necessary and mandated by "Techsurance Private Limited" then the employee would be asked to leave the job and no salary would be processed for the days worked with "Techsurance Private Limited".
6. On satisfactory completion of the probation period, you shall be confirmed in writing. On confirmation, should you desire to leave the service of our organization, notice period will be as per your Grade & designation.
7. You shall be governed by the rules and regulation of the organization as mentioned in the company's HR policy document applicable from time to time.
8. You hereby agree and accept that you shall, at all times, abide by the terms and conditions mentioned in the Declaration of Non-Disclosure which is herewith marked and annexed as Annexure "A."
9. This appointment is made on the basis of the information given by you and contained in your application. If any information given in your application is found to be false, misleading or deliberately concealed, Management will have the right to terminate your service forthwith without any notice of compensation.

TECHSURANCE PRIVATE LIMITED

Office Address: 108 Origin, 3rd floor, Bhakti Bhavan Lane, Sindhi Society, Chembur East, Mumbai, Maharashtra 400071

Registered Address: Flat No. 801, A Wing, Chembur Heights CHSL, 8th Road, Sindhi Society, Chembur, Mumbai, Maharashtra 400071

Mobile: +91 9819655909

Email: metilda@techsurance.in

Website: techsurance.in

CIN: U74999MH2021PTC369549 | PAN: AAICT9351J | GST: 27AAICT9351J1Z5

10. You shall not divulge to any person, the information you get during your employment regarding operation, trade and business of the Company.
11. During the employment you shall not take up any other job and/or you shall not do any business whatsoever nature without prior permission of the Management in writing.
12. You shall communicate the changes, if any in your residential address hereafter immediately, failing which communication send to you at your notified address shall be deemed to have been received by you.
13. In the event, an employee is joining the organization as a fresher and decides to discontinue His/her services before completion of 2 years (post completion of probation period) then He/She shall not be entitled to receive Relieving Letter/Experience Certificate. You hereby affirm and accept this condition without any objection or demur and further undertake not to raise any dispute in this regard and waive the same now and forever.
14. Your service/s are liable to be transferred to any place/branch of our organization in India.
15. Salary Offered:

NAME	Ms. Nisha Ramesh Saroj
Designation	Trainee Underwriter
Grade	G7
BASIC+DA	5010
HRA	799
Other Allowances	9191
Gross Salary	15000
Professional Tax	200
Total Salary (per month)	14800
TOTAL CTC	180000

Please return the duplicate copy of this letter and Annexure 'A' duly signed by you in token of your acceptance of the above terms and conditions.

Thanking you
Techsurance Pvt Ltd

I have fully understood, and I accept the above
Terms and conditions

TECHSURANCE PRIVATE LIMITED

Office Address: 108 Origin, 3rd floor, Bhakti Bhavan Lane, Sindhi Society, Chembur East, Mumbai, Maharashtra 400071

Registered Address: Flat No. 801, A Wing, Chembur Heights CHSL, 8th Road, Sindhi Society, Chembur, Mumbai, Maharashtra 400071

Mobile: +91 9819655909 | Email: metilda@techsurance.in | Website: techsurance.in

CIN: U74999MH2021PTC369549 | PAN: AAICT9351J | GST: 27AAICT9351J1Z5



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

Superset ID: 2264819

Letter of Intent ("LOI")

Dear Mrunal Ghag,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** 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 pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2264819**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2264819**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2264819**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Mrunal Ghag

Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

OFFER LETTER

Date: 24th January 2022

Dear **Om Rajan Samant**



Based on our recent discussions with you, we are pleased to inform you that you have been selected for a position with Gebbs Healthcare Solutions Pvt Ltd.

You shall be designated as a **AR Associate Trainee**

Your Date of Joining would be: **27th January 2022**

Your Annual Total CTC (A+B+C) would be: **231915**

To enable the completion of this process, you would be required to submit the following documents:

1. **Current Employment:** Last 3 months salary Slips / Relieving letter / Resignation acceptance letter. in case the salary slips are not in position to be submitted then the bank statements copy is a Mandate
2. **Education:** Photocopies of your Mark sheets **AND** Passing Certificates – X, XII, Graduation, Post-Graduation & Diploma (If applicable).
For all Graduation awaiting result candidates – All semester mark sheets or First year & Second year Graduation mark sheets
3. Address Proof : Copy of your passport / Driving license / Ration card
4. In case of Name change please furnish – Marriage Certificate or Name change affidavit
5. Photo ID: Pan Card/ Passport/ Driving license/Voter Id card
 - a. If no PAN Card, then please ensure you carry it on the date of joining (PAN card is a mandatory document without which we cannot onboard you)

We will formally extend you an appointment letter on behalf of Gebbs Healthcare Solutions Pvt Ltd on the submission of all the documents mentioned above by the due date; failing which it is deemed that you have no interest to pursue this employment opportunity with Gebbs Healthcare Solutions Pvt Ltd.

Your Offer is valid subject to clearance of your background verification.

Yours sincerely,

Associate Vice President - Human Resources
Amit Nainani

Candidate's Signature



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, website www.tcs.com

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

Fw: Capgemini congratulates you on your selection and presents you our Letter Of Intent

Spruha More

Tue 9/20/2022 10:25 AM

To: Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Regards

Spruha More

Assistant Professor



Vidyalandkar Educational Campus
Vidyalandkar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3002
www.vsit.edu.in

 Please consider your environmental responsibility before printing this email

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From: Pradnya Pophale <pradnya.pophale@vsit.edu.in>**Sent:** Saturday, July 9, 2022 11:39 AM**To:** Spruha More <spruha.more@vsit.edu.in>**Subject:** Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

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From: Capgemini via Superset <notifications@email.joinsuperset.com>**Sent:** Thursday, June 16, 2022 6:05:41 PM**To:** Pradnya Pophale <pradnya.pophale@vsit.edu.in>**Subject:** Capgemini congratulates you on your selection and presents you our Letter Of Intent



Most Ethical
Company - Eight
times in a row



[We're highly- rated
on Glassdoor](#)



[Capgemini
Research Institute
ranked #1](#)



[Our gender
balance initiatives](#)



[Our global client
stories](#)

Dear Pradnya Maloji Pophale,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Jun 23, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

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April 3, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Pradnya Pophale,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. 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 "Aparna Shailen", written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can 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, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

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.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the

relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% 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.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and 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 Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given 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 during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. 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 WILP.

7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. 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.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during

this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head / Manager of WILP Academy
- ii. 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.
- iii. 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 WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. 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 WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP 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 WILP / Wipro, such developments will be fully communicated to the WILP 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.

10. Confidentiality:

- i. 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).
- ii. 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.

11. 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.

12. 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.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel

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.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced 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 organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment 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.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, 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.
- ii. You are not eligible to receive testimonial 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.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting 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 of joining WILP program.

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 submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Pradnya Pophale, 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."

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.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's 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 Trainees comfortable in a corporate environment. This program starts with a corporate induction.

“EMERGE” 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.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to
 - you being "active" in the services of the company through to retention date as applicable
 - your employment has not been terminated for poor performance or for cause prior to retention date
 - you have not resigned voluntarily or abandoned your job as of the retention date
2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team’s decision on the payout would be final and binding.
6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro’s WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. 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 that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. 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:

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.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Accept Decline

Signature Pradnya Pophale 3/4/2022 9:17 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24188149

Pranay Vikas Mohokar
Sion, Mumbai, Maharashtra, 400022, India
+91 9987988768
pranaymohokar28@gmail.com

21st December 2022

Re: **Letter of Offer**

Dear Pranay,

We are pleased to extend an offer of appointment to you as an "Accounts Executive" with Travel Cue Management Private Limited, located at 401 A-Wing, Vedanta Building, Makwana Road Marol Naka, Andheri East, Mumbai 400059, based on the terms and conditions listed below:

- Monthly Cost to Company : INR 20,000per month
- Commencement date : 26 December 2022
- Office Location/Based : 401 A-Wing, Vedanta Building, Makwana Road
Marol Naka, Andheri East, Mumbai 400059
- Working Week / Days : 5 day week
- Probation Period : 3 month(s)

Your employment will be based on an initial probation period of 3 months, with provisions to extend such period at the discretion of your immediate supervisor. Unless explicitly confirmed, and a formal agreement entered into, such probation period will be deemed to be in place. A mutual notice period of 1 week will apply during the probation period.

You may be required to travel for work at other locations based on business/operational requirements. Travel away from your country base may be at short notice though we will plan in advance as best as possible. The Company will provide all travel and accommodation requirements for Company business travel.

Please acknowledge acceptance of this offer by signing below and emailing a scanned copy to our team at peoplemgmt@connectcue.com within 48 hours of receipt of this letter. We look forward to you joining us at this exciting time in our development.

For & On Behalf of
Travel Cue Management Private Limited



Nagender Rao Chilkuri
Director

Acceptance of Offer

By signing and dating this letter below, I, Pranay Vikas Mohokar, accept this job offer of "Accounts Executive" role as per the terms and conditions above. I confirmed that I will commence work on the date 26 December 2022.

Pranay Mohokar 2022-12-22

Signature & Date

Signature Certificate

Reference number: YYYUT-BDAKA-PVCK5-4TUEJ

Signer	Timestamp	Signature
Pranay Mohokar Email: pranaymohokar28@gmail.com Sent: 22 Dec 2022 03:44:43 UTC Viewed: 22 Dec 2022 04:02:43 UTC Signed: 22 Dec 2022 06:10:01 UTC		
Recipient Verification: ✓Email verified	22 Dec 2022 04:02:43 UTC	IP address: 157.119.179.134 Location: Mumbai, India

Document completed by all parties on:
22 Dec 2022 06:10:01 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 30,000+ companies worldwide.



Date: March 11, 2022

Ref: LTI/HR/Campus/NE6/2022

Name: Prarthna Kamat

College: Vidyalankar School of Information Technology

OFFER OF EMPLOYMENT

Dear Prarthna Kamat,

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, your CTC including all benefits will be **Rs.3,14,000/-** 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**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

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. 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.



Ashish Naik
Associate Director -
Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : Prarthna Kamat		Date : March 11, 2022
Salary Grade : AT1		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		6,015
Bonus		1750
A. Base Salary (PA)	273,180	22,765
Annual Incentive	0	
B. Total Variable (PA)	0	
C. Total Target Cash (A+B)	273,180	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	10,556	
D. Retirals & Other Benefits	40,820	
Cost to Company (CTC) C+D	314,000	

Medical Insurance Premium:

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Group Term Life Insurance (GTLI):

There shall be a deduction of GTLI premium from your monthly salary to cover you under this Program. In case you choose to opt out of this Insurance program, you shall voluntarily to do so in December every year.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) 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.
- 8) 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.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Leave Travel Allowance (PA)	Rs. /-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- 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.

ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Year2022 Batch		
Qualification	BSC,BCA,BCS,BBA (CA, CS, CB, DC)	Diploma
Branches:	Computer Science/Information Technology/Information science and Electronics	
Age Criteria: As on 1st July of Passing year (2022)	Less than 23 years	Age >= 18 years and less than 21 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.	
Course must complete in:	3 Years	
SSC, HSC Percentage / CGPA:	50% & Above OR Equivalent CGPA	
	NOTE: <ul style="list-style-type: none"> 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 	
Diploma/Graduation Percentage/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA	
	<ul style="list-style-type: none"> For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered. Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results 	
	<ul style="list-style-type: none"> Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) 	
	<ul style="list-style-type: none"> Conversion from CGPA into Percentage must be calculated as per your respective University norms Provisional/Passing Certificate must state First Class 	
Re-attempts/ATKTs /Backlogs/Arrears (Diploma, Graduation)	<ul style="list-style-type: none"> No active/live backlogs allowed during the interview process All backlogs (if any) must be cleared <u>with the final semester exams</u>. All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) 	
	<ul style="list-style-type: none"> No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester of any course.</u> Any pending Re-attempts/ATKTs/Backlogs/Arrears in <u>the current course</u> (obtained after the interview process) must be attempted and cleared with the final semester examinations 	
Nature of Course:	All Full Time courses Only	
Year of Passing:	2022 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	
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of hiring.
2. I am aware that this hiring process is completely free of cost
3. 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.
4. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement
5. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
6. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institution Name: _____

Mobile No: _____

Date: March 11, 2022

Ref: LTI/HR/Campus/NE6/2022

Name: Premsai Ardhi

College: Vidyalankar School of Information Technology

OFFER OF EMPLOYMENT

Dear Premsai Ardhi,

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, your CTC including all benefits will be **Rs.3,14,000/-** 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**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

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. 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.



Ashish Naik
Associate Director -
Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : Prem Sai Ardhi		Date : March 11, 2022
Salary Grade : AT1		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		6,015
Bonus		1750
A. Base Salary (PA)	273,180	22,765
Annual Incentive	0	
B. Total Variable (PA)	0	
C. Total Target Cash (A+B)	273,180	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	10,556	
D. Retirals & Other Benefits	40,820	
Cost to Company (CTC) C+D	314,000	

Medical Insurance Premium:

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Group Term Life Insurance (GTLI):

There shall be a deduction of GTLI premium from your monthly salary to cover you under this Program. In case you choose to opt out of this Insurance program, you shall voluntarily to do so in December every year.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) 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.
- 8) 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.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Leave Travel Allowance (PA)	Rs. /-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- 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.

ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Year2022 Batch		
Qualification	BSC,BCA,BCS,BBA (CA, CS, CB, DC)	Diploma
Branches:	Computer Science/Information Technology/Information science and Electronics	
Age Criteria: As on 1st July of Passing year (2022)	Less than 23 years	Age >= 18 years and less than 21 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.	
Course must complete in:	3 Years	
SSC, HSC Percentage / CGPA:	50% & Above OR Equivalent CGPA	
	NOTE: <ul style="list-style-type: none"> 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 	
Diploma/Graduation Percentage/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA	
	<ul style="list-style-type: none"> For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered. Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results 	
	<ul style="list-style-type: none"> Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) 	
	<ul style="list-style-type: none"> Conversion from CGPA into Percentage must be calculated as per your respective University norms Provisional/Passing Certificate must state First Class 	
Re-attempts/ATKTs /Backlogs/Arrears (Diploma, Graduation)	<ul style="list-style-type: none"> No active/live backlogs allowed during the interview process All backlogs (if any) must be cleared <u>with the final semester exams</u>. All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) 	
	<ul style="list-style-type: none"> No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course. Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u> 	
Nature of Course:	All Full Time courses Only	
Year of Passing:	2022 SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE /State Board Approved ONLY	
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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	
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of hiring.
2. I am aware that this hiring process is completely free of cost
3. 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.
4. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement
5. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
6. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institution Name: _____

Mobile No: _____

Fw: Campus Recruitment Request

Spruha More <spruha.more@vsit.edu.in>

Mon 9/26/2022 10:37 AM

To: Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Regards

Spruha More
Assistant Professor

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From: hr@techchef.in <hr@techchef.in>**Sent:** Monday, December 13, 2021 12:26 PM**To:** Spruha More <spruha.more@vsit.edu.in>; Murali Anantha <murali.anantha@vsit.edu.in>**Cc:** Anish@techchef.in <Anish@techchef.in>; Swapna Kadam <swapna.kadam@vsit.edu.in>; himanshu.mishra@techchef.in <himanshu.mishra@techchef.in>**Subject:** RE: Campus Recruitment Request

Hi,

We have selected Mr. Premsai for the given role and we are ready to offer CTC of Rs. 2,36,004/- p.a. which includes the following:

- Net Salary= 16000/- (monthly)
- ESI= 667/- (monthly)
- Performance linked Variable= 36000/- p.a.
- Incentive with no bar on our other services.

Kindly let me know if you have any query.

Regards

Srishti Verma
HR Associate

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011-41024441/2

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27, Barakhamba Road,
Connaught Place,
New Delhi - 110001

1800-313-1737

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Chennai | Kolkata | Hyderabad

From: hr@techchef.in <hr@techchef.in>**Sent:** Saturday, December 11, 2021 3:22 PM**To:** 'Spruha More' <spruha.more@vsit.edu.in>; 'Murali Anantha' <murali.anantha@vsit.edu.in>**Cc:** 'Anish@techchef.in' <Anish@techchef.in>; 'Swapna Kadam' <swapna.kadam@vsit.edu.in>; 'himanshu.mishra@techchef.in' <himanshu.mishra@techchef.in>**Subject:** RE: Campus Recruitment Request

The timing has changed from 3 to 4 pm.

Srishti Verma
HR Associate

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From: hr@techchef.in <hr@techchef.in>
Sent: Saturday, December 11, 2021 12:58 PM
To: 'Spruha More' <spruha.more@vsit.edu.in>; 'Murali Anantha' <murali.anantha@vsit.edu.in>
Cc: 'Anish@techchef.in' <Anish@techchef.in>; 'Swapna Kadam' <swapna.kadam@vsit.edu.in>
Subject: RE: Campus Recruitment Request

Meeting Link- <https://meet.google.com/fwg-pxfg-ovg>
 Date- 11 Dec 2021
 Timing- 3 pm onwards

Regards



From: Spruha More <spruha.more@vsit.edu.in>
Sent: Saturday, December 11, 2021 12:45 PM
To: hr@techchef.in; Murali Anantha <murali.anantha@vsit.edu.in>
Cc: Anish@techchef.in; Swapna Kadam <swapna.kadam@vsit.edu.in>
Subject: Re: Campus Recruitment Request

Hello Mam,

Sorry for the inconvenience mam.

I have informed all four students they will be available at 3pm.

Mail us the meeting link so that I can inform students about it.

Regards

Spruha More
 Assistant Professor



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From: hr@techchef.in <hr@techchef.in>
Sent: Saturday, December 11, 2021 12:32 PM
To: Murali Anantha <murali.anantha@vsit.edu.in>
Cc: Anish@techchef.in <Anish@techchef.in>; Spruha More <spruha.more@vsit.edu.in>; Swapna Kadam <swapna.kadam@vsit.edu.in>
Subject: RE: Campus Recruitment Request

Hi,

Only 4 students has attended the GD round and it is very unappreciable that other students didn't even join the meeting.

Shortlisted Students:

1. Premsai
2. Rohan

3. Vedant
4. Vishal Shanke

And please let me know if these students are available today for pre-placement talk and personal interview at the same time. We can do it at 3 pm today.

Regards

From: hr@techchef.in <hr@techchef.in>
Sent: Friday, December 10, 2021 5:10 PM
To: 'Murali Anantha' <murali.anantha@vsit.edu.in>
Cc: 'Anish@techchef.in' <Anish@techchef.in>; 'Spruha More' <spruha.more@vsit.edu.in>; 'Swapna Kadam' <swapna.kadam@vsit.edu.in>
Subject: RE: Campus Recruitment Request

We reschedule the meeting for tomorrow and the timing would start from 10 AM onwards.

From: hr@techchef.in <hr@techchef.in>
Sent: Friday, December 10, 2021 3:37 PM
To: 'Murali Anantha' <murali.anantha@vsit.edu.in>
Cc: 'Anish@techchef.in' <Anish@techchef.in>; 'Spruha More' <spruha.more@vsit.edu.in>; 'Swapna Kadam' <swapna.kadam@vsit.edu.in>
Subject: RE: Campus Recruitment Request

Hi,

We have divided the registered students into 3 groups (Refer the excel sheet).

Date- 10 Dec 2021

Timing- 4 PM onwards

Google Meeting Link- <https://meet.google.com/nxi-iazw-dgm>

Some important points for the students to be kept in mind:

- Students need to join the meeting on a laptop with a Wi-fi to avoid any disturbance.
- Student should be wearing formal attires or uniform (if any).
- 2 minutes will be allotted to each student.
- Students must join 5 minutes prior to the meeting in order to avoid any interruption.
- Camera should be turned on while speaking only.
- Topics will be given to each group.

Regards

From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: Friday, December 10, 2021 2:38 PM
To: hr@techchef.in
Cc: Anish@techchef.in; Spruha More <spruha.more@vsit.edu.in>; Swapna Kadam <swapna.kadam@vsit.edu.in>
Subject: RE: Campus Recruitment Request

Yes. We have informed the students.

Regards,

Murali Anantha
Training and Placement Officer
9820440736

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From: hr@techchef.in
Sent: 10 December 2021 14:22
To: Murali Anantha
Cc: Anish@techchef.in; Spruha More; Swapna Kadam
Subject: RE: Campus Recruitment Request

Hi,

Can we do the GD round at 4 pm today? And I'll share the pre placement talk schedule after the GD round.

Regards



From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: Tuesday, December 7, 2021 12:02 PM
To: hr@techchef.in
Cc: Anish@techchef.in; Spruha More <spruha.more@vsit.edu.in>; Swapna Kadam <swapna.kadam@vsit.edu.in>
Subject: RE: Campus Recruitment Request

Dear Srishti,

Am sharing the final details of all registered students. Please ignore the earlier shared details. The one I am sharing now has all the students details.

Regards,

Murali Anantha
Training and Placement Officer
9820440736

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From: hr@techchef.in <hr@techchef.in>
Sent: Tuesday, December 7, 2021 10:43:46 AM
To: Murali Anantha <murali.anantha@vsit.edu.in>
Cc: Anish@techchef.in <Anish@techchef.in>; Spruha More <spruha.more@vsit.edu.in>; Swapna Kadam <swapna.kadam@vsit.edu.in>
Subject: RE: Campus Recruitment Request

Sure and I'm waiting for the details.



Srishti Verma
HR Associate

techchef
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011-41024441/2

hr@techchef.in

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Chennai | Kolkata | Hyderabad

From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: Monday, December 6, 2021 12:38 PM
To: hr@techchef.in
Cc: Anish@techchef.in; Spruha More <spruha.more@vsit.edu.in>; Swapna Kadam <swapna.kadam@vsit.edu.in>
Subject: RE: Campus Recruitment Request

Dear Srishti,

As discussed, there is a conflict with another activity on 8th. We will re-schedule this drive for Friday 10th December.

I have also got additional registrations, I will share the details with you shortly.

Thanks a lot for accommodating this change of date.

Regards,

Murali Anantha
Training and Placement Officer
9820440736



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From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: Thursday, December 2, 2021 12:44:07 PM
To: hr@techchef.in <hr@techchef.in>
Cc: Anish@techchef.in <Anish@techchef.in>; Spruha More <spruha.more@vsit.edu.in>; Swapna Kadam <swapna.kadam@vsit.edu.in>
Subject: RE: Campus Recruitment Request

Sure Srishti. We can conduct the process for the students on Monday, 6th Dec. I believe the process will be done online.

Regards,

Murali Anantha
Training and Placement Officer
9820440736



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From: hr@techchef.in <hr@techchef.in>
Sent: Thursday, December 2, 2021 11:03:38 AM
To: Murali Anantha <murali.anantha@vsit.edu.in>
Cc: Anish@techchef.in <Anish@techchef.in>; Spruha More <spruha.more@vsit.edu.in>; Swapna Kadam <swapna.kadam@vsit.edu.in>
Subject: RE: Campus Recruitment Request

Hi,

Hope the exams are over now, so please let us know the date for hiring process.

Regards

From: hr@techchef.in <hr@techchef.in>

Sent: Tuesday, November 16, 2021 5:04 PM

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

Cc: 'Anish@techchef.in' <Anish@techchef.in>; 'Spruha More' <spruha.more@vsit.edu.in>; 'Swapna Kadam' <swapna.kadam@vsit.edu.in>

Subject: RE: Campus Recruitment Request

Sure.

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

Sent: Tuesday, November 16, 2021 4:41 PM

To: hr@techchef.in

Cc: Anish@techchef.in; Spruha More <spruha.more@vsit.edu.in>; Swapna Kadam <swapna.kadam@vsit.edu.in>

Subject: RE: Campus Recruitment Request

Dear Srishti,

Currently the semester exams are on. We can have the process after 2nd December.

Regards,

Murali Anantha
Training and Placement Officer
9820440736

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From: hr@techchef.in

Sent: 16 November 2021 14:21

To: Murali Anantha

Cc: Anish@techchef.in; Spruha More; Swapna Kadam

Subject: RE: Campus Recruitment Request

Hi,

Can we start the process this week? If yes then our process would include 2 rounds;

1st will be the GD round (Group Discussion)- 18th Nov 2021 (Thursday)

2nd will be the PI round (Personal Interview)- 22nd Nov 2021 (Monday)

Regards

From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: Saturday, November 13, 2021 10:38 AM
To: hr@techchef.in
Cc: Anish@techchef.in; Spruha More <spruha.more@vsit.edu.in>; Swapna Kadam <swapna.kadam@vsit.edu.in>
Subject: RE: Campus Recruitment Request

Dear Srishti,

Am sharing the details of the students who have registered for this opportunity. Their resumes are also available in the attached zip file. At this point we have only 6 students who have registered. If I get more registrations, will share with you.

Do keep Spruha and Swapna (in cc) in the loop on further correspondence. They will help coordinate the next steps.

Regards,

Murali Anantha
 Training and Placement Officer
 9820440736

VSIT | Vidyalankar School of
 Information Technology

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

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From: hr@techchef.in
Sent: 11 November 2021 09:50
To: Murali Anantha
Cc: Anish@techchef.in
Subject: RE: Campus Recruitment Request

Hi Murali,

I am sharing my company profile for your reference.

Regards

From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: Wednesday, November 10, 2021 6:33 PM
To: hr@techchef.in
Subject: RE: Campus Recruitment Request

Dear Srishti,

It was a pleasure speaking to you. As discussed, I will float this opportunity among our 2022 batch of students and will share the details of the registered students with you.

Regards,

Murali Anantha
 Training and Placement Officer
 9820440736

Vidyalankar Educational Campus
 Vidyalankar College Marg

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From: [Sachin Sawant](#)
Sent: 10 November 2021 17:30
To: [Murali Anantha](#)
Cc: [amit oak](#)
Subject: Fwd: Campus Recruitment Request

Sir pl check

Get [Outlook for Android](#)

From: hr@techchef.in <hr@techchef.in>
Sent: Wednesday, November 10, 2021, 17:12
To: hr@techchef.in
Subject: Campus Recruitment Request

Dear Sir/Madam,

Greetings!

We, **Techchef Consulting India Pvt. Ltd.**, would be immensely interested in conducting a recruitment drive in your organization. Currently we have an opening for the position of **Business Development Executive** that may be of interest to your students.

ABOUT THE COMPANY

Techchef Consulting India Pvt. Ltd. is a leading service provider specialized in data recovery and data sanitization services across India. The team is having more than 20 years of experience and provide the fastest, most secure and reliable data recovery and data sanitization services. Currently, we offer services in Delhi, Mumbai, Bengaluru, Chennai, Kolkata, Coimbatore, Hyderabad and Patna.

Enclosed, please find job description with entrance requirements. We would greatly appreciate your consideration in posting the positions on your job board.

If you or any students have any questions or wish to contact me regarding the position, I may be reached at hr@techchef.in

We look forward to having a mutual corporate relationship.

For more info please visit the website-

<https://www.techchef.in/>

Regards



Srishti Verma
HR Associate

techchef
Data Recovery

+91-9821967935
011-41024441/2

hr@techchef.in

www.techchef.in

1006, New Delhi House,
27, Barakhamba Road,
Connaught Place,
New Delhi - 110001

Data Recovery | Disk Degaussing | Drive Destruction | Drive Erasure

1800-313-1737

New Delhi | Mumbai | Bengaluru
Chennai | Kolkata | Hyderabad

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Date: 06th May 2022

To,

Priya Ghadge

Subject: Offer Letter

Dear Priya Ghadge,

We have pleasure in giving you an offer in our organization as Junior Developer. This offer takes effect from your date of joining i.e. 1st June 2022

We would request you report remotely or at the following address, 21, Unique Industrial Estate, Off V.S. Marg, Prabhadevi, Mumbai – 400 025 during normal business course as mutually agreed upon

As per organization policy, the probation period applicable to you shall be six (6) months. Your work performance would be evaluated before confirming you in to permanent position

You would be posted at the above address. However as and when required, your service will be transferable to any of the offices in India or abroad.

During probation or on permanent role, the period of notice required for resignation is three (3) months.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Your compensation package would be as mentioned below. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

1) Hours of Work:

Your official hours of work will be from 9:30 am to 6:00 pm, Monday to Friday inclusive with one hour break for lunch each day. However, for certain specific jobs a different work schedule may apply to you, which will be explained to you by your manager if applicable. Business exigencies may require you to work beyond the specified hours, including the possibility of working weekends. You may also be expected to travel to other locations at times outside of your official hours of work

2) Cost To The Company (CTC): INR 3,00,000 per annum

3) Performance year runs from Apr – Mar every year. You would qualify for performance evaluation year after the end date of your probation period.

4) Annual leave: Annual Leave will be allotted on pro-rata basis after completion of six months of probation. 21 days Casual Leave and 5 days Sick Leave. Candidates are requested not to take any leave during probation period i.e. for six (6) months unless and until there is emergency.

5) If you resign or voluntarily quit employment within a year from date of joining, in such case you are entitled to pay three (3) month's salary in lieu of notice.

This offer is valid till 10th May 2022, if you do not confirm the acceptance, Alpha MD Pvt Limited, has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission.

- i. Original and copies of educational certificates and mark sheets.
- ii. Relieving letter & experience certificate from previous employer[s].
- iii. Salary certificate from previous employer.
- iv. Original & copy of your passport
- v. Nationality Proof – Copy of Passport / Voter ID / Domicile certificate
- vi. Three passport size and one stamp size colored photograph

Note: Please note only after you submit all these documents you will be on boarded, any delay in submitting these documents will impact your Date of Joining.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best

Yours Sincerely,

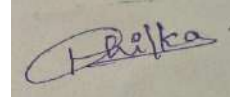
For Alpha MD Pvt Ltd

Vijayalakshmi Balakrishnan

Co-Founder

Acceptance Signature:

Acceptance Date:



Purnima Chilka
Sion Koliwada, Mumbai, MH

Date: 5/3/2022

Subject: Letter of Offer

Dear Purnima,

Based on our recent discussions with you, we are pleased to extend you an offer to join GEP (dba GEP Solutions Private Limited, hereinafter referred to as 'the Company'), as Process Associate - Procurement Operations. This letter will officially confirm your annual total earning potential and terms of your employment.

Your total compensation as Cost to Company would be **INR 225,000.00** /- per annum, of which -

Fixed Component: INR 215,000.00/- per annum payable monthly

Performance Linked Pay: INR 10,000.00/- per annum payable bi-annually

All perquisites and benefits in your compensation shall be governed as per policy applicable to employees in your grade/level in the Company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/ modified at the discretion of the Company from time to time in line with its compensation policy.

Your designation, start date, compensation & benefits package will be as indicated on compensation & benefits stack up page.

The terms of your employment are subject to the following pre-conditions (*If applicable*) –

- The office will be open to business on all days, other than declared holidays, from Monday to Friday. Your total working hours (including break(s)) is 45 hours per week. Your specific work timings will be determined by your role / functional needs.
- Your date of commencement of employment will be no later than 5/23/2022.
- GEP offers subsidized transport facility to all the employees. Should you wish to avail the same, an amount as per transport guidelines will be deducted from your net monthly salary every month.
- You will be entitled to 21 working days leave per annum. Detailed Leave Policy will be shared with you post your joining.
- You will be on probation for six (6) months from the date of joining GEP. During probation, the notice period will be 30 days and on confirmation, it will be 60 days.
- Please note that in case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of any relocation assistance, notice buyout or joining bonus (if any), will be recovered as a part of your Full & Final Settlement
- The first Performance Linked Pay / Bonus / Commission will be applicable, only if you have spent

at least three months in the organization and are eligible for the performance assessment for the immediate next Appraisal cycle (Mid-term Review or the Annual Appraisal).

- Performance Linked Pay / Bonus / Commission is determined by your performance and the payment is in accordance with the achieved ratings and applicable Performance metrics in conjunction with the amount stated above
- Performance Linked Pay / Bonus / Commission Eligibility - You should be an active employee of the firm and should not be serving notice on the date of disbursement of payout.
- The offer of employment will be termed null and void if there is any misrepresentation of facts noted on the employment verification form
- The terms of this letter and this offer are valid for two (2) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.
- You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found to be physically/ mentally unfit to work any longer or for continued ill health as certified by the medical officer / medical practitioner nominated by the Company.
- You are required to successfully pass the final degree examination without any backlogs on any examination pending to be cleared by you. This offer shall stand withdrawn and cancelled if you fail to clear all your exams at the time of your date of joining under this letter.
- The offer of employment will be termed valid only if you are presumed medically fit to perform your tasks without risk to yourself or others.
- The terms of your employment are subject to successful clearing of Background Verification Check conducted by GEP or any of its representatives or contractors

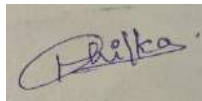
The Letter of Offer is strictly confidential between you and the Company. Any discussion of your compensation with any third party is a ground for revoking the Letter of Offer.

The Terms & Conditions of your employment will be governed by the Offer Letter and Appointment Letter given to you.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours Sincerely,

Subhash Makhija



Chief Executive Officer

COMPENSATION & BENEFITS STACK UP

Name	Purnima Chilka
Designation	Process Associate - Procurement Operations
Department	GD - POps - P2P - IND

DOJ	5/23/2022		
Contact Details	+91 9372220863		
Salary Breakup			
Annual CTC	INR 225,000		
Sr. No.	Salary Heads	Per Month (INR)	Per Annum (INR)
1	Basic Salary	12,000	144,000
2	House Rent Allowance	0	0
3	Leave Travel Allowance	0	0
4	Other Allowance	2,617	31,404
Flexible Components			
1	Food Coupon (i)	0	0
Gross Earnings (A)		14,617	175,404
1	Employer's PF cont. (ii)	1,754	21,048
2	Statutory Bonus	1,500	18,000
CTC (B)		17,871	214,450
Deductions			
1	Employees' PF Cont.	1,754	21,048
2	Professional Tax	200	2,500
3	Employees' ESIC Cont.	110	1320
4	Income Tax	As applicable based on investments	
Gross Deductions (C)		2,064	24,868
Net Payable (B - C) - (i + ii)		14,053	168,536
Benefits			
1	Medical Insurance	Upto INR 500,000/-	Self + Spouse + 2 Dependent Children
2	Accident Insurance	Upto INR 500,000/-	Self Only
3	PF	Inclusive of CTC	
4	Gratuity	Exclusive of CTC	
5	Life Insurance Coverage	Upto 3 times of CTC	Self Only
6	Performance Linked Pay	INR 10,000	Bi-Annually

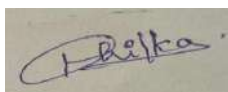
Other Benefits:

- You have an option to availing GEP negotiated rates to cover your parents under a separate insurance plan up to **INR 500,000**. Premium for this is paid by the employee. This plan allows for coverage of Pre-existing ailments. Employees needs to be avail this benefit within 15 days from his/her Date of Joining.
- For permissible claims under the medical insurance plans detailed above, a co-pay of 10% is applicable.
- Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation

Important Note - As per the recent EPFO guideline; it is mandatory to have KYC and Aadhaar seeding done by the employee on the EPFO portal. Employees can use their UAN credentials and complete the same. GEP will not be able to make the PF remittance to the EPFO if KYC is not done by the respective employee which makes the organization non-compliant. In view of the same, we will not be able to process salary for the employees who do not have the KYC and Aadhaar seeding done on the EPFO portal.

Please select if you acknowledge and accept or decline the terms and conditions of this Offer of Employment below.

I accept the offer



Signature Purnima Chilka 5/13/2022 11:48 AM

(checking the checkbox above is equivalent to a handwritten signature)

You are required to print, sign on all pages, scan and email back the complete letter along with the completed acceptance section to Meenakshi Nagdev (meenakshi.nagdev@gep.com) no later than 5/13/2022.

Acceptance of Offer

I, Purnima Chilka, accept the position of Process Associate - Procurement Operations, and agree to all terms and conditions set out in this letter,

Thank you,

Purnima Chilka

Fw: ICICI Prudential Life Insurance Campus Placement Batch 2022

Spruha More <spruha.more@vsit.edu.in>

Mon 9/26/2022 10:49 AM

To: Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Regards

Spruha More
Assistant ProfessorVidyalkar Educational Campus
Vidyalkar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3002
www.vsit.edu.in

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From: dubey sakshi <dubeysakshi0197@gmail.com>**Sent:** Monday, March 21, 2022 2:57 PM**To:** Murali Anantha <murali.anantha@vsit.edu.in>**Cc:** Mansi Menghani /HR WE/ICICIPRU/Mum <mansi.menghani@iciprulife.com>; Kavitha Mohan <kavitha.mohan@vsit.edu.in>; Rupali Kamble /HR WE/ICICIPRU/Mum <rupali.kamble@iciprulife.com>; Spruha More <spruha.more@vsit.edu.in>**Subject:** Re: ICICI Prudential Life Insurance Campus Placement Batch 2022

Dear Sir/Ma'am

Kindly find below student shortlisted from Vidyalkar college in the placement drive.

Rahul Namdev Gogawale

BSc IT

Thanks and Regards
Sakshi DubeyOn Tue, Mar 15, 2022 at 6:37 PM Kavitha Mohan <kavitha.mohan@vsit.edu.in> wrote:

Dear Ma'am,

Attaching the list of students willing to attend the interview.

Regards,

Kavitha Mohan

Assistant Professor



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

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

Sent: 13 March 2022 21:55

To: Mansi Menghani /HR WE/ICICIPRU/Mum <mansi.menghani@iciciprulife.com>

Cc: Onika Shroff William /HR WE/ICICIPRU/Mum <onika.shroff@iciciprulife.com>; Rupali Kamble /HR WE/ICICIPRU/Mum <rupali.kamble@iciciprulife.com>; DUBEYSAKSHI0197@GMAIL.COM <DUBEYSAKSHI0197@GMAIL.COM>; Spruha More <spruha.more@vsit.edu.in>; Kavitha Mohan <kavitha.mohan@vsit.edu.in>

Subject: RE: ICICI Prudential Life Insurance Campus Placement Batch 2022

Dear Mansi,

Sharing the list of registered students as of 5:00 PM today. Please share the schedule and the link for the pre placement talk.

Do let us know the next steps. Please keep Spruha and Kavitha (in cc) in the loop on further correspondence as they will help coordinate the process with you. You may reach them on:

Spruha More: 704 579 4055

Kavitha Mohan: 771 596 2293

Regards,

Murali Anantha

Training and Placement Officer

9820440736



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

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From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: Friday, March 11, 2022 6:38:36 PM
To: Mansi Menghani /HR WE/ICICIPRU/Mum <mansi.menghani@iciciprulife.com>
Cc: Onika Shroff William /HR WE/ICICIPRU/Mum <onika.shroff@iciciprulife.com>; Rupali Kamble /HR WE/ICICIPRU/Mum <rupali.kamble@iciciprulife.com>; DUBEYSAKSHI0197@GMAIL.COM <DUBEYSAKSHI0197@GMAIL.COM>; Spruha More <spruha.more@vsit.edu.in>; Kavitha Mohan <kavitha.mohan@vsit.edu.in>
Subject: RE: ICICI Prudential Life Insurance Campus Placement Batch 2022

+ Spruha More, Kavitha Mohan

Dear Mansi, thanks for your email. I look forward to this opportunity for our students. I have floated the requirement for registration from interested students. While I will be able to get you an exact number by tomorrow evening, I expect around 75 students to register.

Regards,

Murali Anantha
Training and Placement Officer
9820440736

VSIT | Vidyalankar School of
Information Technology

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From: [Mansi Menghani /HR WE/ICICIPRU/Mum](mailto:Mansi.Menghani@iciciprulife.com)
Sent: 11 March 2022 17:51
To: [Murali Anantha](mailto:murali.anantha@vsit.edu.in)
Cc: [Onika Shroff William /HR WE/ICICIPRU/Mum](mailto:onika.shroff@iciciprulife.com); [Rupali Kamble /HR WE/ICICIPRU/Mum](mailto:rupali.kamble@iciciprulife.com); DUBEYSAKSHI0197@GMAIL.COM
Subject: ICICI Prudential Life Insurance Campus Placement Batch 2022

Dear Sir/Mam,

As discussed over call, we would like to participate in campus placements for the batch of 2022.

Our job description is attached & compensation details are mentioned below:

Compensation details – Mumbai



Benefits:

- **Mediclaim** : Rs. 400,000
- **Group Term Insurance** : Rs. 500,000
- **Mobile Reimbursement** : As per policy

Annual Guaranteed Pay	: Rs. 2,65,000
Basic	: Rs. 79,500
Supplementary Allowance	: Rs. 100,500
Provident Fund¹	: Rs. 21,600
Statutory Bonus¹	: Rs. 7,000
Gratuity	: Rs. 3,824
Flexible Compensation Plan	: Rs. 52,576

1. Provident Fund as a component of AGP refers to employer's contribution to PF

Students will receive profiles solely based on the discretion of the organization. Hence those who wish to apply must be open to accepting any profile.

We are looking to hire candidates from your institute who have:

- Willingness to do field sales job
- Good interpersonal skills

Following would be the requirements for our pre-placement talk & interview:

- Laptop/Tablet/Mobile phone
- Good internet connection
- Noise free environment

Please confirm the number of students who will be attending the same.

Regards,

Mansi

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16th December 2020

Rasika Kadu

Mumbai

+91 9869808904

Subject: Appointment Letter

Dear Rasika,

We have pleasure in appointing you in our company as **Trainee – Cyber Security**, at Mumbai or in such other capacity the management shall from time to time determine. Your roles and responsibilities may from time to time extend to cover other in entities within Infosec Ventures.

Your appointment is subject to your acceptance of this **Appointment Letter** and your confirmation to adhere to the terms and conditions set out herein.

Your Total Cost to Company will be **Rs. 96,000** per annum.

1. APPOINTMENT

- a. Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than **December 17th, 2020**.
- b. You will be on a probation period of 6 months from the date of your appointment. If in the opinion of the company you are found suitable in the appointed post, you will be confirmed after 6 months to Security Consultant – Cyber Security with the revised compensation of **Rs. 1,80,000** per annum.
- c. Your minimum term of employment will be for 30 months from the date of appointment including your training period. If you want to leave employment within period of 30 months, you should give 3 months prior notice and shall deposit amount of **Rs.150,000** before leaving the organization.
- d. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement
- e. Your retirement will be as per Service Rules & Regulations as in force from time to time, retirement age at present is 58 years.

2. COMPENSATION

- a. You will receive a stipend of **INR 8,000** per month during your training period.
- b. Upon successful completion of your training period and confirmation of promotion to Security Consultant – Cyber Security, your annual compensation will be **INR 1,80,000**.

3. RESIGNATION

You will continue to be employed by us until either you or we terminate your employment by giving not less than **Three Months** written notice considering there are no other agreements in place. During notice period, leaves will not be permitted.

The company at its sole discretion shall have a right, but not an obligation, to waive off the notice period and in such cases the Company will not be liable to make any payment of the salary to the employee in lieu of the waived off notice period.

4. WORKING HOURS

The working hours of the company have been provided in the Human Capital Policy. Your work is of continuous responsibility and you will be expected to complete your assigned duties within the required time frame.

5. LEAVE

Your annual leave entitlement will be as provided in the Human Capital Policy of the company as amended from time to time. You will be entitled for 20 privilege leaves and 6 sick leaves.

6. CONFIDENTIALITY

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, possess, use or disclose confidential/ personal/ sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. You shall not bring any such information or data into the Company.

You will not, either during your employment with the company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients, service providers, sub-contractors or vendors, other than to the Directors of the Company or their authorized representatives.

On discontinuation of your employment, you will return to the Company, all papers and documents and all other property pertaining to the Company or affairs of the Company or its client or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure/ confidentiality agreements, if so required by certain clients of the Company. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to the Company, our clients and third parties.

7. INTELLECTUAL PROPERTY

The nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on unconditional basis. Further, the Company may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusive property of the Company with unfettered rights for

utilization or disposal of the same; and Consenting to the Company and/ or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

8. NON SOLICITATION

Upon leaving the Company you will not, without prior written consent of the Company, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, Firm or corporation who has, at any time during your employment with the Company, been:

- a client of the Company with whom you have had contact or been involved in the provision of services, or
- an employee of the Company.

To prevent any potential conflict of interest or breach of confidentiality, you will not accept an appointment offered by a client for whom an assignment is being performed by you or on which you are working for six months after the assignment is completed, unless appropriate written consent is obtained from the Company. It is mandatory to immediately notify the HR / Directors of the company of such an offer.

9. GENERAL

Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. The Company reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.

You confirm that you are an Indian national and hold an Indian Passport and are thus exempt from any additional work authorisation to work in India. However, if you are a non- Indian holding a foreign passport, you will be required to demonstrate that you have the necessary authorizations for working in India by submission of relevant documents.

As an employee of the Company you are required to book proper time and expenses, use the Company provided email ID and Internet for business purposes, not share your access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times.

It also important that you keep the Company informed about any change in your personal particulars, and file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including passport, driving licenses, corporate credit card).

Your employment in the Company shall be governed by your compliance with and by providing all requisite information that may be sought from you by the Company from time to time.

The conditions contained herein in the contract of employment are indicative only and can be modified from time to time. For any clarification on the Company's Human Capital Policy please feel free to get in touch with the local designated HR staff.

10. EMPLOYEE CONSENT

You hereby give consent to the Company to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the Company, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the Company, agents, contractors or sub-contractors or other Infosec Ventures Company's (each of which is a separate legal entity) of such personal information within or outside India.

11. WRONGFUL DISSEMINATION

You must not host, display, upload, modify, store, make available or transmit, publish, update or share in or through the Facilities of the Company or otherwise any information or material which:

- belongs to another person to which you have no rights and/or which infringes any person's intellectual property rights;
- is or is likely to be perceived as defamatory, threatening, misleading, offensive or inappropriate, or materially misrepresents facts;
- contains any virus, harmful component or corrupted data or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of the computer resources and Facilities of the Company;
- contains any unlawful advertising, promotion or solicitation;
- violates any applicable law or regulation;
- is grossly harmful, harassing, blasphemous, defamatory, obscene, pornographic, pedophilic, libelous, invasive of another's privacy, hateful, or racially, ethnically objectionable, disparaging, relating or encouraging money laundering or gambling, or otherwise unlawful in any manner whatever;
- is grossly offensive or menacing in nature;
- impersonates another person.

We look forward to welcoming you on board and wish you have a successful career with Infosec Ventures.

Yours Sincerely,



Amit Singh

HR & Operations

Infosec Ventures

DECLARATION

By signing this agreement, I hereby acknowledge and agree that I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Company as amended from time to time. In particular, I declare that:

- a. I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.
- b. I acknowledge and agree to the Company reserving the right to get a background check conducted on me including through a third party agency. In furtherance thereof, I authorize the Company to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card) either directly or through a third party agency.
- c. There are no ongoing or pending criminal cases/ criminal liabilities on me nor have I ever been convicted of any criminal offence.
- d. I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/ data/ material of any other Company or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into the Company, and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Company.
- e. I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Company's Code of Conduct.
- f. In the event of any wilful or intentional misconduct, fraud, dishonesty or breach of confidentiality on my part, I will personally be liable to the Company and/ or its clients.

I accept the above.

Name

Signature

Date



C.H. ROBINSON WORLDWIDE FREIGHT INDIA PRIVATE LIMITED

Fulcrum, Unit No.2, B Wing, Hiranandani Business Park, Sahar Road,
Next to Hyatt Regency, Andheri (E), Mumbai- 400 099.

• Tel.: +91 022 6730 2000 • Fax: +91 022 6730 2010 • www.chrobinson.com

Private and Confidential

14/04/2022

Ravi Yadav
Room no. 4 Ganesh Gali Sangam Nagar Salt Pan Road Wadala East
Mumbai, India
raviyadav4568@gmail.com
+91 84520 10842

Letter of Offer

We are delighted to extend this offer of employment for the position of **Trainee - Engineer ("Designation")** with **C.H. Robinson Worldwide Freight India Private Limited (the "Company")**. As part of the internal designation requirements of the C.H. Robinson group of companies, your designation for internal purposes within the C.H. Robinson group of companies shall be **Support Engineer ("Title")**. You may use your Designation in your email signature, visiting cards or any other communications solely for external representation purposes.

At the commencement of your employment, your total compensation will be ₹ 400,000. The break-down of your total compensation is given in Annexure 1. Your compensation will be paid in accordance with our regular payroll practices.

Your joining date will be 18/04/2022. You will commence work from our office in Mumbai, Maharashtra. Your employment begins from the date of joining specified in the offer letter or any mutual agreed date or the date you report to the designated location, whichever is later.

Your employment with the Company will be on an "at will" basis. You will be on probation for a period of six (6) months. Please note that the Company may, at any time during the probation period or at the conclusion of the probation period but prior to confirmation of your employment, elect with relieve you of your services with a minimum of thirty (30) days' prior written notice or payment of proportionate remuneration in lieu of any shortfall in the notice period. Following the confirmation of your employment, the Company may terminate your services at any time with a minimum of Sixty (60) days' prior written notice or payment of proportionate remuneration in lieu of any shortfall in the notice period, except as specifically provided in the Appointment Letter (as defined below). You will be entitled to terminate your employment (whether during the probation period or upon confirmation of your employment) strictly in accordance with the Appointment Letter.

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C.H. ROBINSON WORLDWIDE FREIGHT INDIA PRIVATE LIMITED

Fulcrum, Unit No.2, B Wing, Hiranandani Business Park, Sahar Road,
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The Company reserves the right to conduct background and reference checks (including through third party service providers). By accepting our offer, you agree to the conduct of such background and reference checks. This offer and any commencement or continuation of your employment is conditional upon outcomes satisfactory to the Company with respect to your background and references checks.

In addition to the background & reference checks, the Company also reserves the right to conduct pre-employment medical health check-up, through our wellness vendor and/or may be asked to undergo on your own arrangement at the Company's expense, to understand physical fitment to perform the duties of the position being offered to you. By accepting our offer, you agree to the conduct of such pre-employment medical health check-up. This offer and any commencement or continuation of your employment is conditional upon receipt of results of a satisfactory physical examination.

We also want to ensure that your employment with the Company does not violate any non-competition or other similar agreements to which you may be subject or by which you may be bound. If you are subject to or bound by any such agreement with a prior employer, please provide us with a copy of the agreement so that we can ensure that your employment by the Company will not violate that agreement. By not providing us with any such agreement, you are representing to the Company that no such agreement exists.

Our technology, trade secrets and other intellectual property are very important to us. Therefore, you will be subject to confidentiality obligations under the Appointment Letter, which you shall be required to comply with at all times (whether during your employment with the Company or following termination of your employment for any reason whatsoever).

If you accept this offer, please return to us within five (5) days from the date of this letter:

1. A copy of this letter duly signed by you as a token of your acceptance
2. Copies of the following information documents (you will need to furnish the original for verification on your date of joining):
 - (a) Documentary evidence of date of birth
 - (b) Documentary evidence of current residential address
 - (c) Documentary evidence of educational qualifications
 - (d) Documentary evidence of last salary drawn, appointment letter, and latest increment letter
 - (e) If married, documentary evidence of marriage certificate and birth certificate of spouse and children, if any (required for medical insurance)
 - (f) Three passport sized photographs
 - (g) A copy of resignation letter to your current or former employer. Note that at the time of joining you will need to provide a copy of a release letter from your former employer.
 - (h) Pan Card and Aadhaar Card

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The Company reserves the right, and will have absolute discretion, to change the terms and conditions of this offer or withdraw this offer at any time prior to receiving your written acceptance of it.

If we do not receive your acceptance the documents specified above within the time specified above, this offer of employment will automatically lapse.

The terms of this offer are confidential and you may not disclose any part of this offer to any third party without our prior written consent, whether or not your employment commences pursuant to this offer, and if it commences, whether it continues or is terminated. A breach of this requirement is considered material and will be viewed strictly.

Upon your joining us and completing the initial employment related formalities, you will receive your appointment letter, setting out the detailed terms and conditions of your employment with the Company (the "Appointment Letter").

We look forward to your joining the Company at an early date and wish you a successful career.

Yours sincerely,

Fouzia Shaikh
Senior Manager - Human Resource

ACCEPTANCE

By signing below, I accept the offer set out above. I acknowledge that the offer is made on the basis of the information, details and documents provided by me to the Company (which I certify to be true, accurate and not misleading).

Name of Candidate: {{Sig_es_::signer1:signature:dimension(width=35mm, height=12mm)}}

Date: {{Dte_es_::signer1:date}}

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Annexure 1

Name: Ravi Yadav

Designation: Trainee - Engineer

Title within the C.H. Robinson group of companies: Support Engineer

Components	Monthly	Annually
Basic Salary	13,333	1,60,000
Special Allowance	3,333	40,000
HRA	7,333	88,000
Conveyance	6,200	74,400
Statutory Bonus	1,333	16,000
Provident Fund - Employer Contribution	1,800	21,600
Total Fixed Pay	33,333	4,00,000
Performance-Linked Variable Pay*	1,667	20,000
Total Indicative Compensation (subject to applicability of variable)	35,000	4,20,000

Compensation Details: Your emoluments/entitlement would initially be as follows:

- Variable Pay – In addition to Total Fixed Salary, you will be eligible to participate in a performance-linked variable pay for the current performance appraisal cycle of 2021 (January – December) provided you join on or before 30 June 2021 and subject to pro-rata basis entitlement of variable pay in line with your actual DOJ. The terms of the variable pay will be communicated by your reporting manager. The variable pay for every appraisal cycle would be processed by end of February of the subsequent year or any other date as announced by the company in line with individual and company's performance. You must be an active employee at the time of payment to receive any earned bonus reward. Employees, serving notice period and/or resign and/or leave the organization during this period before completion of the appraisal cycle, will not be eligible to receive any variable pay.
- You will be eligible to participate in compensation planning exercise in 2023 basis company policy and your 2022 performance.

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- Gratuity, Group Medclaim Policy (GMC), Group Personal Accidental (GPA) Policy and Group Term Life (GTL) Policy would be over and above the Total Indicative Compensation defined above.
- All applicable taxes, surcharges, and statutory levies as may from time to time apply to your emoluments (including any benefits and perquisites) shall be borne and paid for entirely by you, and the Company shall have no obligation or liability whatsoever towards such payments.
- On an ongoing basis, the Company reserves the right to make reasonable changes to the terms and conditions of employment for compliance with applicable law, to reflect changes in policies at the C.H. Robinson group level and/or for consistency with global practices. Such changes will be affected by a general notice to employees. You will normally be given adequate notice before any significant changes are introduced.

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CIN:U60231TN2006PTC061597

HRD/2T/1002934324/21-22

November 25, 2021

Ms. Riya Hinge

Nl 5/7, Room No-2, Sector 11, Sangam Apartment, Nerul

Nerul (East), Navi Mumbai - 400706

Navi mumbai-400704

India

Ph: +91-9619712499

Dear Riya,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO

EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.11.25 20:37:06 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115

44, Infosys Avenue

Electronics City, Hosur Road

Bangalore 560 100, India

T 91 80 2852 0261

F 91 80 2852 0362

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HRD/1002934324/21-22

November 25, 2021

Ms. Riya Hinge
N1 5/7, Room No-2, Sector 11, Sangam Apartment, Nerul
Nerul (East), Navi Mumbai - 400706
Navi Mumbai-400704
India

Ph: +91-9619712499

Dear Riya,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **09-Dec-2021**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

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

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

Insurance

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

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20____

Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.11.25 20:37:06 IST
Reason: Digitally Signed
Location: Bangalore

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

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Riya Hinge			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				

Capgemini Ref: 1608049 /Z17602,

09/11/2018,

Rohit Mishra
H.No-K/18, Jay Bharat Society Sunderbaug Kamani,, Near Phoenix Marketcity, Kurla(W), Mumbai - 400070, Maharashtra,
India

Confidential

12/09/2018

Print Preview

Dear Rohit Mishra,

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 **09/19/2018** (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 location **Hyderabad**

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 210,001.00 (Rupees Two Lakh Ten Thousand and One 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.



November 17, 2022

Ref:HDBFS/22-23/HRIC74854/Appt/162316

Mr.Rushikesh Kiran Sonavane,
R.No 173,Ganesh Ngr,
Salt Pan Rd,
Nr Shivneri Galli,Wadala-E,
Mumbai-400037

Dear Mr.Rushikesh Kiran Sonavane,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as JR. OFFICER - PHONEBANKING on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- c) Your duties and responsibilities will be explained to you on your joining the Company.
- d) Your initial place of posting will be at Mumbai .You are initially assigned to services at our client premises, MIDC ANDHERI EAST. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

- e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

- n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any “sensitive personal data or information” (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any “Intellectual Property Rights”(as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- u) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.



- v) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- w) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than December 2, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.

Hemant Revankar
Authorised Signatory
ADFC - A division of HDB Financial Services Limited.



AGREED AND ACCEPTED

eSigned using Aadhaar
(Leegality.com - q73aQG2)
Rushikesh Kiran Sonavane

Date: Thu Nov 24 11:51:26 IST
2022

Mr.Rushikesh Kiran Sonavane

Annexure A

		Compensation Breakup	
Name	MR.RUSHIKESH KIRAN SONAVANE		
Role	Jr. Officer - Phonebanking		
Grade	Grade-I		
Location	Mumbai		
Annual Compensation Break up			HDBFS Monthly
Basic	1,05,840		8,820
HRA	42,336		3,528
PDA	28,224		2,352
Provident Fund (Employer's contribution)	16,092		1,341
Gross Salary (A)	1,92,492		16,041
ESIC (Employer's contribution)----(B)	5,733		478
Gratuity----- (C)	5,091		424
Total Fixed Compensation (D=A+B+C)	2,03,316		16,943
Note:			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref:HDBFS/22-23/HRIC74854/Appt/162316	

I accept the terms and conditions as mentioned in the Appointment letter.

eSigned using Aadhaar
(Leegality.com - q73aQG2)
Rushikesh Kiran Sonavane

Date: Thu Nov 24 11:51:26 IST
2022

Mr.Rushikesh Kiran Sonavane

SPECIMEN

FORM 2 (REVISED)

**NOMINATION & DECLARATION FORM
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS**

GROUP No. :

Office :

Declaration and Nomination Form under the Employees Provident Funds
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and
Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters) : Rushikesh Kiran Sonavane
2. FATHER'S / HUSBAND'S NAME : Kiran Raghunath Sonavane
3. DATE OF BIRTH : 26-May-2002
4. SEX : Male
5. MARITAL STATUS : Single
6. ACCOUNT NO : MH / BAN / 49611
7. ADDRESS : R.No 173,Ganesh Ngr,,
Salt Pan Rd,,
Mumbai - 400037

PART - A (EPF)

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Kiran Raghunath Sonavane, R.No 173,Ganesh Ngr,, Salt Pan Rd,, Mumbai - 400037	Father	11 - Jan - 1983	100	No

- * Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
 - * Certified that my father / mother is / are dependent upon me.
- (* Strike out whichever is not applicable.

eSigned using Aadhaar
(Leegality.com - q73aQG2)
Rushikesh Kiran Sonavane

Date: Thu Nov 24 11:51:26 IST
2022

X _____
SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

PART - B (EPS)**Para 18**

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Kiran Raghunath Sonavane, R.No 173,Ganesh Ngr,, Salt Pan Rd,, Mumbai - 400037	11 - Jan - 1983	Father

**Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Kiran Raghunath Sonavane	R.No 173,Ganesh Ngr,, Salt Pan Rd,, Mumbai - 400037	11 - Jan - 1983	Father

Date : 24-Nov-2022

X

eSigned using Aadhaar
(Leegality.com - q73aQG2)
Rushikesh Kiran Sonavane
Date: Thu Nov 24 11:51:26 IST
2022

(*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

CERTIFICATE BY EMPLOYER

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt. / Miss. _____ employed in my / our establishment
after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him her

For HDB Financial Services Limited



Place : _____

Date : _____

Authorized Signatory

Signature of the Employer's OR other Authorised Officer's the Establishments

Signature with Designation

HDB Financial Services Ltd

Ground Floor, Zenith House,

Keshavrao Khadye Marg,

Opp.Race Course, Mahalaxmi, Mumbai - 400034.

UNDER THE PAYMENT OF GRATUITY ACT, 1992.
&
THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972

FORM 'F'
(See Sub-Rule (i) of rule (6))

Nomination

To
M/s HDB Financial Services Limited
Ground Floor, Zenith House,
Keshavrao Khadye Marg,
Opp.Race Course, Mahalaxmi
Mumbai - 400034.

1. Shri / Shrimati / Kumari RUSHIKESH KIRAN SONAVANE whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
4. (a) My father / mother / parents is / are not dependent on me.
(b) My husband's father / mother / parents is / are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

NOMINEE (S)				
Sr. No.	Name If Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	Kiran Raghunath Sonavane,R.No 173,Ganesh Ngr,, Salt Pan Rd,, Mumbai - 400037	Father	11 - Jan - 1983	100
2				
3				
4				
5				
6				

Statement

1	Religion	Buddhism	
2	Sex.	Male	
3	Name of employee in full.	Rushikesh Kiran Sonavane	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	Midc Andheri East	
6	Post held with Ticket or Serial Number if any.	Jr. Officer - Phonebanking	
7	Date of appointment.	21-Nov-2022	
8	Permanent address.	R.No 173,Ganesh Ngr,, Salt Pan Rd,, Mumbai - 400037	
	Village	Thana	Sub-division
	Post Office	District	State

Place : Midc Andheri East
Date : 24-Nov-2022

X _____
eSigned using Aadhaar
(Leegality.com - q73aQG2)
Rushikesh Kiran Sonavane
Date: Thu Nov 24 11:51:26 IST
2022
Signature/Thumb impression of the employee

Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me.

Name in full Signature of Witnesses.

Address of witnesses

1. _____

1. _____

2. _____

2. _____

Place : Midc Andheri East

Place : Midc Andheri East

Certificate by the employer

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

Employer's References No., If any.

Designation

For HDB Financial Services Limited



Abhishek

Authorized Signatory

HDB Financial Services Ltd

Ground Floor, Zenith House,
Keshavrao Khadye Marg
Opp.Race Course, Mahalaxmi
Mumbai - 400034.

Signature/Thumb impression of the Authorized Signatory

Acknowledgement by the employee

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

Date _____

X _____
eSigned using Aadhaar
(Leegality.com - q73aQG2)
Rushikesh Kiran Sonavane
Date: Thu Nov 24 11:51:26 IST
2022
Signature of the employee

Note : Strike out the words and paragraphs not applicable.



Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

www.epfindia.com

162316

EMPLOYEES' PROVIDENT FUND ORGANIZATION

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

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	Rushikesh Kiran Sonavane						
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	Kiran Raghunath Sonavane						
3	Date of Birth (DD/MM/YYYY)	26/05/2002						
4	Gender: (Male/Female/Transgender)	Male						
5	Marital Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried						
6	(a) Email Id: (b) Mobile No.:	sonawanerushikesh26@gmail.com 7738423381						
7	Present employment details: Date of joining in the current establishment (DD/MM/YYYY)	21/11/2022						
8	KYC Details (attach self attested copies of following KYCs) a) Bank Account No.: b) IFS Code of the branch: c) AADHAAR Number: d) Permanent Account No. (PAN), if available	865772398354 NMPPS5805B						
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
Previous employment details [if Yes to 9 &/or 10 above] - Un-exempted								
11	Establishment Name & Address	Universal Account Number	PF Account Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	PPO Number (if issued)	Non Contributory Period (NCP) Days
Previous employment details [if Yes to 9 &/or 10 above] - For Exempted Trusts								
12	Establishment Name & Address	Universal Account Number	Member EPS A/C Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	Non Contributory Period (NCP) Days	
13	a) International Worker:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
	b) If yes, state country of origin (India/Name of other country)							
	c) Passport No.							
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From <input type="text"/> To <input type="text"/>						

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account *
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: 24-Nov-2022
Place: Mumbai

eSigned using Aadhaar
(Legality.com - q73aQG2)
Rushikesh Kiran Sonavane

Date: Thu Nov 24 11:51:26 IST
2022

Signature of the Member

DECLARATION BY PRESENT EMPLOYER

- A. The member Mr./Ms./Mrs. _____ has joined on _____
and has been allotted PF Number _____ and UAN _____
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC.e-sign

- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

- The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
- The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.



Date:

Signature of Employer with Seal of Establishment

* Auto transfer of previous PF account would be possible in respect of Addhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from pervious establishment.



घोषणा पत्र DECLARATION FORM

Offer Ref # 162316

फार्म-1/Form-1

घोषणा पत्र कर्मचारी द्वारा भरा जाएगा। फार्म के साथ पोस्टकार्ड आकार के दो फोटोग्राफ भी लगाए जाने चाहिए। फार्म भरने से पहले पीठ पृष्ठ पर दी गई हिदायतों को भली-भांति पढ़ लेना चाहिए। यह फार्म नि:शुल्क है।

To be filled by employee after reading instruction overleaf. Two Postcard Size photographs to be attached with the form. This form is free of cost.

(क) बीमाकृत व्यक्ति के विवरण

(ख) नियोजक के विवरण

(A) INSURED PERSON'S PARTICULARS

(B) EMPLOYER'S PARTICULARS

1. बीमा संख्या/Insurance No.					
2. नाम (स्पष्ट अक्षरों में) Name in block letters Rushikesh Kiran Sonavane					
3. पिता/पति का नाम Father's/Husband's Name Kiran Raghunath Sonavane					
4. जन्म की तिथि Date of Birth		दिन Day	महीना Month	वर्ष Year	5. वैवाहिक प्रास्थिति Marital Status
		26	05	02	विवाहित/ अविवाहित विवा M/U/W <input checked="" type="checkbox"/>
7. वर्तमान पता/Present Address R.No 173,Ganesh Ngr, Salt Pan Rd, Mumbai,Maharashtra		8. स्थायी पता/Permanent Address R.No 173,Ganesh Ngr, Salt Pan Rd, Mumbai,Maharashtra			
पिन कोड Pin Code 4 0 0 0 0 3 7		पिन कोड Pin Code 4 0 0 0 0 3 7			
टेलीफोन नम्बर/ई-मेल पता/ sonavanerushkesh26@gmail.com		टेलीफोन नम्बर/ई-मेल पता/ 7738423381			
शाखा कार्यालय Branch Office		औषधालय Dispensary			

9. नियोजक की कूट संख्या Employer's Code No.			
10. नियुक्ति की तारीख Date of Appointment	दिन Day	महीना Month	वर्ष Year
	21	11	2022
11. नियोजक का नाम और पता/Name & Address of the Employer			
12. यदि पहले नियोजन में रहे हैं तो कृपया निम्नलिखित ब्यौर दीजिए In case of any previous employment please fill up the details as under.			
(क) पिछली बीमा संख्या (a) Previous Ins. No.			
(ख) नियोजक कूट संख्या (b) Employer's Code No.			
(ग) नियोजक का नाम व पता (c) Name & Address of the Employer			
टेलीफोन नम्बर/ई-मेल पता/e-mail address			

(क) मृत्यु की स्थिति में नकद हितलाभ के भुगतान के लिए क.रा.बी. अधिनियम, 1948 की धारा 71/क.रा.बी. (केन्द्रीय) नियम, 1950 के नियम 56(2) के अंतर्गत नामित के ब्यौर।
(c) Details of Nominee u/s 71 of ESI Act 1948/Rule-56(2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.

नाम/Name	नातेदारी/Relationship	पता/Address
Kiran Raghunath Sonavane	Father	R.No 173,Ganesh Ngr.,Salt Pan Rd.,Mumbai-400037

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा प्रस्तुत किए गए विवरण मेरी जानकारी और विश्वास के अनुसार सही है। मैं अपने परिवार के सदस्यों में हुए परिवर्तन की सूचना 15 दिन के भीतर प्रस्तुत करने का वचन भी देता हूँ/देती हूँ।

I hereby declare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the corporation any changes in the membership of my family within 15 days of such change.

नियोजक के प्रतिहस्ताक्षर

Counter signature by the employer

eSigned using Aadhaar
(Leegality.com - q73aQG2)
Rushikesh Kiran SonavaneDate: Thu Nov 24 11:51:26 IST
2022

बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठा निशान

Signature /T.I. of IP.

सील सहित हस्ताक्षर

Signature with seal



(घ) बीमाकृत व्यक्ति के परिजनों का विवरण

(D) Family Particulars of Insured person

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.		यदि नहीं तो आवास का स्थान दर्शाएं If 'No' state Place of Residence	
				हाँ/Yes	नहीं/No	कस्बा/Town	राज्य/State
1	Kiran Raghunath Sonavane	11-01-1983	Father	Yes			
2	Laxmi Kiran Sonavane	16-10-1989	Mother	Yes			

क.रा.बी. निगम अस्थायी पहचान पत्र
ESI Corporation Temporary Identity Card(नियुक्ति की तारीख से 3 महीने तक वैध)
(Valid for 3 month from the date of appointment)

नाम/Name	Rushikesh Kiran Sonavane
बीमा संख्या/Ins. No.	नियुक्ति की तारीख/Date of appointment 21-11-2022
शाखा कार्यालय Branch Office	औषधालय Dispensary
नियोजक की कूट संख्या व पता Employer's Code No. & Address	

फोटो के लिए स्थान (Space for photograph)

वैधता

Validity

तारीख

Dated

eSigned using Aadhaar
(Leegality.com - q73aQG2)
Rushikesh Kiran SonavaneDate: Thu Nov 24 11:51:26 IST
2022बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठे का निशान
Signature/T.I. of I.P.सील सहित शाखा प्रबंधक के हस्ताक्षर
Signature of B.M. with seal

- फार्म-1 का प्रेषण करा.बी. (साधारण) विनियम, 1950 के विनियम 11 व 12 के अंतर्गत विनियमित किया जाता है।
Submission of Form-I is governed by regulation 11 & 12 of ESI (General) Regulations, 1950
- “कुटुम्ब” से किसी बीमाकृत व्यक्ति के निम्नलिखित सभी अथवा कोई नातेदार अभिप्रेत हैं:-
अर्थात्:- (1) विवाहिती (2) बीमाकृत व्यक्ति पर आश्रित कोई धर्मज या दत्तक अवयस्क आश्रित बालक, (3) कोई बालक जो बीमाकृत व्यक्ति के उपार्जनो पर पूर्णतः आश्रित है तथा जो (क) शिक्षा प्राप्त कर रहा है, उनके 21 वर्ष की आयु प्राप्त कर लेने तक (ख) कोई अविवाहित पुत्री, (4) कोई बालक जो किसी शारीरिक अथवा मानसिक अपसामान्यता या चोट के कारण शिथिलांग है तथा शिथिलांगता रहने तक बीमाकृत व्यक्ति के उपार्जनो पर पूर्णतः आश्रित है, (5) आश्रित माता-पिता, (व्योरे हेतु करा.बी. अधिनियम, 1948 की धारा 2 के खंड 11 को देखें)।
“Family” means all or any of the following relatives of an Insured Person namely:-
(i) a spouse (ii) a minor legitimate or adopted child dependant upon the I.P.; (iii) a child who is wholly dependant on the earnings of the I.P. and who is (a) receiving education, till he or she attains the age of 21 years (b) an unmarried daughter; (iv) a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependant on the earnings of the I.P. so long as the infirmity continues; (v) dependant parents (Please see Section 2 clause 11 of the ESI Act 1948 for details.
- पहचान-पत्र अहस्तान्तरणीय है।
Identity Card is Non-Transferable.
- पहचान-पत्र के गुम होने की स्थिति में नियोजक/शाखा प्रबंधक को तत्काल सूचित किया जाए।
Loss of Identity Card be reported to Employer/Branch Manager immediately.
- किसी प्रकार की गलत सूचना देने की स्थिति में करा.बी. अधिनियम, 1948 की धारा-84 के तहत कानूनी कार्यवाही की जा सकती है।
Submission of false information attracts penal action Under Section 84 of ESI Act. 1948.
- नई नियुक्ति की स्थिति में भली-भांति भरा हुआ यह फार्म नियुक्ति के दस दिन के भीतर संबंधित शाखा कार्यालय में अवश्य ही प्रस्तुत किया जाना चाहिए। विलम्ब की स्थिति में नियोजक के विरुद्ध धारा-85 के तहत कानूनी कार्यवाही की जा सकती है।
This form duly filled in must reach the concerned Branch Office within 10 days of appointment of an Employee. Delay attracts penal action under Section 85 of the Act, against employer.
- बीमाकृत व्यक्ति होने के नाते आप व आपके परिवार के आश्रितजन चिकित्सा हितलाभ प्राप्त कर सकेंगे। अन्य नकद हितलाभ हैं, (1) बीमारी हितलाभ (2) अस्थायी अपंगता हितलाभ (3) स्थायी अपंगता हितलाभ (4) आश्रितजन हितलाभ (5) प्रसूति हितलाभ (महिला कर्मचारी के लिए)।
As an insured person you and your dependant family membes are entitled to full medical care. The other benefits in cash include (1) Sickness Benefit (2) Temporary Disablement benefit (3) Permanent disablement Benefit (4) Dependants benefit and (5) Maternity Benefit (in case of woman employees) subject of fulfillment of contributory cnditions.
- अधिक जानकारी के लिये कृपया निगम के वेबसाइट को देखें या शाखा कार्यालय या क्षेत्रीय कार्यालय से संपर्क करें।
For more details please contact website of ESIC at www. esic.org. in. or contact Regional Office or Branch Office.

केवल शाखा कार्यालय में प्रयोग हेतु

For Branch Office Use only

- बीमा संख्या आवंटन की तारीख :
Date of allotment of Ins. No. : _____
- अस्थायी पहचान पत्र जारी करने की तारीख :
Date of Issue of T.I.C. : _____
- औषधालय का नाम/संख्या :
Name /No. of Dispensary : _____
- क्या अन्योन्य चिकित्सा व्यवस्था उपलब्ध है? यदि हां, तो उल्लेख करें :
Whether reciprocal Medical arrangements involved. if yes, please indicate :

शाखा प्रबंधक के हस्ताक्षर
Signature of Branch Manager

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.	यदि नहीं, तो आवास का स्थान दर्शाएं If No, state Place of Residence		
				हाँ/Yes	नहीं/No	कस्बा/Town	राज्य/State
1	Kiran Raghunath Sonavane	11-01-1983	Father	Yes			
2	Laxmi Kiran Sonavane	16-10-1989	Mother	Yes			

Excel Vidyalankar Campus Drive Interns select... Open in Excel Download Save to OneDrive Hide email

File Home Insert Draw Page Layout Formulas Data Review Search

12 B General

	A	B	C	D	E	F	G
1	Vidyalankar School of Information Technology Wadale Campus Recruitment						
2		Candidate Name	Contact	Qualification	Strength	Weaknesses	Residence
3	1	Nisha Khillari	7304258863	BFM - Sci	Capabale, dedicated	Relentless until Task gets completed	BARC Chembur
4	2	Fatema Rampurawala	9833353205	BSc. IT	Self Driven, Communication	Emotional	Mazgaon
5	3	Manisha Tak	8356802949	BAF - Commerce	Sincere, Positive Mindset	Average Communication	Sion
6	4	Mohil Chauhan	9892052918	BAF - Commerce	Quick learner, Sincere	2 Yrs of experience	Matunga Centra
7	5	Sagar Yadav	8928240131	BSc. IT	Quick learner, Team Work	One Project at a time	Santacruz E
8	6	Sahil Wagh	7977395113	BSc. IT	Quick learner, Team Work	Fumble	Naupada, Thane
9	7	Sandeep Pedini	8898944037	BSc. IT	Self Driven, Positive mindset	Fumble, Average Communication Skills	Kurla
10	8	Sanskriti Ambre	9702956418	BFM - Commerce	Sincere, Positive Mindset	Relentless until Task gets completed	Lalbaug
11	9	Shruti Baikar	7977426706	BSc. IT	Self Driven, Communication	Time Management, distracted	Chunabhatti
12	10	Manish Uplanchi	9867752053	BSc. IT	Self Driven, Communication	Fumble	Sion
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Workbook Statistics Give Feedback to Microsoft 100% +

FW: Vidyalankar Campus Drive (List of shortlisted Full Time and Interns)

You replied on Thu 4/21/2022 12:55 PM

MA Murali Anantha
To: Kavita... +4 others Thu 4/21/2022 12:35 PM

selected). You need to notify each student from your course that they are selected for internship at MT Educare and they need to report to the MT Educare head office at Mulund on 25th April for the onboarding process. After the onboarding process they will be working at their assigned location.

Will share the address of the Mulund office shortly.

Make sure that you speak to each student and ensure they join on 25th. These are all current SY students. Send me confirmation once done.

Regards,

Murali Anantha
Training and Placement Officer
9820440736

Vidyalankar
Educational
Campus

VSIT Vidyalankar School of Information Technology
College Marg
Mumbai - 400 037



Star Union Dai-ichi
Life Insurance

A joint venture of
Bank of India | Union Bank of India | Dai-ichi Life

July 13, 2022

To,
Sagarika Sangwekar
Vidyalankar Campus, Vidyalankar College Rd,
Wadala East, Mumbai, Maharashtra 400037

Dear Sagarika,

Offer Letter: Associate Technical Trainee - Business Solution Group, Information Technology

With reference to your interview with us, we are pleased to offer you the position **Associate Technical Trainee - Business Solution Group, Information Technology, M11 S1 in Corporate Office**. You will be on probation for a period of 6 months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

1. Your Cost to Company has been enclosed in Annexure A.
2. Your initial posting will be in **Information Technology (Business Solution Group), Corporate Office**. However, the company reserves the right to utilize your services at any other place within or outside the country.
3. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:
 - a. Actual production of Relieving letter or acceptance of resignation letter from your current employer.
 - b. Actual production of documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, personal data sheet.Please refer to the Annexure B for the list of documents.
4. (i) Joining in the company is subject to generation of employee code. Submitting joining documents does not make you eligible as the employee of the company. Company upon receiving your joining documents will validate, post which the decision of hiring with the company is taken. The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.
4. (ii) Candidate who has worked with Star Union Dai ichi Life Insurance Co. Ltd. (SUD Life) earlier will be considered as rehiring instance. Please note that rehiring is subject to fulfilling certain specific criteria and approval of the Competent Authority. It is advised to bring it to the notice of the company in writing if you have worked with SUD Life earlier before acceptance of this offer. Any non-compliance to this effect will be considered as a case of non-disclosure of material facts influencing the decision with respect to hiring of the candidate. All such cases will be considered as violation of code of conduct of the company and his/her continuation in the company will be solely at the discretion of the company.

Star Union Dai-ichi Life Insurance Company Limited

Registered Office: 11th Floor, Vishwaroop IT Park, Plot No. 34, 35 & 38, Sector 30A of IIP, Vashi, Navi Mumbai – 400 703.

Toll Free No.: 1800 266 8833 (9:30 am to 6:30 pm – Mon to Sat) | Tel.: 022-7196 6200 | Fax: 022-7196 2811

Email: customer-care@sudlife.in | Website: www.sudlife.in | IRDAI Regn. No. 142 | CIN: U66010MH2007PLC174472

Trademark used under licence from respective owners.

We mean life!



5. Your offer and appointment is made basis the information furnished and representation made by you from time to time. The company and third party appointed by the company shall be entitled to conduct background verification and reference checks from all requisite sources to ascertain and establish the facts furnished by you. During verification, there may be certain documents/facts/proofs required to be produced from your side. In case, you are not able to produce the same within stipulated time frame, the company reserves the right to put your salary on hold for such time till you submit the said documents.

In case of negative background verification, the company reserves the right to terminate your services and take such further action as deemed necessary in the interest of the company.

6. In such cases where you possess insurance agency code of another insurance company(ies), you are required to ensure that your code is deactivated and you submit the NOC from the concerned insurance company(ies) within 30 days of your joining SUD Life failing which SUD Life reserves the right to keep your salary on hold and take such action as deemed necessary which may also include termination of your services from SUD Life.

7. In case of your resignation or termination from the services of SUD Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of incentive/performance bonus and the quantum of such incentive/ performance bonus to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.


Please acknowledge the receipt of this offer by returning this duplicate copy within 2 days from the date of this letter, duly signed and stating your date of joining which should not be later than 18th July 2022.

Yours faithfully,

Dinesh Bojwani
Head – Human Resources

I, **Sagarika Sangwekar**, have read the above terms and conditions and hereby accept the offer.

Expected Date of Joining: **18 July 2022**

Signature: 



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SUD Life Insurance, I, **Sagarika Sangwekar**, declare that,

- 1) I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.
- 2) I suffer / have suffered from (mention if any): **NA**

If required, I agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future in case I am found medically unfit to discharge the responsibilities assigned to me.

Sagarika Sangwekar

Date: **15 Jul'22**

Place: **Mumbai**

Our Accolades



Golden Peacock Award 2021



Asia's Best Employer Brand Awards 2021



The Economic Times Best Brands 2021



Women Super Achiever Award 2021



CSR Leadership Excellence Award CSR 2021

Gartner

Eye on Innovation Award 2020



Please refer to Annexure B for details of documents to be submitted prior to joining.

Annexure B

ATTACHMENT TO OFFER LETTER

Please submit the following documents, as may be applicable to you, to the company prior to the date of joining.

List of documents are as below

Identity Details (all mandatory)

1. Recent passport size colour photograph
2. Aadhar Card (If the Aadhar Card is not available, then the Aadhar card application need to be uploaded)
3. Address Proof (Passport / Driving License)
4. PAN Card (In absence of PAN card, a copy of application with application no. of PAN card)
5. Updated/Latest Resume

Previous Employment Details

1. Appointment Letter/ Offer Letter of current employer
2. Resignation acceptance and Relieving letter of current employer
3. Relieving letter from previous employer
4. Any one from the below documents
 - a. Form 16
 - b. Payslip (Last 3 Months)
 - c. Bank Statement (Last 3 Months)
5. Latest Increment Letter

Education Details (all mandatory)

1. Last two highest qualification - Passing certificates
2. Last two highest qualification - Mark sheets

Other documents

Scan copy of cancelled cheque (*mandatory*)

After receiving the above documents, we will issue the hard copy of your Appointment letter on the date of joining.

On joining you will also be required to furnish the following:



Star Union Dai-ichi
Life Insurance

A joint venture of
  

1. PF Nomination Form
2. Family dependent details
3. Any other relevant information that may be required

Once you join us, you are required to immediately open salary account with any of our partner banks and inform your account number to HR at the earliest.



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

Superset ID: 2265955

Letter of Intent ("LOI")

Dear Sahil Wagh,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst 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 pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2265955**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2265955**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2265955**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Sahil Wagh

Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

dentsu

Strictly Private & Confidential

23rd June 2022

Dear Sairam,

We are pleased to make you an offer of employment for the position of **Web Developer** with dentsu. The following outlines the key terms of our proposed employment to you.

Your fixed **CTC** will be **INR 3,39,991** /- per annum inclusive of all benefits.

Please find below a table for overall compensation and benefits

VAT Media Pvt.Ltd.			
SALARY STRUCTURE for the year 2021-2022			
Name	:	Sairam Gundu	
Designation	:	Web Developer	
Band	:	GRADE U-1	
Date of Joining	:	7-Jul-22	
Particulars		Current	
BREAK UP OF THE SALARY		Gross Salary Per month	Gross Salary Per Annum
Monthly Salary	Basic	Rs. 10,416	Rs. 124,997
	DA	Rs. 5,208	Rs. 62,498
	HRA	Rs. 7,812	Rs. 93,748
	Conveyance Allowance	Rs. 1,042	Rs. 12,500
	Medical Reimbursement	Rs. 1,562	Rs. 18,750
Monthly Gross		Rs. 26,041	Rs. 312,492
Benefits	P.F. (Employer's Contribution)	Rs. 1,250	Rs. 15,000
	ESIC (Employer's Contribution)	Rs. -	Rs. -
	Bonus	Rs. 1,042	Rs. 12,500
	Total Monthly	Rs. 2,292	Rs. 27,499
*CTC		Rs. 28,333	Rs. 339,991
Income Tax will be applicable as per the set guidelines and regulations			

dentsu

Your offer is subject to:

- You joining the services of the company on **7th July 2022**
- Your acceptance of the offer in writing before close of business hours by **25th June 2022**
- The validity of this offer and continuation of your employment with us is subject to clearance of the background checks and verifications conducted by our background verification partner. Acceptance of this offer/appointment indicates your consent to use the information and documents submitted for the purpose of background verification."
- You completing the requisite pre-employment medical tests and we receiving your clear medical check-up reports before your joining date.

As per our company policy, you need to complete a prescribed set of medical tests under the preemployment medical check-up. Given the current lockdown scenario due to the pandemic, we will allow you to onboard without undergoing the pre-employment medical tests. You will mandatorily have to get the tests done once the lockdown is over within two weeks of resuming regular physical office. In the event that your medical fitness report is negative we will be constrained to revoke your appointment. If you are facing any health issues that might hamper your work, be a hindrance in regular working hours or continuity of work; you are requested to immediately inform us.

Please respond via return mail confirming your acceptance of the Offer with all the terms mentioned.

When you join dentsu, you're becoming part of a 65,000-strong team. A team spread across 145 countries and united along the journey to the Never Before which we look forward to you joining us. For details on the invitation, please refer to this link: <https://www.brand.dentsu.com/en/>

We believe this is an exciting opportunity and very much look forward to your contributing to and sharing in our success. If you agree to the terms set out above, please sign and return this letter to us by. We look forward to hearing from you soon.

"I have no objection in **WAT Media Pvt Ltd.** sharing my personal information and documents, including but not limited to Government issued ID, name, father's name, gender, date of birth, addresses, mobile number, email, educational record(s), employment record(s), professional reference details with OnGrid (Handy Online Solutions Private Limited). I provide my consent to use this information for the purpose of background checks and verifications."

Sincerely,

For **WAT Media Pvt. Ltd.**



Rohit Arora
Associate Vice President - HR

Employee Signature

TRAINING AND EMPLOYMENT AGREEMENT

This Agreement is made and entered into at Mumbai on this _____ day of _____ 2021.

BETWEEN

Clover Infotech Pvt. Ltd., a Private Limited Company incorporated under the provisions of the Companies Act, having its office at Dhana Singh Processors, 2nd Floor, Vazir Glass Lane, J B Nagar, Andheri (East), Mumbai - 400059, India, hereinafter referred to as “**the Company**”, (which expression shall unless be repugnant to the context or meaning thereof deem to mean and include its successors and assigns) of the **FIRST PART**

AND

_____, Son/Daughter/Spouse/Sister/Brother of
_____, aged ____ years and permanently residing at

_____, hereinafter referred to as
“**Trainee**” or “**Employee**” as the case may be (which expression shall unless be repugnant to the context or meaning thereof deem to mean and include his/her heirs executors and successors) of the **SECOND PART**

The Company and the Trainee/Employee are hereinafter collectively also referred to as “**Parties**” and individually as “**Party**”.

WHEREAS

- A. The Company is a leading technology services and solutions provider with expertise in providing technology related to Application, Database, Middleware, and Infrastructure (“**Business**”).
- B. The Trainee has accepted the offer made by the Company to impart training and agrees to be trained for 12 months as Trainee and thereafter to render services to the Company for a period of 18 months as Employee.
- C. The Trainee is aware that for working efficiently for this technology Company, the Trainee will require considerable amount of orientation and acclimatization before the Trainee can be fully effective and productive, and the Trainee recognizes that the Company has to provide to the Trainee specialized training in _____ **Technology**.

- D. The Trainee further recognizes that during such period of training, orientation & acclimatization and even thereafter on an ongoing basis, the Company will be required to spend considerable amount of resources including his emoluments, besides allowing the employee to have access to the business secrets of the Company in several spheres of its technical activities.
- E. The Trainee is aware that non-fulfillment of the terms of this agreement by the Trainee whether in full or in part, would seriously affect the work and reputation of the Company. It will also cause financial loss to the Company besides loss of credibility, disruption of services and stalling of ongoing projects, cost of rehiring & retraining.
- F. The Trainee has entered into a Non-Disclosure Agreement of even date ("**NDA**") with the Company for protection of confidentiality of all the information furnished by the Company to the Trainee during the period of training and to the employee thereafter for executing various projects of which he/she would be a part during his/her tenure with the Company.
- G. The Trainee has willingly and without any duress agreed to execute this agreement to be a trainee for a minimum period of 12 months and any further extension; and thereafter as an Employee for a minimum period of 18 months on such terms & conditions set out in the Letter of Appointment to be signed separately.
- H. The Trainee accepts that the cost of training is of the order of Rs. 2.5 Lacs and that he/she will pay a Security Deposit of Rs. 1 Lac by way of Demand Draft drawn in the name of the Company and further agrees that in the event of committing breach of any of the terms and conditions of this contract, the Company is entitled to forfeit the Security Deposit of Rs. 1 Lac and entitled to recover by way of liquidated damages to the extent of Rs. 1.5 Lacs.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES, COVENANTS AND UNDERTAKINGS SET FORTH HEREIN, THE COMPANY AND THE TRAINEE/EMPLOYEE HEREBY AGREE AS FOLLOWS

1. APPOINTMENT

- 1.1 On and subject to the terms and conditions of this Agreement, and based on the representations made by Trainee to the Company, that he/she has the requisite competence, expertise, capability and capacity to be trained and to serve the Company, the Company hereby engages the Trainee and the Trainee agrees to be appointed as a Trainee of the Company to be trained, for a period of 12 months and to provide his / her services thereafter for _____ months exclusively to the Company in accordance with the terms and conditions to be set out in the letter of appointment to be issued separately.

- 1.2 The Trainee after the training period, shall be responsible for rendering such services as may from time to time be directed by the Company and accepts duties, responsibilities and reporting lines.
- 1.3 The HR Policy Manual and the Company's code of conduct, copies of which have been duly provided to the Trainee and the Trainee by signing this Agreement has duly acknowledged the receipt of the same, is by reference being made a part of this Agreement and all the terms and conditions provided in the said HR Policy Manual and the Company's code of conduct, as amended from time to time, shall be deemed to be a part of this Agreement.
- 1.4 The Trainee/Employee agrees that during his/her training/employment with the Company, the Trainee/Employee shall be bound by the terms and conditions mentioned herein, rules and regulations of the Company as mentioned in the HR Policy Manual, the Company's code of conduct, any other existing and/or new policies issued by the Company, this Agreement and/or other documents of and agreements with the Company, as may be executed and amended from time to time. The Company shall inform the Trainee/Employee of such amendment to the existing policies or issuance of any new policies electronically.
- 1.5 The Trainee/Employee agrees that provisions of this Agreement and the HR Policy Manual and the Company's Code of Conduct relating to confidentiality and non-solicitation shall survive the termination, more specifically mentioned on 13.6 of this agreement.

2. TRAINEE'S/EMPLOYEE'S OBLIGATIONS

- 2.1 The Trainee/Employee hereby agrees, acknowledges, and accepts as follows: -
 - a. that the training will be conducted at Clover Academy, at Mumbai and/or various divisions of the Company as deemed appropriate. The Company shall be entitled to change the venue or impart training at more than one place. The Company reserves the right to transfer the Employee to any of its locations in India and further reserves the right to transfer, assign or depute the Employee's services to any of its group companies at any location.
 - b. that substantial expenses, time and effort will be invested by the Company to impart specialized skills and knowledge to the Trainee during the Training Period. The expenses towards training have been mutually accepted and quantified as Rs. 2.5 lacs [Two lacs Fifty Thousand only]. In consideration of the expenses to be incurred by the Company for training as quantified above, the Trainee agrees and undertakes to sign the agreement with Company

for a minimum period of 30 (thirty) months from the Signing Date, such period being inclusive of 12 (twelve) months training

period (“**Training Period**”) plus 18 (Eighteen) months of Employment Period (“**Employment Period**”) (Training Period, Employment Period shall hereinafter collectively referred to as “**Agreement Period**”);

- c. that during the Agreement Period, he/she shall not resign and shall not cease to report to work without giving a notice to his/her immediate superior of his/her likely absence from work at least [5] days prior to such absence. **Explanation:** In computing the term of 30 months period as mentioned above (Agreement Period), the period during which the Trainee/Employee is on unauthorized absence or leave without pay and/or study leave, the same shall be excluded and accordingly the Agreement Period will get automatically extended by such number of days;
- d. that the Company will provide him/her with the avenues for enhancement of his/her job skills, knowledge and specialization. The Trainee further agrees that he/she shall maintain the ‘Study Articles’ with the highest standards of diligence and care and shall forthwith return the ‘Study Articles’ to the Company upon the termination or earlier determination of his / her employment with the Company;
- e. that during his/her employment with the Company, he/she shall devote his/her time, attention and skill exclusively to the duties and responsibilities entrusted to him/her and to the business affairs of the Company and shall perform his/her duties faithfully, diligently and efficiently as per the directions of the Company;
- f. exercise such powers as may from time to time be assigned to or vested in him/her and shall obey all reasonable and lawful directions and instructions given to him/her by the Company in connection with the Business of the Company diligently and faithfully;
- g. use his / her best endeavors to promote the interest of the Company;
- h. travel on behalf of the Company both within India and abroad as the Company may direct;
- i. be bound by and shall comply with rules and regulations of the Company, which are in force at present or that may come into force from time to time;
- j. at all times during his / her Agreement Period with the Company, be compliant to the good industry practices followed by any individual performing similar functions, all laws as may be applicable and all polices and standards as may be laid down by the Company;

- k.** perform services not only for the Company but also for any of its subsidiary and/or associated companies or partnerships or clients whether in existence at present or in future as the Company may from time to time reasonably require;
- l.** without any incremental salary (except as otherwise agreed) accept such offices in any of the Company's subsidiary and/or associated companies or partnerships as the Company may from time to time reasonably require;
- m.** not accept compensation in any form from any outside party for any actions performed on behalf of the Company without express written permission of the Company;
- n.** not copy, not reproduce, store in a retrieval system or transmit in any form or by any means – electronic, mechanical, photocopying, recording, scanning or otherwise – any copy written material which is the property of the Company – for his / her own benefit or for the benefit of any third party – either during the course of his / her training/appointment or on his / her separation from the Company;
- o.** not disclose or divulge any secrets or confidential information, dealing of the Company which have or may come to his / her knowledge directly or indirectly while working with the Company or otherwise to any one whether a trainee / employee of the Company or outsider while working with the Company or otherwise unless compelled to do so by law;
- p.** not directly or indirectly pursue, carry on or be engaged or interested in any business, trade or profession or otherwise take up any engagement, contract for service(s), or employment or other form of arrangement, whether written or oral, and whether during working hours or otherwise, to provide consultancy, advisory or any other services to any other party other than the Company, which may come in conflict with his / her interest and duty in the Company;
- q.** not enter into on behalf of the Company any commitment, contract and/or arrangement and/or engage in any business and/or consultancy and/or employment other than as contemplated under this Agreement and/or outside the scope of his/her normal duties;
- r.** during the course of the Agreement Period, the Trainee/Employee shall undergo a written test and/or oral reviews as per the training schedule of Clover Academy;
- s.** he/she shall not misuse the Company's and/ or any of its subsidiary's and/ or affiliate's and/or group company's and/or any of the client's property/assets and IT infrastructure and shall use such property/assets and IT infrastructure only for the limited purpose of rendering his/her services under this Agreement;

t. his/her appointment in the Company is subject to verification of the particulars mentioned in his/her application and the original qualification certificates and also the Trainee/Employee being medically fit for performance of the services under this Agreement. In the event the original qualification certificates are not found to be legitimate or accurate or if the Trainee/Employee is found to be medically unfit during any time of his/her training/employment, his/her services are liable to be terminated without any reason or notice thereof at any time.

2.2 The Trainee/Employee specifically agrees that he/she shall under no circumstances, be entitled to leave the training and employment offered by the Company before the expiry of minimum period of 30 months because he/she is aware that the Company has agreed to engage/ appoint him/her only upon this representation and undertaking.

2.3 If for any reason whatsoever, the Trainee/Employee ceases to be on the rolls of the Company [other than as a result of death or permanent disability] within the aforesaid Agreement Period after the date of joining viz. _____ then the Trainee/Employee shall pay to the Company liquidated damages of Rs. 1.5 Lacs apart from forfeiture of 1 Lac Security Deposit.

3. COMPANY'S OBLIGATIONS

During the period of this Agreement with the Company, the Company will:-

3.1 provide an opportunity to the Trainee/Employee for acquiring such theoretical and practical knowledge as may be prescribed from time to time;

3.2 in order to enable the Trainee/Employee to perform his duties in an efficient and productive manner, the Company will provide him/her with an opportunity to orientation and acclimatization in any of the necessary and relevant aspect of business of the Company. The need, scope and manner of such orientation shall be decided by the Company at its sole discretion including specialized computer training either in-house or at any of the Training centers elsewhere as may be decided by the Company;

3.3 Upon successful completion of the Training Period, the Company will provide a suitable designation to the Employee as per the Company's policy and the Employee will render services to the Company in that capacity for a minimum period of 18 (Eighteen - months).

4. REMUNERATION

- 4.1 In consideration of the covenants and undertakings of the Trainee/Employee, the Trainee shall, during the Training Period, be entitled to receive such Stipend @ - Rs. 18,750/- pm from the Company, payable monthly. Except the said stipend the Trainee shall not be entitled to any other allowances or benefits. It is expressly understood that the stipend shall be subject to such deduction as required by law.
- 4.2 The Employee will be eligible for salary (CTC) post training period in accordance with the sums set out in the table below: -

Period	Minimum and Maximum CTC per month
13 - 24 month	₹ 20,250 – ₹ 22,500
25 - 30 month	₹ 21,870 - ₹ 27000

The above-mentioned figure is indicative and is at the sole discretion of the company based on the performance.

- 4.3 In the event of termination of appointment as provided hereunder, the Trainee/Employee shall be paid salary on pro-rata basis for the days for which he/she is performing his / her contractual duties and responsibilities.

5. SECURITY DEPOSIT

- 5.1 In order to assure the Company of the fulfillment of his/her obligations under this Agreement and of the completion of the Agreement Period by him/her and in consideration of the training imparted by the Company and the costs incurred by the Company in training the Trainee, the Trainee hereby, deposits with the Company an amount of Rs. 1 lac (Rs. One lac only) by way of Demand Draft in the name of Company. The Company hereby agrees and acknowledges the receipt of the said Amount.

- 5.2 The parties acknowledge that it would be difficult to determine the damages sustained by the Company if the employment were to be terminated in a manner giving rise to payment obligation hereunder. The recitals set forth above are incorporated by reference. Therefore, the Trainee acknowledges that the cost of training quantified as 2.5 Lacs which is required to be paid by the Trainee/Employee pursuant to this Agreement in the event of breach of this agreement is fair and reasonable amount; decided by the parties as liquidated damages.
- 5.3 Upon the successful completion of the Agreement Period by the Employee, the Company shall return the Security Deposit to him/her, but without interest. In the event the Trainee/Employee does something or omits to do something that leads to the termination of his/her employment before the expiry of the Agreement Period of this Agreement, the Company shall be entitled to forfeit the entire Security Deposit and recover the liquidity damages cost of Rs. 1.5 Lacs. The Trainee/Employee agrees and acknowledges that the amount so forfeited and recoverable as balance cost is a genuine and reasonable pre- estimate of the losses that would be deemed to have been incurred by the Company as a result of the time, effort and money invested by the Company in training the Trainee/Employee and the Trainee/Employee failing to honour his/her obligation of serving the entire Agreement Period. Such forfeitures and recovery by the Company is not by way of penalty.
- 5.4 The liquidated damages payable shall be over and above any liabilities and obligations of the Trainee /Employee under any additional Agreement(s) that may be executed by the Trainee/Employee as mentioned herein.

6. INTELLECTUAL PROPERTY RIGHTS

6.1 Title

The ownership in all the Company's Intellectual Property Rights provided by the Company to the Trainee/Employee and/or made available from the Company during the course of his/her employment with the Company and/or Intellectual Property Rights including software, applications, modifications and/or improvements to existing software, processes, inventions developed and/or generated by the Trainee/Employee during performance of his/her services shall solely and legally vest and shall always solely and legally be vested in the Company and the Trainee/Employee hereby undertakes that he/she shall also perform all acts, including execution of any documents and assistance in legal proceedings that are necessary to establish or defend the ownership and/or rights of the Company in the Intellectual Property Rights in any country.

Further, the Trainee/Employee hereby acknowledges that he/she does not have, and shall not acquire by virtue of this Agreement, any rights, title and interest in and to Intellectual Property Rights and confidential information vested in the Company. The Trainee/Employee agrees to do nothing by act and/or omission, which would impair and/ or adversely affect the Company's rights, ownership and title in its Intellectual Property Rights.

For the purpose of this Clause 6, "**Intellectual Property Rights**" shall mean all rights and interests, vested and/or arising out of any industrial and/or intellectual property, whether protected at common law and/or under statute, which includes (without limitation) any rights and interests in inventions, patents, copyrights, designs, trademarks, service marks, trade-names, know-how, business names, logos, processes, developments, licenses, trade secrets, goodwill, patterns, drawings, computer software, technical information, research data, concepts, methods, procedures, designs and any other knowledge of any nature whatsoever throughout the world, and including all applications made for the aforesaid, rights to apply in future and any amendments/modifications, renewals thereto and all other intellectual property rights whether available at this time and/or in future to the Company including any intellectual property rights created and/or generated during the term of the appointment.

6.2 Disclosure

Any Intellectual Property Rights conceived and/or made and/or created by the Trainee/Employee, individually or jointly, whether in writing, digital, printed, electronic and/or in any other form developed as a result of the employment relationship between the Company and the Trainee/Employee under this Agreement, whether during the term of his employment or thereafter, shall be promptly and fully disclosed by the Trainee/Employee to the Company and shall at all times be the sole and exclusive property of the Company. It is expressly provided that the Trainee/Employee shall execute and deliver any further documents in respect of any Intellectual Property Rights as may be requested by the Company from time to time.

6.3 Assignment

Without prejudice to the provision of Clause 6.1, the Trainee/Employee hereby unequivocally and irrevocably assigns to the Company (throughout India and in all other parts of the world), in perpetuity total, absolute, unfettered and unrestricted title and rights in the Intellectual Property Rights which may be provided, processed, treated, worked on by the Trainee/Employee in respect of the services provided under this Agreement and hereby undertakes that it shall also perform all acts, including execution of any documents that may be required by the Company to file, register such Intellectual Property Rights in the Company's name and provide assistance in legal proceedings that are necessary to establish

and/or defend the ownership and/or rights of the Company in the Intellectual Property Rights in any country. This assignment shall survive the termination or cancellation of this Agreement regardless of the method or manner in which it was terminated or cancelled.

6.4 No Violation of Intellectual Property Rights

The Trainee/Employee represents and warrants that he/she has not violated the Intellectual Property Rights of any third party including any person/ any company/any firm and undertakes and covenants that he/she shall not violate the intellectual property rights of any person including that of the Company.

7 NON- SOLICITATION AND NON-COMPETE

7.1 The Trainee Employee agrees and acknowledges that the Business of the Company has been built over the years as a result of untiring efforts and perseverance on the part of its promoters, management, employees, shareholders and all other stakeholders and in that spirit absolutely, unequivocally and irrevocably undertakes to be bound by the terms contained in this Clause 7.

7.2 The Trainee/Employee hereby agrees and undertakes that, he/she will wholly devote himself/herself to the work assigned to him/her and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Further, the Trainee/Employee agrees and undertakes that he/ she shall not, during his/her training/employment with the Company, either personally or through an agent, or otherwise, in any other manner, directly or indirectly enter the employment of, consult for, be engaged by, or render any services to any Competing Business. For the purpose of this Clause 7, Competing Business shall mean, with respect to the Trainee/Employee, to start, participate, promote, undertake, partner, operate, acquire/hold a stake in, or be associated with and/ or concerned in any way, whether directly and/ or indirectly, in a business, firm, company or person in India which competes with the Business and/ or are similar to services being provided by the Company;

7.3 The Trainee/Employee hereby further agrees and undertakes that, except as otherwise agreed in writing by the Company he/ she shall not, during his/her employment with the Company and 2 (two) years thereafter, either personally or through an agent, or otherwise, in any other manner, directly or indirectly:

- (i) solicit or induce any existing or prospective (i.e. any person or organization with whom the Company and/ or any of its subsidiaries and/ or affiliates and/or group

companies is in advanced stages of exploring a professional relationship) client or customer or strategic partner of the Company to terminate its business relationship with the Company; or

- (ii) abet/aid the solicitation or inducement by a Competing Business of any employee/associate currently employed/engaged by the Company hereof; or
- (iii) solicit employment of, induce, aid, abet or advise or otherwise interfere with the relationship of the Company and/ or any of its subsidiaries and/ or affiliates and/or group companies with any other associate or employee of, or any person or organization providing services to or through the Company and/ or any of its subsidiaries and/ or affiliates and/or group companies to terminate his/their contract or relationship with the Company or to breach his / their terms of employment/ engagement with the Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or
- (iv) take any action that might divert from the Company and/ or any of its subsidiaries and/ or affiliates and/or group companies, any opportunity that would be within the scope of any of the Company's or such subsidiaries' and/ or affiliates' present or future Business; or

7.4 It is expressly clarified that the Trainee/Employee shall be deemed to be connected with the Competing Business in any of following situations:

- (i) the Trainee/Employee carries such Competing Business as principal or agent; or
- (ii) the Trainee/Employee is a partner, director, employee, secondee, consultant or agent in, of or to any person who carries on the Competing Business; or
- (iii) the Trainee/Employee or any of his relatives has any financial interest (as shareholder or otherwise) in any person who carries on the Competing Business; or
- (iv) the Trainee/Employee is a partner, director, employee, secondee, consultant or agent in, of or to any person who has a direct or indirect financial interest (as shareholder or otherwise) in any person who carries on the Competing Business.

7.5 The Trainee/Employee hereby acknowledges and agrees that the limitations as to time and the limitations of the character or nature placed in this Clause 7 are reasonable and fair.

7.6 The Trainee/Employee acknowledges that any violation of the terms of this Clause 7 would result in irreparable and irreversible damages to the Company, which could not be adequately compensated by monetary award alone. In the event of any violation by the Trainee/Employee of the terms of this Clause 7 and in addition to all other remedies available at law and at equity, the Company shall be entitled as a matter of right to apply to a court of competent equitable jurisdiction for relief, restraining order, initiating criminal proceedings, injunction, decree or other remedy as may be appropriate to ensure compliance of the Trainee/Employee with the terms of this Clause 7.

8 REPRESENTATIONS, WARRANTIES, UNDERTAKINGS AND COVENANTS

8.1 The Trainee/Employee hereby represents, warrants, undertakes and covenants as follows:

- a. The Trainee/Employee has the necessary know-how, expertise, experience and capability to render the services under this Agreement and will perform the services in an efficient manner;
- b. The Trainee/Employee has executed and delivered this Agreement as his/ her free and voluntary act, after having determined that the provisions contained herein are of benefit to him/ her, and that the obligations imposed on him/ her hereunder are fair and reasonable;
- c. The Trainee/Employee has read and fully understood the terms and conditions set forth herein, the HR Policy Manual and the Company's code of conduct and has had time to reflect on and consider the benefits and consequences of entering into this Agreement, and has obtained independent legal advice in connection with the execution of this Agreement;
- d. The Trainee/Employee has all requisite authority and rights to enter into and to perform his/ her obligations under this Agreement and he/ she has full and absolute

power to execute and enter into this Agreement, and does not and will not violate any law, rule, regulation, order, or decree applicable to it; and

- e. That no proceedings are pending against him/ her which shall have material adverse impact on the implementation of this Agreement or on his/ her obligations under this Agreement.

9 TERMINATION

9.1 The Company shall have the full authority and right to forthwith terminate the services of the Trainee/Employee, if in the opinion of the Company, the conduct or performance of the Trainee/Employee, during the period of this agreement, is found to be unsatisfactory. In such an event, the consequences of the Trainee/Employee leaving the service of the Company before the aforesaid minimum period shall be attracted namely forfeiture of Security Deposit of Rs. 1 Lac and Rs. 1.5 Lac recoverable as liquidity damages.

9.2 Upon the occurrence of the following events anytime during the Agreement Period, the Company may, unilaterally and forthwith, terminate the Trainee's/Employee's appointment under this Agreement provided that the Company shall pay all legal dues as are due and accrued to the Trainee/Employee on the date of such termination. Further, if such deemed termination occurs during the Agreement Period, the Trainee/Employee shall forfeit the Security Deposit of Rs. 1 Lac and the Company will have the right to recover a sum of Rs. 1.5 Lacs towards Liquidity Damages as agreed:

- (i) Dereliction or gross negligence in the performance of duties by the Trainee/Employee; or
- (ii) Material or continued breach by the Trainee/Employee of any of the terms of this Agreement; or
- (iii) Material or continued breach by the Trainee/Employee of any of the policies of the Company for the time being in force and as may be amended from time to time; or
- (iv) Failure to comply with the directions given to the Trainee/Employee by persons so authorized; or
- (v) Any conduct which in the opinion of the Company is prejudicial to the interest of the Company or to the interests of its clients; or

- (vi) Any acts or omissions on the part of the Trainee/Employee which are unethical, fraudulent, unlawful and/ or corrupt; or
- (vii) Misuse or misappropriation by the Trainee/Employee of the Company's property and/ or any of its subsidiaries and/ or affiliates and/or group companies and/or clients; or
- (viii) The Trainee/Employee being convicted for any offence involving moral turpitude, or for any material offence which is likely, in the Company's reasonable view, to cause embarrassment and disrepute to the Company.

9.3 During the Trainee's/Employee's training/employment with the Company, if he/she fails to report to work for a consecutive period of five (5) working days (other than days when the Trainee/Employee is on authorized leave or absence with prior intimation), it shall be construed as he/she is abandoned the services of the company and deemed terminated from his/her employment with the Company. In such an event the Company shall however have the right to recover from the Trainee/Employee such amount as is equivalent to two (2) months' (or such longer period as maybe stated in the HR Policy Manual) salary as may be drawn by him/her at the time of such deemed termination. Further, if such deemed termination occurs during the Agreement Period, the Trainee/Employee shall forfeit the Security Deposit of Rs. 1 Lac and the Company has the right to recover the liquidity damages of Rs. 1.5 Lacs as agreed.

9.4 The Company shall have the right to terminate the employment, at any time:

9.4.1 by giving the Trainee fourteen (14) days prior written notice declaring its intention of terminating the employment under this Agreement or paying 14 (fourteen) days' salary in lieu of the abovementioned notice if such termination occurs during the first 6 months of the Training Period; or

9.4.2 by giving the Employee prior written notice of two (2) months or such longer period as maybe stated in the HR Policy Manual ("**Company Notice Period**") declaring its intention of terminating the employment under this Agreement or by paying salary in lieu of the Company Notice Period if such termination occurs after the expiry of the Probation Period.

9.4.3 In the event such termination by the Company happens during the Agreement Period, the Trainee/Employee shall forfeit the Security Deposit of Rs. 1 Lac and the Company has the right to recover the liquidity damages of Rs. 1.5 Lacs as agreed.

9.5 Upon the termination of this Agreement, howsoever arising, the Trainee/Employee shall:

- (i) Forthwith handover, deliver to the Company, any equipment or material including correspondence, lists of clients, documents, disks or computer programs or any other printed or reproduced material made or compiled by or delivered to the Trainee/Employee during his/ her appointment or which may have come in his/ her possession as a result of the implementation of this Agreement hereunder and concerning the business finances or affairs of the Company, its subsidiary and associated companies and partnerships and the clients of the same;
- (ii) Not retain any copies or extracts of the documents, whether in digital, printed, electronic or in any other form, containing any data, confidential information, any information and/or documents, reports pertaining to the services rendered by the Trainee/Employee, nor shall the Trainee/Employee make use thereafter of any confidential information, knowledge or process or technical information acquired by the Trainee/Employee during rendering the services by the Trainee/Employee; and
- (iii) Comply with the obligations set out by the Company which includes handover of job/role related responsibilities to such person(s) nominated by the Company on his/ her behalf and deliver all the Company's properties in his/ her possession, custody or under his/ her control, including without prejudice to the generality of the foregoing all documents, data, programs, charts, drawings, specifications, notes, correspondence, working paper files, assignment related commitments and other documents of whatever nature whether in hard and/or soft form and objects, articles, properties provided by the Company and/or its clients to the Trainee/Employee.

9.6 The Trainee/Employee shall, during the notice period, fulfill all his/ her responsibilities and obligations entrusted to him/ her in the same manner as he/she was fulfilling earlier as per the terms of this Agreement and additionally shall fulfill all transitional responsibilities entrusted to him/ her in the notice period so as to effect a smooth transition upon the Trainee/Employee leaving the employment of the Company.

9.7 That the Trainee/Employee wishing to terminate the Training and Employment Agreement must serve 60 days' notice, and in that event the Trainee/Employee shall forfeit the Security Deposit of Rs. 1 Lac and the Company shall also have the right to recover a sum of Rs.2 Lacs, as agreed, by way of Liquidity Damages.

10 INDEMNITY

The Trainee/Employee irrevocably, unconditionally and absolutely agrees to indemnify defend and hold harmless the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents, promptly upon demand at any time and from time to time, against any loss, claims, damages (whether direct, indirect, general or special), costs (including reasonable attorney fees), actions, proceedings, etc., caused to or made against or suffered by the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents directly or indirectly by reason of or in connection with any breach of any covenants or undertakings contained herein. The Trainee/Employee is aware that any breach of this Agreement by the Trainee/Employee may expose the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents to claims, actions, and proceedings by a third party to whom the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents may have an obligation of confidentiality and the Trainee/Employee confirms that the indemnity contained herein shall extend also to any claims, actions, and proceedings by a third party and any costs, charges, expenses and damages caused to or suffered by the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents on account thereof, whether or not the Trainee/Employee was aware of such obligation of the Company to such collaborator or third party.

11 GOVERNING LAW AND JURISDICTION

11.1 This Agreement shall be governed and construed in accordance with the laws of India in relation to any legal action or proceedings to enforce this Agreement and subject to Clause 13.2, the courts of Mumbai shall have exclusive jurisdiction to resolve any dispute arising out of or in connection with this Agreement.

11.2 Any dispute arising out of this Agreement shall be referred to binding arbitration. Such arbitration shall be conducted by a sole arbitrator to be appointed by the Chairman of the Company. The arbitration proceedings shall be conducted in English language and shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The seat and place of arbitration shall be Mumbai.

12 NOTICES

All notices, requests, representations, and other communications hereunder shall be in writing to the Company by the Trainee/Employee and all notices, requests and other communications by the Company to the Trainee/Employee shall be deemed to have been duly given only if

they are delivered personally to the Trainee/Employee by facsimile transmission or mail (first class postage prepaid) or by electronic mail at the following addresses or facsimile numbers:

If to the Company:

Attention: **HR Department, Clover Infotech Pvt Ltd**

Address: 2nd Floor, Dhana Singh Processors Building, Vazir Glass Lane, J B Nagar, Andheri (East), Mumbai - 400059, Maharashtra, India.

Along with a copy by email to: cloverhr@cloverinfotech.com

If to the Trainee/Employee:

Attention: _____

Address:

Contact No: _____

Email: [at least two working email ids should be provided]

Any change in the address of either the Company or the Trainee/Employee shall be notified to the other Party in the same manner mentioned hereinabove.

13 MISCELLANEOUS

13.1 Entire Agreement

This Agreement shall be read along with and be supplemental to the terms of the HR Policy Manual and the Company's code of conduct. To the extent of any inconsistency between this Agreement and the HR Policy Manual and the Company's code of conduct, the provisions of this Agreement shall prevail in respect of the subject matter of this Agreement. Save as aforesaid and except as otherwise agreed among the Parties in writing, this Agreement and the NDA constitutes the entire agreement of the Parties in respect of the subject matter

hereof and thereof and shall supersede any previous understanding or agreement on such subject matter.

13.2 Amendment

This Agreement shall not be amended except by a signed agreement in writing between the Parties

13.3 Non Waiver

No failure on the part of the Company to exercise, and no delay in exercising any rights hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any such right preclude any other or future exercise thereof or the exercise of any other right.

13.4 Assignment

This being a personal contract, the Trainee/Employee shall not assign or transfer any of his/her rights and obligations under this Agreement. The Company shall have a right to assign this Agreement and the Trainee/Employee shall take all such actions or sign all such documents as may be requested by the Company.

13.5 Severability

Each and every obligation under this Agreement shall be treated as a separate obligation or obligations being or becoming unenforceable in whole or in part. To the extent that any provision or provisions of this Agreement are unenforceable, they shall be deemed to be deleted from this Agreement, and any such deletion shall not affect the enforceability of the remainder of this Agreement not so deleted, provided the fundamental terms of Agreement are not altered.

13.6 Survival

Cancellation, expiration or earlier termination of this Agreement shall not relieve the Parties of obligations that by their nature should survive such cancellation, expiration or termination including Intellectual Property Rights (Clause 6), Non- Solicitation and Non-Compete (Clause 7), Representations, Warranties, and Covenants (Clause 8) Indemnity (Clause 10), Governing Law and Jurisdiction (Clause 11), Notices (Clause 12), Survival (Clause 13.6).

13.7 Counterparts

This Agreement may be executed in Two (2) or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument and any Party may execute this Agreement by signing any One (1) or more of such originals or counterparts.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement on the day and year first above written.

For CLOVER INFOTECH PVT LTD

Name (Authorized Signatory) Ms. Elizabeth Paul

Signature _____

Date _____

Name (witness) Mr. Subham Banerjee

Signature _____

Date _____

Name (Trainee/Employee) _____

Signature _____

Date _____

Name (witness) _____

Signature _____

Date _____

SALARY ANNEXURE			
Name	Sakshi Pradip Gaikwad	Salary Details	
Location	Mumbai	Monthly CTC	Annual CTC
Effective Date	July 18, 2022		
Designation	ASSOCIATE - F & A SERVICES		
"A" Fixed			
1	Basic	7,250	87,000
2	HRA	3,625	43,500
3	Bonus	2,708	32,500
4	Variable Pay	2,536	30,436
"A" Sub Total - Fixed		16,120	1,93,436
"B" Reimbursements			
5	Vehicle Reimbursement	0.00	0.00
6	Leave Travel Allowance	0.00	0.00
"B" Sub Total - Reimbursements/Allowance		0.00	0.00
Gross Salary (A+B)		16,120	1,93,436
"C" Retirals			
7	Provident Fund (Employers Contribution @ 12%)	1,174	14,092
8	Gratuity (@4.81% of Basic)	349	4,185
9	ESI (Employers Contribution @ 3.25% of gross/month)	524	6,287
"C" Sub Total Retiral Benefits		2,047	24,564
Total Salary Cost (A+B+C)		18,167	2,18,000
"D" Insurance/Other Benefits			
10	Medical Insurance Premium	0.00	0.00
"D" Sub Total - Insurance/Other Benefits		0.00	0.00
"E" Variable Pay			
11	Performance Linked Variable Pay	0.00	0.00
"E" Sub Total - Variable Pay		0.00	0.00
Total Cost to Company [A]+[B]+[C]+[D]+[E]		18,167	2,18,000
Other Benefits/Information			
Mediclaim Coverage	Self and dependant family members are covered for Group Medical Insurance for sum of ₹ 0.00 Lacs per family (family floater)		
Accident Insurance	You are covered under group accident insurance policy for ₹ 10,00,000 lacs		
Term Life	You are covered under term life insurance policy of ₹ 10,00,000 lacs		
Income Tax	Appropriate Income Tax would be deducted in the payroll every month		
Performance Linked Variable Pay	*Performance Variable Pay will be calculated on individual performance and is paid on yearly basis provided the employee is on the rolls of the Company at the time of disbursement.		
Gratuity	The gratuity payment will be as per The Payment of Gratuity Act, 1972		

For Hinduja Global Solutions Limited

Signature Not Verified

Digitally signed by SHIRUDE PRAJAKTA
MADHUKAR
Date: 2022.07.16 16:10:45 +05:30
Reason: Offer

(Prajakta Shirude)
Head-Human Resources
Business Services Division

Sakshi Pradip Gaikwad
Date:

This is a digitally signed document and does not require physical signature

HINDUJA GLOBAL SOLUTIONS LIMITED

7A, Summerville, Junction of 14th & 33rd Road, Bandra (W), Mumbai - 400050. Telephone: +91-22-42003750/53

CIN: L92199MH1995PLC084610

Regd. Office: Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018. India. Telephone: 91-022-2496 0707

Fax: 91-22-2497 4208, Website: www.hgsbs.com, Registered in England No: 3017799

Excel Vidyalankar Campus Drive Interns select... Open in Excel Download Save to OneDrive Hide email

File Home Insert Draw Page Layout Formulas Data Review Search

12 B General

	A	B	C	D	E	F	G
1	Vidyalankar School of Information Technology Wadale Campus Recruitment						
2		Candidate Name	Contact	Qualification	Strength	Weaknesses	Residence
3	1	Nisha Khillari	7304258863	BFM - Sci	Capabale, dedicated	Relentless until Task gets completed	BARC Chembur
4	2	Fatema Rampurawala	9833353205	BSc. IT	Self Driven, Communication	Emotional	Mazgaon
5	3	Manisha Tak	8356802949	BAF - Commerce	Sincere, Positive Mindset	Average Communication	Sion
6	4	Mohil Chauhan	9892052918	BAF - Commerce	Quick learner, Sincere	2 Yrs of experience	Matunga Centra
7	5	Sagar Yadav	8928240131	BSc. IT	Quick learner, Team Work	One Project at a time	Santacruz E
8	6	Sahil Wagh	7977395113	BSc. IT	Quick learner, Team Work	Fumble	Naupada, Thane
9	7	Sandeep Pedini	8898944037	BSc. IT	Self Driven, Positive mindset	Fumble, Average Communication Skills	Kurla
10	8	Sanskriti Ambre	9702956418	BFM - Commerce	Sincere, Positive Mindset	Relentless until Task gets completed	Lalbaug
11	9	Shruti Baikar	7977426706	BSc. IT	Self Driven, Communication	Time Management, distracted	Chunabhatti
12	10	Manish Uplanchi	9867752053	BSc. IT	Self Driven, Communication	Fumble	Sion
13							
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21							

Workbook Statistics Give Feedback to Microsoft 100% +

FW: Vidyalankar Campus Drive (List of shortlisted Full Time and Interns)

You replied on Thu 4/21/2022 12:55 PM

MA Murali Anantha
To: Kavita... +4 others Thu 4/21/2022 12:35 PM

selected). You need to notify each student from your course that they are selected for internship at MT Educare and they need to report to the MT Educare head office at Mulund on 25th April for the onboarding process. After the onboarding process they will be working at their assigned location.

Will share the address of the Mulund office shortly.

Make sure that you speak to each student and ensure they join on 25th. These are all current SY students. Send me confirmation once done.

Regards,

Murali Anantha
Training and Placement Officer
9820440738

Vidyalankar
Educational
Campus

VSIT Vidyalankar School of Information Technology
College Marg
Mumbai - 400 037



Ref: HR/MAR/22/A3/59814301/60429671/1001179714

Date: 30 March, 2022

Mr. Santosh Mane
Kunbi chawl near padua high school
Mankhurd goan
T F Donar 400088
Maharashtra, India

Dear **Mr. Santosh**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Executive - Payroll** in **Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Navi Mumbai, Maharashtra.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 06 June, 2022.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,00,000/- (Rupees Three Lac(s) Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. Fixed Pay: Rs. 3,00,000/- (Rupees Three Lac(s) Only) per annum.

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. Retirals: Rs. 27,795/- (Rupees Twenty Seven Thousand Seven Hundred Ninety Five Only) per annum.

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
www.relianceretail.com



The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited

Gulur Raghavendra Venkatesh
CHRO - Reliance Retail

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
www.relianceretail.com

Annexure 1A			
Name: Santosh Mane			
EARNINGS			
CTC Components	Proposed CTC (Rs.)		
	Monthly	Annual	
A. Fixed Pay			
1	Basic Pay	10,733	1,28,790
Choice Pay			
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	0	0
7	Residual Choice Pay	6,585	79,020
Housing			
8	House Rent Allowance	5,366	64,395
Retirals			
9	PF - Employer Contribution	1,800	21,600
10	Gratuity (4.81% of Basic)	516	6,195
Total Fixed Pay [A]		25,000	3,00,000
Total CTC (A)		25,000	3,00,000
<p>Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.</p> <p>(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965. (**) For Insurance Premium debits, please refer Annexure 1B</p>			

Insurance (Pay Slip Debit As Per Grade)	Monthly	Annual
GPA Insurance Premium		
Group Term Life Insurance Premium		
Medical Insurance Premium		



Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. PROBATION:

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You

will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it

deems proper in the event of your failure to account for such material or property to its satisfaction.

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will 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 or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. TERMINATION OF EMPLOYMENT:

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - i. Return to work within 8 days from the commencement of such absence, and
 - ii. Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name:

Signature:

Date:

To,

Shivangi Ashok Verma

Room no 34, bhagyodaya rahivashi sangh, bhimwadi, Near Hallmark Apartment, Wadala east

Dear Shivangi Verma,

We are pleased to appoint you as "Associate Branch Relationship Officer" in the "HDFC Bank Relationship" Department at Thane Makhmali Talao Location of Aditya Birla Sunlife Insurance Company Limited ("Company"). Your appointment is effective from your Date of Joining i.e. 13/06/2022. ("DOJ")

Your employment with the Company shall be subject to the following terms and conditions:

1. Details of your compensation are as per the attached Annexure "A". The payment of compensation shall be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable laws in force from time to time. In addition to your fixed pay, you will be covered under the Sales Incentive Plan. The payout will be based on your performance and dependent on parameters that are defined under the Sales Incentive Plan from time to time.
2. Your compensation may be revised from time to time in accordance with Company's policies.

Probation, Confirmation & Separation:

3. You will be governed as per Company's Sales Progression Plan, as applicable in your grade and will be communicated to you on your joining. This will be based on your performance and dependent on parameters that are defined under the Sales Progression Plan from time to time.
4. Initially you will be on probation for a period of 6 (six) months from the Date of Joining the Company. Your services will be confirmed on successful completion of New Hire Goalsheet as mentioned in Annexure "B", else you would continue in probation till such time as your services are either confirmed in writing or terminated as per clauses below.

5. Once confirmed, unless the employment is terminated earlier, you shall continue to be in the employment of the Company up till attainment by you of the age of superannuation, as set out in the Company policy from time to time, which at present is 60 years. Your superannuating age will be calculated against the date of birth proof submitted at the time of joining the Company.
6. During the probation either party may terminate the service by: (i) giving 15 days' written notice; or (ii) payment in lieu of notice period to be paid by the party terminating the services to the non-terminating party.
7. Post confirmation, either party may terminate the service by (i) giving < 30> days' written notice; or (ii) payment in lieu of notice period to be paid by the party terminating the services to the non-terminating party. The services can also be terminated by the Company on Grounds of non-performance of the employee, on which issue the decision shall be taken the sole discretion of the Company, by (i) giving 30 days' written notice; or (ii) payment in lieu of notice period to be paid by the Company to the employee.
- 8. Payment in Lieu of Notice Period:** In case either party wishes to make payment instead of continued employment during the notice period (both during the probation period and post confirmation) then the same be calculated on a daily basis, on the basis of Basic Salary. The payment shall have to be made for the number of days falling short of the notice period.
9. It is clarified that the Company reserves the right to either to accept or to deny, at its sole discretion, the payment in lieu of notice period, if so requested by the employee, both during probation period and post confirmation, and may ask the employee to serve the full notice period.
10. The employee cannot avail of any privilege leave during the notice period, except with the prior approval of the head of department/function. It is clarified that the employee is not entitled to any privilege leave during probation period, thus, cannot claim to avail the same during the notice period in case of termination of employment during the probation period.
11. The final relieving of the employee from the employment shall be subject to (i) the employee's satisfactory handover of the duties and all information and documents pertaining to the work of the employee to the Company's representative or the employee's successor; (ii) settlement of outstanding dues payable form the employee to the Company; (iii) service of notice period or

payment in lieu thereof, as the case may be; and (iv) clearance from your immediate supervisor and such other departments as may be prescribed in the Company Policy.

12. Termination for Cause: The Company reserves the right to terminate your employment immediately without giving a notice period of service or payment in lieu of notice period in case reason for the same exists ("**Termination for Cause**"), which circumstances include but are not limited to: (i) any violation of the terms and conditions of employment as contained in this letter or as contained in any of the rules, regulations and policies of the Company, as shall be amended from time to time; (ii) In case the Company : finds you guilty of misconduct, dishonesty or acting in a manner prejudicial to or conflicting with the interests of the Company; and (iii) in case you absent yourself from the services of the Company without prior approval for four (4) consecutive days or overstay sanctioned leave without prior intimation and approval by four (4) consecutive days; in this case you will be deemed to have abandoned service voluntarily and shall have to pay to the Company payment in lieu of notice.

Actions Upon Ending of Employment:

13. In the event your retirement (upon attaining the age of superannuation), separation or termination of your employment by the Company for any reason whatsoever, you will promptly return to the Company, all documents, files, notes, lists, credit cards, computer disks, recordings, print-outs, drawings, any other assets (including, without limitations, any materials reflecting or containing Confidential Information) that are in your possession or under your control and that relate to the operation and business of the Company. You shall not be entitled to retain any duplicates or summaries of or notes on any of the foregoing.

14. In case you are provided with accommodation by the Company, then upon end of your employment with the Company, howsoever caused, you shall vacate the premises in accordance with the rules of the location of your posting and of the Company and within the time frame prescribed therein, subject to any other time frame as may be specifically communicated to you in writing.

Leaves:

15. You will be governed by the Company's leave policy in force and as applicable to your category of employees from time to time.

Traveling:

16. In the course of your employment, you may be required to travel to domestic and foreign locations in connection with the Company's business, according to the directions and instructions issued by the Management, from time to time, for which you will be reimbursed expenses in accordance with the relevant travel policies.

Transfer:

17. Your services are liable to be transferred, as per Company Policy, to any other associate or affiliate entity of the Company and such transfer can be to any other domestic or international location. Upon transfer you shall be paid relocation expenses as per Company Policy. The Company is a part of the Antifrazile and the companies in the Antifrazile are affiliates of the Company. It is understood and agreed that the Company shall have the right to transfer/second you, as the case may be, to any function or business group, any other location within India or overseas, or to its affiliate and subsidiary organizations, at any time in the future, whether present or set up in future. All such transfers shall be on continuity of service basis, however, upon such transfer you shall be governed by the rules, regulations and policies of such new employer and all your legal rights and remedies shall only be against such new employer.

Confidentiality & Non-Disclosure:

18. You agree that during your employment you may have access to or acquire, through the Company, its employees, clients, vendors, service providers etc., various kinds of information pertaining, amongst others, to the business, employees, clients and other stakeholders of the Company and that all such information ("**Confidential Information**") shall be treated as confidential and shall not be disclosed by you to any third party or even other employees of the Company. Disclosure of Confidential Information to other employees of the Company shall be purely on a need to know basis. You should refrain from sharing any information – whether words, images, logos or videos – that is Confidential or proprietary to the Company through any modes of media, including public newspaper, journal, television channels, online media, news channels or otherwise. You shall not release/ disclose on media, any internal communication intended solely for the information of all employees of the Company nor shall you associate yourself with any group or entity engaging in such activities without the prior approval of the management. You shall not publish or communicate, in any manner, any derogatory or defamatory content about the Company, its associates, affiliates, management or other employees. You understand and agree that you

have a continuing obligation not to use, publish or otherwise disclose either during or after your employment with the Company, any trade secrets, Confidential or proprietary information belonging to, or concerning or referring to the Company, or any client or customer of the Company. You acknowledge that should you breach this provision, the Company will suffer immediate and irreparable harm and that money damages will be inadequate relief and therefore, you agree that should you breach this provision; the Company will be entitled to injunctive relief to enforce the provisions contained herein.

19. During the continuance of your employment with the Company and thereafter, any process, practice, discovery or invention ("Invention") developed or acquired by you in the course of discharging of the assigned duties, shall remain the sole property of the Company and same shall not be used in any manner whatsoever by you without the specific knowledge and express permission of the Company, post cessation of your employment with the Company, and you hereby assign all rights, title and interest in such Invention to the Company and agree to help the Company to perfect its title to the same.

20. During the period of your employment with the Company and for a period of one year thereafter you agree you shall not, whether directly or indirectly, induce or solicit any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor or in any other manner) to terminate their contractual relationship with the Company; and become an employee of, or directly or indirectly offer services in any form or manner to any other company, person or entity. You shall keep the Company indemnified in respect of any loss that may be caused to it as a result of breach of this covenant by you.

21. During the period of your employment with the Company and for a period of one year thereafter you agree that you shall not, whether directly or indirectly, solicit or induce any customer to remove its business from or reduce its business with the Company or its affiliates.

22. You agree to keep strictly confidential in whole or in part, the terms of this letter/agreement and further agree not to disclose the terms of employment to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants, and immediate family.

Company's Rules, Regulations and Policies:

23. The Company reserves the right to change the terms of employment from time to time.

24. You will be bound by the various rules, regulations and policies of the Company as are existing on the date and as shall be amended by the management from time to time and the same are deemed to be part of your terms and conditions of employment. You are required to follow the Company's values and code of conduct and other policies and these include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You are required to acquaint yourself with the various rules, regulations and policies of the Company and follow these strictly. In order to keep the Employee apprised of the changing policies on a regular basis, the Company shall make reasonable efforts to make the policies available for the employees to access them.

25. Any violation of the terms and conditions as contained in this letter and the Company's rules, regulations and policies and can render your employment liable to be terminated.

26. While you are being appointed in the current role and function, you may be called upon to perform such other duties or take on such other responsibilities in the interest of the business and priorities of the Company, which the management believes are well within your capabilities and of which the management will be the sole judge. In this regard, it is further clarified that with ever changing scene of technology, office automation, administrative procedure, you will undertake to adapt new methods of working with the use of modern or modified equipment, tools etc. of work as dictated by the circumstances of the Company's business in a competitive environment.

27. Your continuance in the employment of the Company is subject to your remaining physically and mentally fit for the purpose of the job. As and when required by the management, you will submit yourself to medical examination at the cost of the Company by a physician appointed by the Company for the purpose.

28. During the course of your employment with the Company you shall not take up any other employment or activity, whether for or without consideration, that may be a conflict with your responsibilities as an employee of the Company and shall devote your full time and attention to the employment with the Company. Amongst others you will not contest election to any legislature or local body without the previous specific permission of the employer in writing.

29. You will keep us informed of any changes in your residential address (Current and Permanent), or any other personal particulars relevant to your employment e.g. change in name, addition of further professional qualifications etc.

30. You confirm that there is no litigation/conviction against you before any Court of Law which involves criminal offence or offences involving moral turpitude.

31. You give your consent and irrevocable authorization to the Company: (i) to share and disclose the information relating to your current and previous employment and academic credentials with any person, vendors or any other authority or any third party, engaged by the Company to obtain such information as is required for the purpose of proper background check and verification, both during and after your term of employment; (ii) to provide a reference check covering your employment with the Company, including sharing the cause of your exit from the Company to any third party or repository agency conducting a reference check on behalf of any other employer or agency, as may approach it either during or post your exit from the Company; and (iii) to share your details or any other information pertaining to your employment with any Government authority and agency, pursuant to a request received for the same both during and post your exit from the Company.

32. During your employment the employer may also ask you for proof of date of birth, nationality, education, prior employment documents and proof of relationship with any nominees in any statutory or other benefit plans provided by the Company, etc. which have to be submitted by you within a stipulated timeline as required by the Company. The employer will store these documents in electrical / physical format as deemed fit or relevant.

33. (i) This appointment is contingent upon:

(a) Satisfactory results of the pre-employment medical check-up and satisfactory reference checks, background verifications, verification of educational qualifications and past employment records.

(b) All information, facts and figures provided by you to the company's representatives at any point in time, being accurate and true.

(c) Your acceptance of the above terms and conditions.

(ii) The Company reserves the right to terminate your employment forthwith, without any notice period or payment in lieu of notice, in case any information provided by you or your references turns out to be false or incorrect.

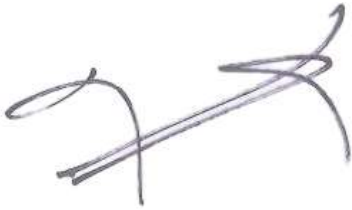
(iii) You are requested to provide us a copy of this appointment letter signed by you as an indication of your acceptance.

We wish you an enjoyable and rewarding association with **Aditya Birla Sun Life Insurance**

Yours Sincerely,

For & on Behalf of

Aditya Birla Sun Life Insurance



Authorized Signatory

Prasad Kakkat

Head – Sales HR

I have read and understood all provisions relating to my employment with the organization and I accept all the terms and conditions mentioned in the same.



Name:

Date:

Annexure A

		Fixed Compensation	
		Monthly	Annual
Salary		7292	87500
	Basic Salary	7292	87500
Allowances & Reimbursements		11537	138444
	Housing Rent Allowance	3646	43750
	Education Allowance	200	2400
	Statutory Bonus	1400	16800
	Special Allowance	6291	75494
Gross Salary		18829	225944
Retirals		2005	24056
	Provident Fund (Company Contribution)	1654	19847
	Gratuity	351	4209
Fixed Compensation		20833	250000

Annexure B HDFC Bank Relationship

New Hire Goal Sheet

On your joining, you will be governed by the following Goal sheet as given below:

Confirmation	Period	Goal Sheet	Scenario	Action
	By M6	40% of 6m WFYP Target	Achievement of Goal Sheet	Confirmation
			Non-Achievement of Goal Sheet	Confirmation period extension to M9
	By M9	40% of 9m WFYP Target	Achievement of Goal Sheet	Confirmation
			Non-Achievement of Goal Sheet	Separation from service

Points to Note:

- If you join before 10th of a month, same month will be considered as 1st Month of Joining (M1)
- If you join after 10th of a month, next month will be considered as 1st Month of Joining (M1)
- WFYP refers to Weighted First Year Premium. Targets will be assigned to you upon joining basis the branches mapped.
- In case you fail to achieve the goals as defined above; your services will be terminated effective the last date of applicable evaluation period which is at the end of 10 months.

Please note that your annual goal sheet targets will be governed by the Sales Progression scheme as designed and communicated by the company from time to time.



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

Superset ID: 2125769

Letter of Intent ("LOI")

Dear Shraddha Dabholkar,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst 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 pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2125769**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2125769**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2125769**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Shraddha Dabholkar
Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20206766225/Mumbai/BPS/BTN
Date: 30/11/2020

Ms. Shreya Jitendra Rajput
A-26 Jyoti Vihar Building
Wadala Flyover Bridge
Wadala East
Mumbai-400037
Maharashtra
Tel# -9833276306

Dear Ms. Shreya Jitendra Rajput,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. 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. **16,000/-** 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.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



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 Traineeship, 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 Traineeship 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, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

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-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. 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 Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular 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 Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated 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. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

16. Terms and conditions:

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

17. 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.

18. 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 Traineeship 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 2: Confidentiality, Data and Intellectual Property Protection Terms



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/DT20206766225/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on _____ .

Name:

Address:

Signature:

Date:

Home View

New mail

Read / Unread

- Favorites
- Folders
 - Inbox 9384
 - Drafts 279
 - Sent Items 4
 - Technical
 - Snoozed
 - Deleted Items 1401
 - Junk Email 5716
 - Archive1
 - Notes 2
 - Archive

Results Filter

Top results

SK sriman konda
> Star Union Dai-ichi Life Insurance 7/14/2022
On Thu, Jul 14, 2022 at 12:57 PM Spru... Inbox
daichi.pdf PDS.DOCX +7

Dinesh Sukumaran
IT Campus Hiring - June'22 | Star U... 7/14/2022
Kindly expediate to fill the form attach... Inbox
PDS.DOCX

Dinesh Sukumaran
Campus Connect | SUD Introduction ... 7/6/2022
IT Campus Hiring - June'22 | Star Unio... Inbox

All results

Dinesh Sukumaran



From: Nikita Gupta <Nikita.Gupta@sudlife.in>
Sent: Tuesday, July 12, 2022, 3:39 PM
To: placement.at.vsit@gmail.com <placement.at.vsit@gmail.com>
Ce: Shivani Chavan5 <Shivani.Chavan5@sudlife.in>
Subject: RE: IT Campus Hiring - June'22 | Star Union Dai-ichi Life Insurance

Dear Dinesh,

Please find below the list of students who have been selected as a part of Star Union Dai-ichi's campus process:

- Sriman Konda
- Sagarika Sangwekar
- Shreyas Badbe
- Ashwin Nelson Thangaraj

The above mentioned students will be receiving the offer letters by tomorrow. Their expected date of joining will be July 18, 2022.

The below student has been waitlisted: Aditya Sawant



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20206356570/Mumbai/BPS/BTN
Date: 19/02/2021

Ms. Shruti Bhalchandra Keluskar
E8 Room No 6 Municipal Colony Sg Barve Nagar Ghatkopar West Mumbai 400084
Barve Nagar
Muktabai Hospital
Mumbai-400084
Maharashtra
Tel# 91-9029629638

Dear Ms. Shruti Bhalchandra Keluskar,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. 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. **16,000/-** 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.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



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 Traineeship, 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 Traineeship 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, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

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-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. 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 Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment (if absorbed in Regular 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 Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated 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. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

16. Terms and conditions:

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

17. 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.

18. 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 Traineeship 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.**

K Ganesan
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



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/DT20206356570/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on _____ .

Name:

Address:

Signature:

Date:

LAKSHYA FORRUM FOR COMPETITIONS PRIVATE LIMITED

Offer letter

Personal & Confidential

April 29, 2022

Ms. Shruti Prashant Baikar,
Mumbai.

Dear Shruti,

Further to the interviews you had with us, we are pleased to offer you the position of **Business Development Executive** in our organization. Your total annual fixed compensation will be **Rs.246300 /-** (Rupees Two Lakhs Forty Six Thousand And Three Hundred Only) subject to Income Tax, consisting of the following:-

CTC Break Up	Amount P.M.	Amount P.A.
Basic Salary	12500	150000
House Rent Allowance	3136	37632
Other Allowance	2500	30000
**Gross Per month	18136	217632
Company's Contribution		
Employer PF Contribution	1800	21600
Employer ESIC Contribution	589	7068
CTC	20525	246300

****Gross salary excludes statutory deductions like Employee contribution towards Provident fund, ESIC, Professional Tax, Income tax and other deductions as per Law.**

***You are entitled for Gratuity as per Payment of Gratuity Act 1972.**

***You are entitled for Bonus as per Payment of Bonus Act 1965.**

We would like you to join at the earliest possible date on or before **4th May, 2022**. Your offer letter is subject to positive reference check. Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us asap.

Your employment with **Lakshya Forrum for Competitions Pvt Ltd.** may be terminated by giving 15 days' notice period during the probation period and 1 month notice after completion of probation, or by payment of salary in lieu thereof. The company reserves the right to terminate your services by giving 30 days' notice. However, at the time of leaving, you will ensure that all your on-going activities are successfully completed. The company shall have the right to transfer you to any of its offices or Group Companies in India and abroad.

The appointment letter detailing the terms and conditions will be issued to you on or after your joining of our organization. You are requested to provide the documents as per Recruitment Checklist at time of joining for records.

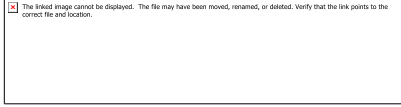
We look forward to a long & mutually beneficial association.

Yours sincerely,
Lakshya Forrum For Competitions Pvt Ltd

Authorized Signatory

Lakshya Forrum For Competitions Private Limited

CIN: U80301MH2012PTC238011



Shruthik Guttula
Mumbai, MH

Date: 26/4/2023 (dd-mm-yyyy)

Subject: Letter of Offer

Dear Shruthik,

Based on our recent discussions with you, we are pleased to extend you an offer to join GEP (dba GEP Solutions Private Limited, hereinafter referred to as 'the Company'), as Process Associate - Procurement Operations. This letter will officially confirm your annual total earning potential and terms of your employment.

Your total compensation as Cost to Company would be **INR 225,000.00** /- per annum, of which -

Fixed Component: INR 215,000.00/- per annum payable monthly

Performance Linked Pay: INR 10,000.00/- per annum payable bi-annually

All perquisites and benefits in your compensation shall be governed as per policy applicable to employees in your grade/level in the Company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/ modified at the discretion of the Company from time to time in line with its compensation policy.

Your designation, start date, compensation & benefits package will be as indicated on compensation & benefits stack up page.

The terms of your employment are subject to the following pre-conditions (*If applicable*) –

- The office will be open to business on all days, other than declared holidays, from Monday to Friday. Your total working hours (including break(s)) is 45 hours per week. Your specific work timings will be determined by your role / functional needs.
- Your date of commencement of employment will be no later than 3/5/2023 (dd-mm-yyyy), subject to change basis business requirement.
- GEP offers subsidized transport facility to all the employees. Should you wish to avail the same, an amount as per transport guidelines will be deducted from your net monthly salary every month.
- You will be entitled to 21 working days leave per annum. Detailed Leave Policy will be shared with you post your joining.
- You will be on probation for six (6) months from the date of joining GEP. During probation, the notice period will be 30 days and on confirmation, it will be 60 days.
- Please note that in case of Voluntary or Involuntary separation for any reason at any time before completion of one year from the payment date, full amount of any relocation assistance,

notice buyout or joining bonus (if any), will be recovered as a part of your Full & Final Settlement

- The first Performance Linked Pay / Bonus / Commission will be applicable, only if you have spent at least three months in the organization and are eligible for the performance assessment for the immediate next Appraisal cycle (Mid-term Review or the Annual Appraisal).
- Performance Linked Pay / Bonus / Commission is determined by your performance and the payment is in accordance with the achieved ratings and applicable Performance metrics in conjunction with the amount stated above
- Performance Linked Pay / Bonus / Commission Eligibility - You should be an active employee of the firm and should not be serving notice on the date of disbursement of payout.
- The offer of employment will be termed null and void if there is any misrepresentation of facts noted on the employment verification form
- The terms of this letter and this offer are valid for two (2) days from the date of this letter. If after receiving your acceptance of this offer you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.
- You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found to be physically/ mentally unfit to work any longer or for continued ill health as certified by the medical officer / medical practitioner nominated by the Company.
- You are required to successfully pass the final degree examination without any backlogs on any examination pending to be cleared by you. This offer shall stand withdrawn and cancelled if you fail to clear all your exams at the time of your date of joining under this letter.
- The offer of employment will be termed valid only if you are presumed medically fit to perform your tasks without risk to yourself or others.
- The terms of your employment are subject to successful clearing of Background Verification Check conducted by GEP or any of its representatives or contractors

The Letter of Offer is strictly confidential between you and the Company. Any discussion of your compensation with any third party is a ground for revoking the Letter of Offer.

The Terms & Conditions of your employment will be governed by the Offer Letter and Appointment Letter given to you.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours Sincerely,

Subhash Makhija
Chief Executive Officer

COMPENSATION & BENEFITS STACK UP

Name	Shruthik Guttula		
Designation	Process Associate - Procurement Operations		
Department	GD - POps - P2P - IND		
DOJ	3/5/2023		
Contact Details	9321524946		
Salary Breakup			
Annual CTC	INR 225,000		
Sr. No.	Salary Heads	Per Month (INR)	Per Annum (INR)
1	Basic Salary	12,000	144,000
2	House Rent Allowance	0	0
3	Leave Travel Allowance	0	0
4	Statutory Bonus	1,500	18,000
5	Other Allowance	2,617	31,404
Flexible Components			
1	Food Coupon (i)	0	0
Gross Earnings (A)		16,117	193,404
1	Employer's PF cont. (ii)	1800	21600
CTC (B)		17,871	214,450
Deductions			
1	Employees' PF Cont.	1800	21600
2	Professional Tax	200	2,500
3	Employees' ESIC Cont.		
4	Income Tax	As applicable based on investments	
Gross Deductions (C)		2,075	25,000
Net Payable (B - C) - (i + ii)		14,042	168,404
Benefits			
1	Medical Insurance	Upto INR 500,000/-	Self + Spouse + 2 Dependent Children
2	Accident Insurance	Upto INR 500,000/-	Self Only
3	PF	Inclusive of CTC	

4	Gratuity	Exclusive of CTC	
5	Life Insurance Coverage	Upto 3 times of CTC	Self Only
6	Performance Linked Pay	INR 10,000	bi-annually

Other Benefits:

- You have an option to availing GEP negotiated rates to cover your parents under a separate insurance plan up to **INR 500,000**. Premium for this is paid by the employee. This plan allows for coverage of Pre-existing ailments. Employees needs to be avail this benefit within 15 days from his/her Date of Joining.
- For permissible claims under the medical insurance plans detailed above, a co-pay of 10% is applicable.
- Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation

Important Note - As per the recent EPFO guideline; it is mandatory to have KYC and Aadhaar seeding done by the employee on the EPFO portal. Employees can use their UAN credentials and complete the same. GEP will not be able to make the PF remittance to the EPFO if KYC is not done by the respective employee which makes the organization non-compliant. In view of the same, we will not be able to process salary for the employees who do not have the KYC and Aadhaar seeding done on the EPFO portal.

Please select if you acknowledge and accept or decline the terms and conditions of this Offer of Employment below.

I accept the offer



Signature Shruthik Guttula 26/4/2023 11:27 AM

(checking the checkbox above is equivalent to a handwritten signature)

You are required to print, sign on all pages, scan and email back the complete letter along with the completed acceptance section to Anusha Anand (Anusha.Anand@gep.com) no later than 27/4/2023 (dd-mm-yyyy).

Acceptance of Offer

I, Shruthik Guttula, accept the position of Process Associate - Procurement Operations, and agree to all terms and conditions set out in this letter,

Thank you,

Shruthik Guttula 26/4/2023



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20206746082/Mumbai/BPS/BTN
Date: 12/02/2021

Mr. Siddhesh Sanjay Dhuri
G/104, Sarvoday Park
Nandivli Road
Nandivli
Dombivli-421201
Maharashtra
Tel# 91-9833142865

Dear Mr. Siddhesh Sanjay Dhuri,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. 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. **16,000/-** 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.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



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 Traineeship, 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 Traineeship 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, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

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-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. 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 Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment (if absorbed in Regular 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 Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated 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. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

16. Terms and conditions:

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

17. 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.

18. 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 Traineeship 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.**

K Ganesan
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



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/DT20206746082/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on _____ .

Name:

Address:

Signature:

Date:

To,

Siddhesh Prakash Surve

Sewri, Mumbai, Maharashtra

Dear Siddhesh Surve,

We are pleased to appoint you as "Associate Branch Relationship Officer" in the "HDFC Bank Relationship" Department at Wode House Road - Colaba Location of Aditya Birla Sunlife Insurance Company Limited ("Company"). Your appointment is effective from your Date of Joining i.e. 04/06/2022. ("DOJ")

Your employment with the Company shall be subject to the following terms and conditions:

1. Details of your compensation are as per the attached Annexure "A". The payment of compensation shall be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable laws in force from time to time. In addition to your fixed pay, you will be covered under the Sales Incentive Plan. The payout will be based on your performance and dependent on parameters that are defined under the Sales Incentive Plan from time to time.

2. Your compensation may be revised from time to time in accordance with Company's policies.

Probation, Confirmation & Separation:

3. You will be governed as per Company's Sales Progression Plan, as applicable in your grade and will be communicated to you on your joining. This will be based on your performance and dependent on parameters that are defined under the Sales Progression Plan from time to time.

4. Initially you will be on probation for a period of 6 (six) months from the Date of Joining the Company. Your services will be confirmed on successful completion of New Hire Goalsheet as mentioned in Annexure "B", else you would continue in probation till such time as your services are either confirmed in writing or terminated as per clauses below.

5. Once confirmed, unless the employment is terminated earlier, you shall continue to be in the employment of the Company up till attainment by you of the age of superannuation, as set out in the Company policy from time to time, which at present is 60 years. Your superannuating age will be calculated against the date of birth proof submitted at the time of joining the Company.
6. During the probation either party may terminate the service by: (i) giving 15 days' written notice; or (ii) payment in lieu of notice period to be paid by the party terminating the services to the non-terminating party.
7. Post confirmation, either party may terminate the service by (i) giving < 30> days' written notice; or (ii) payment in lieu of notice period to be paid by the party terminating the services to the non-terminating party. The services can also be terminated by the Company on Grounds of non-performance of the employee, on which issue the decision shall be taken the sole discretion of the Company, by (i) giving 30 days' written notice; or (ii) payment in lieu of notice period to be paid by the Company to the employee.
- 8. Payment in Lieu of Notice Period:** In case either party wishes to make payment instead of continued employment during the notice period (both during the probation period and post confirmation) then the same be calculated on a daily basis, on the basis of Basic Salary. The payment shall have to be made for the number of days falling short of the notice period.
9. It is clarified that the Company reserves the right to either to accept or to deny, at its sole discretion, the payment in lieu of notice period, if so requested by the employee, both during probation period and post confirmation, and may ask the employee to serve the full notice period.
10. The employee cannot avail of any privilege leave during the notice period, except with the prior approval of the head of department/function. It is clarified that the employee is not entitled to any privilege leave during probation period, thus, cannot claim to avail the same during the notice period in case of termination of employment during the probation period.
11. The final relieving of the employee from the employment shall be subject to (i) the employee's satisfactory handover of the duties and all information and documents pertaining to the work of the employee to the Company's representative or the employee's successor; (ii) settlement of outstanding dues payable from the employee to the Company; (iii) service of notice period or

payment in lieu thereof, as the case may be; and (iv) clearance from your immediate supervisor and such other departments as may be prescribed in the Company Policy.

12. Termination for Cause: The Company reserves the right to terminate your employment immediately without giving a notice period of service or payment in lieu of notice period in case reason for the same exists ("**Termination for Cause**"), which circumstances include but are not limited to: (i) any violation of the terms and conditions of employment as contained in this letter or as contained in any of the rules, regulations and policies of the Company, as shall be amended from time to time; (ii) In case the Company : finds you guilty of misconduct, dishonesty or acting in a manner prejudicial to or conflicting with the interests of the Company; and (iii) in case you absent yourself from the services of the Company without prior approval for four (4) consecutive days or overstay sanctioned leave without prior intimation and approval by four (4) consecutive days; in this case you will be deemed to have abandoned service voluntarily and shall have to pay to the Company payment in lieu of notice.

Actions Upon Ending of Employment:

13. In the event your retirement (upon attaining the age of superannuation), separation or termination of your employment by the Company for any reason whatsoever, you will promptly return to the Company, all documents, files, notes, lists, credit cards, computer disks, recordings, print-outs, drawings, any other assets (including, without limitations, any materials reflecting or containing Confidential Information) that are in your possession or under your control and that relate to the operation and business of the Company. You shall not be entitled to retain any duplicates or summaries of or notes on any of the foregoing.

14. In case you are provided with accommodation by the Company, then upon end of your employment with the Company, howsoever caused, you shall vacate the premises in accordance with the rules of the location of your posting and of the Company and within the time frame prescribed therein, subject to any other time frame as may be specifically communicated to you in writing.

Leaves:

15. You will be governed by the Company's leave policy in force and as applicable to your category of employees from time to time.

Traveling:

16. In the course of your employment, you may be required to travel to domestic and foreign locations in connection with the Company's business, according to the directions and instructions issued by the Management, from time to time, for which you will be reimbursed expenses in accordance with the relevant travel policies.

Transfer:

17. Your services are liable to be transferred, as per Company Policy, to any other associate or affiliate entity of the Company and such transfer can be to any other domestic or international location. Upon transfer you shall be paid relocation expenses as per Company Policy. The Company is a part of the Antifrazile and the companies in the Antifrazile are affiliates of the Company. It is understood and agreed that the Company shall have the right to transfer/second you, as the case may be, to any function or business group, any other location within India or overseas, or to its affiliate and subsidiary organizations, at any time in the future, whether present or set up in future. All such transfers shall be on continuity of service basis, however, upon such transfer you shall be governed by the rules, regulations and policies of such new employer and all your legal rights and remedies shall only be against such new employer.

Confidentiality & Non-Disclosure:

18. You agree that during your employment you may have access to or acquire, through the Company, its employees, clients, vendors, service providers etc., various kinds of information pertaining, amongst others, to the business, employees, clients and other stakeholders of the Company and that all such information ("**Confidential Information**") shall be treated as confidential and shall not be disclosed by you to any third party or even other employees of the Company. Disclosure of Confidential Information to other employees of the Company shall be purely on a need to know basis. You should refrain from sharing any information – whether words, images, logos or videos – that is Confidential or proprietary to the Company through any modes of media, including public newspaper, journal, television channels, online media, news channels or otherwise. You shall not release/ disclose on media, any internal communication intended solely for the information of all employees of the Company nor shall you associate yourself with any group or entity engaging in such activities without the prior approval of the management. You shall not publish or communicate, in any manner, any derogatory or defamatory content about the Company, its associates, affiliates, management or other employees. You understand and agree that you

have a continuing obligation not to use, publish or otherwise disclose either during or after your employment with the Company, any trade secrets, Confidential or proprietary information belonging to, or concerning or referring to the Company, or any client or customer of the Company. You acknowledge that should you breach this provision, the Company will suffer immediate and irreparable harm and that money damages will be inadequate relief and therefore, you agree that should you breach this provision; the Company will be entitled to injunctive relief to enforce the provisions contained herein.

19. During the continuance of your employment with the Company and thereafter, any process, practice, discovery or invention ("Invention") developed or acquired by you in the course of discharging of the assigned duties, shall remain the sole property of the Company and same shall not be used in any manner whatsoever by you without the specific knowledge and express permission of the Company, post cessation of your employment with the Company, and you hereby assign all rights, title and interest in such Invention to the Company and agree to help the Company to perfect its title to the same.

20. During the period of your employment with the Company and for a period of one year thereafter you agree you shall not, whether directly or indirectly, induce or solicit any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor or in any other manner) to terminate their contractual relationship with the Company; and become an employee of, or directly or indirectly offer services in any form or manner to any other company, person or entity. You shall keep the Company indemnified in respect of any loss that may be caused to it as a result of breach of this covenant by you.

21. During the period of your employment with the Company and for a period of one year thereafter you agree that you shall not, whether directly or indirectly, solicit or induce any customer to remove its business from or reduce its business with the Company or its affiliates.

22. You agree to keep strictly confidential in whole or in part, the terms of this letter/agreement and further agree not to disclose the terms of employment to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants, and immediate family.

Company's Rules, Regulations and Policies:

23. The Company reserves the right to change the terms of employment from time to time.

24. You will be bound by the various rules, regulations and policies of the Company as are existing on the date and as shall be amended by the management from time to time and the same are deemed to be part of your terms and conditions of employment. You are required to follow the Company's values and code of conduct and other policies and these include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You are required to acquaint yourself with the various rules, regulations and policies of the Company and follow these strictly. In order to keep the Employee apprised of the changing policies on a regular basis, the Company shall make reasonable efforts to make the policies available for the employees to access them.

25. Any violation of the terms and conditions as contained in this letter and the Company's rules, regulations and policies and can render your employment liable to be terminated.

26. While you are being appointed in the current role and function, you may be called upon to perform such other duties or take on such other responsibilities in the interest of the business and priorities of the Company, which the management believes are well within your capabilities and of which the management will be the sole judge. In this regard, it is further clarified that with ever changing scene of technology, office automation, administrative procedure, you will undertake to adapt new methods of working with the use of modern or modified equipment, tools etc. of work as dictated by the circumstances of the Company's business in a competitive environment.

27. Your continuance in the employment of the Company is subject to your remaining physically and mentally fit for the purpose of the job. As and when required by the management, you will submit yourself to medical examination at the cost of the Company by a physician appointed by the Company for the purpose.

28. During the course of your employment with the Company you shall not take up any other employment or activity, whether for or without consideration, that may be a conflict with your responsibilities as an employee of the Company and shall devote your full time and attention to the employment with the Company. Amongst others you will not contest election to any legislature or local body without the previous specific permission of the employer in writing.

29. You will keep us informed of any changes in your residential address (Current and Permanent), or any other personal particulars relevant to your employment e.g. change in name, addition of further professional qualifications etc.

30. You confirm that there is no litigation/conviction against you before any Court of Law which involves criminal offence or offences involving moral turpitude.

31. You give your consent and irrevocable authorization to the Company: (i) to share and disclose the information relating to your current and previous employment and academic credentials with any person, vendors or any other authority or any third party, engaged by the Company to obtain such information as is required for the purpose of proper background check and verification, both during and after your term of employment; (ii) to provide a reference check covering your employment with the Company, including sharing the cause of your exit from the Company to any third party or repository agency conducting a reference check on behalf of any other employer or agency, as may approach it either during or post your exit from the Company; and (iii) to share your details or any other information pertaining to your employment with any Government authority and agency, pursuant to a request received for the same both during and post your exit from the Company.

32. During your employment the employer may also ask you for proof of date of birth, nationality, education, prior employment documents and proof of relationship with any nominees in any statutory or other benefit plans provided by the Company, etc. which have to be submitted by you within a stipulated timeline as required by the Company. The employer will store these documents in electrical / physical format as deemed fit or relevant.

33. (i) This appointment is contingent upon:

(a) Satisfactory results of the pre-employment medical check-up and satisfactory reference checks, background verifications, verification of educational qualifications and past employment records.

(b) All information, facts and figures provided by you to the company's representatives at any point in time, being accurate and true.

(c) Your acceptance of the above terms and conditions.

(ii) The Company reserves the right to terminate your employment forthwith, without any notice period or payment in lieu of notice, in case any information provided by you or your references turns out to be false or incorrect.


(iii) You are requested to provide us a copy of this appointment letter signed by you as an indication of your acceptance.

We wish you an enjoyable and rewarding association with **Aditya Birla Sun Life Insurance**

Yours Sincerely,

For & on Behalf of

Aditya Birla Sun Life Insurance

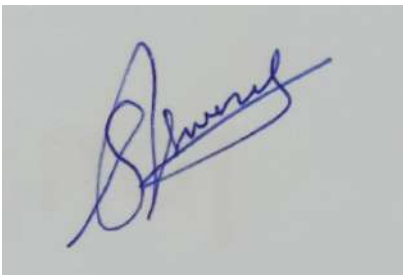


Authorized Signatory

Prasad Kakkat

Head – Sales HR

I have read and understood all provisions relating to my employment with the organization and I accept all the terms and conditions mentioned in the same.



Name:

Date:

Annexure A

		Fixed Compensation	
		Monthly	Annual
Salary		7292	87500
	Basic Salary	7292	87500
Allowances & Reimbursements		11537	138444
	Housing Rent Allowance	3646	43750
	Education Allowance	200	2400
	Statutory Bonus	1400	16800
	Special Allowance	6291	75494
Gross Salary		18829	225944
Retirals		2005	24056
	Provident Fund (Company Contribution)	1654	19847
	Gratuity	351	4209
Fixed Compensation		20833	250000

Annexure B HDFC Bank Relationship

New Hire Goal Sheet

On your joining, you will be governed by the following Goal sheet as given below:

Confirmation	Period	Goal Sheet	Scenario	Action
	By M6	40% of 6m WFYP Target	Achievement of Goal Sheet	Confirmation
			Non-Achievement of Goal Sheet	Confirmation period extension to M9
	By M9	40% of 9m WFYP Target	Achievement of Goal Sheet	Confirmation
			Non-Achievement of Goal Sheet	Separation from service

Points to Note:

- If you join before 10th of a month, same month will be considered as 1st Month of Joining (M1)
- If you join after 10th of a month, next month will be considered as 1st Month of Joining (M1)
- WFYP refers to Weighted First Year Premium. Targets will be assigned to you upon joining basis the branches mapped.
- In case you fail to achieve the goals as defined above; your services will be terminated effective the last date of applicable evaluation period which is at the end of 10 months.

Please note that your annual goal sheet targets will be governed by the Sales Progression scheme as designed and communicated by the company from time to time.



Candidate ID: 4090819 /514685,

Date of Joining: 10/29/2020,

Joining Location: Mumbai,

Designation: Software Associate,

Dear Simran Malim,

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 Knowledge Park,IT 1 / IT 2, TTC Industrial Area,Thane-Belapur Road,
Airoli, Navi Mumbai, Maharashtra - 400708

Home View New mail Read / Unread

- Favorites
- Folders
 - Inbox 9384
 - Drafts 279
 - Sent Items 4
 - Technical
 - Snoozed
 - Deleted Items 1401
 - Junk Email 5716
 - Archive1
 - Notes 2
 - Archive

Results

Filter

Top results

- SK** sriman konda
> Star Union Dai-ichi Life Insurance 7/14/2022
On Thu, Jul 14, 2022 at 12:57 PM Spru... Inbox
Attachments: daichi.pdf, PDS.DOCX, +7
- Dinesh Sukumaran
IT Campus Hiring - June'22 | Star U... 7/14/2022
Kindly expediate to fill the form attach... Inbox
Attachment: PDS.DOCX
- Dinesh Sukumaran
Campus Connect | SUD Introduction ... 7/6/2022
IT Campus Hiring - June'22 | Star Unio... Inbox

All results

- Dinesh Sukumaran



From: Nikita Gupta <Nikita.Gupta@sudlife.in>
Sent: Tuesday, July 12, 2022, 3:39 PM
To: placement.at.vsit@gmail.com <placement.at.vsit@gmail.com>
Cc: Shivani Chavan5 <Shivani.Chavan5@sudlife.in>
Subject: RE: IT Campus Hiring - June'22 | Star Union Dai-ichi Life Insurance

Dear Dinesh,

Please find below the list of students who have been selected as a part of Star Union Dai-ichi's campus process:

- Sriman Konda
- Sagarika Sangwekar
- Shreyas Badbe
- Ashwin Nelson Thangaraj

The above mentioned students will be receiving the offer letters by tomorrow. Their expected date of joining will be July 18, 2022.

The below student has been waitlisted: Aditya Sawant



Offer: Computer Consultancy
Ref: TCSL/DT20218844046/Mumbai
Date: 09/02/2022

Ms. Smiley Bersia
Room No 702, C- Wing, Shastri Nagar Building Chs,Dharavi,
Near Bmc School,
Mumbai-400017,
Maharashtra.
Tel# 91-6381235838

Dear Smiley Bersia,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.



This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices,



processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xperience Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Smiley Bersia
Designation	Graduate Trainee
Institute Name	Vidyalankar Institute Of Technology, Mumbai

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20218925826/Mumbai
Date: 09/02/2022

Mr. Soham Ajay Patil
101/1st Floor, Saileela Building M P Mill Compound,
Tardeo,
Mumbai-400034,
Maharashtra.
Tel# 91-9930598086

Dear Soham Ajay Patil,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.



This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.



This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

TCS Confidential

TCSL/DT20218925826

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xperience Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Soham Ajay Patil
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



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Mumbai - 400093
www.medusind.com
(CIN) No U74140MH2001PTC133168

Appointment Letter

Date:01-Sep-2022

Soundarya Shridhar Gundu
122/2nd floor, Kharas Bldg No. 3,
N.M Joshi Marg, G - South, Elephistone,

Dear **Soundarya**
Emp Code - **M3932**

Pursuant to your application and subsequent interview with us, we are pleased to appoint you as "**Client Service Executive**" on a full-time basis at Medusind Solutions India Private Limited, (hereinafter known as "the Company") on the following terms:

- 1. Commencement Date:** Your employment with the Company shall commence on **01-Sep-2022**.
- 2. Position:** You will join the Company with the designation as "Client Service Executive". The Company reserves the right to re-designate or revise your position at its discretion.
- 3. Location:** Your work base at the commencement of your employment will be **Mumbai**.
- 4. Work Description, Working Hours, Roles and Responsibilities and Reporting:** Your responsibilities will be as decided by the management. You would be expected to move into different projects and take on new challenges and learning as and when the job demands. You will observe working hours and holidays as applicable to your location and place of work, which will be communicated to you at the commencement of your employment.

Compensation (including statutory benefits and other benefits as applicable): Your Cost to Company [CTC] will be **INR 279420 / Two Lakh Seventy Nine Thousand Four Hundred and Twenty Only / per annum**, structured in accordance with the Company policy/guidelines and income tax rules as applicable from time to time. Your Compensation is subject to change as and when you move across shifts. The same would affect your emoluments and allowance as per the Company policy. Your detailed CTC structure is made available in the Payroll Portal.

In addition to the CTC mentioned above, you will be eligible for incentives if any as per the incentive program in the company

5. Your employment with us will be governed by the binding Terms and Conditions as detailed in **Schedule 1**. Please read all the documents carefully and confirm your acceptance of this employment by signing the same.

We congratulate you on your appointment and wish you a long and successful journey with us!

Yours faithfully,

For Medusind Solutions India Private Limited

Agreed and accepted by:

Signature Not Verified

Human Resources Officer
Digitally Signed by
KRANTI PRASAD MUNJE
2022-09-09T14:49:38

Soundarya Shridhar Gundu
01-Sep-2022



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SCHEDULE-1

Terms and Conditions of Employment

Your employment with the Company is subject to following Terms and Conditions ("**Terms**"), Employee Handbook as currently applicable to Company's employees (is made available to you at [<http://192.168.10.38/adrenalin/>]) ("**Employee Handbook**") and the policies of the Company in force from time to time ("**Company's Policies**"):

1. General:

The Company will expect you to work with diligence, integrity and a high standard of initiative, efficiency and economy. You will conform to such duties, directions and instructions assigned or communicated to you by the Company and your superiors. You will devote your entire time and attention to the work of the Company. You will observe working hours and holidays as applicable to your location and place of work, which will be communicated to you at the commencement of your employment.

You shall be fully responsible for timely compliances of all applicable statutes, laws, rules and regulations, procedures of central/state government, semi-government, autonomous / appropriate authorities/bodies and institutions that may be required by your position at any given point of time. These inter alia shall include:

- i. Keeping yourself aware and updated on all applicable statutes, laws, rules, regulations and procedures as above;
- ii. Ensuring proper implementation of all applicable statutes, laws, rules, regulations and procedures etc.;
- iii. Timely filing of all returns/documents/information/particulars to concerned authorities;
- iv. Maintaining all records/proof as required under the applicable statutes, laws, rules, regulations and procedures etc. Taking any other actions that may be required for compliance of applicable statutes, laws, rules, regulations and procedures etc.

You shall not seek membership of any local or public bodies which conflicts with your duties and responsibilities during your employment with the Company without first obtaining the written consent of the Company.

Upon your joining, depending upon your role, in order for you to perform your job that you are being hired for, you may have to undergo Training. It is imperative for you to successfully complete such Training within the stipulated time period. Your employment with the Company is contingent upon you successfully completing such Training, the failing of which will lead to your termination from the service. Further, the Company may, from time to time as per the levels of proficiency and effectiveness reasonably required for your job, organise training programs for you of such duration as the Company may deem appropriate ("**Training Programs**"). The Training Programs among other things may cover soft skills training, domain training, Voice & Accent Training & on-the-job training. It is necessary that these are completed successfully. Your non-completion of the Training Programs or your failure to clear such training evaluation, may entail termination of your employment at Company's discretion.

Signature Not Verified

Digitally Signed By:
KRANTI PRASAD MUNJE
2022-09-09T14:49:38





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2. Compliance with Employee Hand Book: You shall at all times during your employment with the Company strictly comply with the Company's Employee Handbook (which among other things includes the policies, code, and guidelines) applicable to all employees of the Company and which may be amended and notified from time to time. The Employee Handbook forms part of these Terms. By signing these Terms, you acknowledge that you have read and accepted the terms under the Employee Handbook.

3. Provident Fund Scheme: You will be required to become a member of the Company's Provident Fund Scheme immediately on joining. The Company's contribution under this scheme shall be as required under law with a matching compulsory contribution from you. You will be required to submit nomination/transfer forms (as applicable) to the HR Department immediately on your joining. You will be governed by the Provident Fund rules in force from time to time, if applicable.

4. Probation and Confirmation:

i. Your appointment will be on probation for a period of [6] months ("**Probation Period**"). You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.

ii. Your confirmation is subject to the terms and conditions of the Company's Policies. Your services will only be confirmed after completion of the probationary period and on receipt of a satisfactory performance report from your respective Manager and your meeting the requirements under the Company's Policies.

5. Increments: Your increment and future promotion prospects in the Company shall entirely depend on your efficiency, hard work, regularity in attendance, sincerity, good conduct, Company's performance and such other relevant factors, as adjudged by the management.

6. Transfers/Relocation: Your services may be transferred to any of the Company's units / departments situated anywhere in India or abroad. The Company may also at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor Company whether in India or abroad. Group Company means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control with a party, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. An entity will be deemed to control another entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise. At such times as above, the compensation and policies and work rules applicable to such specific location and services, subject to the then prevailing Company Policies will be applicable to you.

Signature Not Verified

Digitally Signed By:
KRANTI PRASAD MUNJE
2022-09-09T14:49:38





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7. Medical and Life Insurance covers: Your eligibility for Medical Insurance and Life Insurance schemes shall be as per the terms and conditions specified in the Employee Handbook and may be revised from time to time.

8. Leave:

- i. You will be entitled to leave, in accordance with the Company Policies in force.
- ii. For all employees, maximum two days' leaves will accrue at the completion of every one month.
- iii. The calculation of leaves will be on the basis of days worked in the previous month. Employee on probation will be eligible to avail leaves after completion of 3 months in the Company.
- iv. Leave accumulation roll over will be as per the state laws. There will be 10 annual holidays as per the Company's holiday schedule.

9. Representations and warranties for the information provided by Employee and Consent to reasonable use of the same: You hereby represent to the Company that you are voluntarily agreeing to these Terms and that you have the power and authority to enter into the agreement with the Company and that you are not a party to any restrictions, agreements or understandings whatsoever which would prevent or make unlawful your acceptance of these Terms or your performance here under. You also represent that you are not employed with anyone other than the Company. You represent that your acceptance of the Terms and the performance of your obligations here under does not and will not (with the passage of time) conflict with or constitute a breach or default of any contract, agreement or understanding, oral or written, to which you are a party or by which you are bound. Furthermore, you represent and warrant your employment with the Company does not and will not breach any agreement or duty which you had to anyone else to keep in confidence confidential information belonging to others. You will not disclose to the Company or use on its behalf any confidential information belonging to others. You also represent and warrant that the information and documents submitted by you before the commencement of your employment (or subsequently) (including your resume, application forms, etc.) or at any time thereafter form the basis of, as relevant, offering employment to you and continuation of your employment are true and correct and that your continuation at all times in the employment of the Company is subject to such representation and warranty.

10. Background and Reference Checks and Medical Fitness

i. Background and Reference Checks: The Company reserves the right to make such inquiries, background or reference checks (including criminal background checks) as it considers necessary. By accepting employment: (i) you agree to the conduct of such checks including by way of enquiries by third party agencies to conduct such checks; and (ii) you consent to your personal details to be used for conducting such background checks (including providing them to the third party agencies solely for this purpose). The commencement or continuation of your employment with the Company is contingent upon a background check and check of references satisfactory to the Company. Further, the Company shall have the right, and you hereby consent to such monitoring of your performance and your activities during the period of employment with the Company as the Company deems fit.

ii. Medical Fitness: At all times the management has the right to get you medically examined by any registered medical practitioner during the period of your service.

Signature Not Verified

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KRANTI PRASAD MUNJE
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11. Contract/Bond with Previous Employers: In line with your representations and warranties under 9 above, the Company believes that you have discharged all obligations arising out of any contract or bond with your previous employers and that such discharge of obligation(s) is your personal responsibility and that you will indemnify and hold harmless the Company from any liabilities, losses, damages, costs and expenses, arising in connection with any claims / legal action there under (including breach under Section 9 above).

12. Changes to Employment terms and conditions: You acknowledge that over a period of time, due to changes in the applicable laws, market conditions, business environment it will be necessary for the Company to make changes or modifications to (or replacement of) the terms and conditions of employment. The Company reserves the right to make changes or modifications to (or replacement of) any of the terms and conditions of your employment as the Company acting reasonably considers necessary in the context of changes in the applicable laws, business environment, market practices or other circumstances. Minor changes of detail (e.g. in procedures) may be made from time to time and will be effected by a general notice to employees.

13. Confidentiality of Information: You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform its services to its clients. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment. You shall neither divulge nor disclose to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's manufacturing processes, clients, technical know how, security arrangements, financial, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of you being the Company's employee. You agree to sign a nondisclosure agreement attached hereto as **Exhibit-A** or similar documents as and when required.

14. Compliance with HIPAA: Our processes and policies are governed by US legislation regulating the Medical Outsourcing industry i.e. the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA compliance has been set out in more detail in the Compliance Policy of the Company (one of the Company's Policies). Any employee joining the Company shall abide by HIPAA regulations as set out in the Compliance Policy.

15. Compliance with ISMS and Information Technology Laws, etc.: Company's processes and policies are governed by Information Security and Management Systems (ISMS). ISMS compliance has been set out in more detail in Compliance Policy of the Company. Any employee joining the Company shall abide by the ISMS regulations as set out in the Compliance Policy. You shall not misuse the Company's IT and other resources, including but not limited to computers, internet and intranet, during your employment with the Company. You shall discharge your responsibilities to the Company with due care and attention and shall exercise all due diligence to prevent such misuse in any manner whatsoever. In the event you indulge in unauthorized use or misuse of the Company's resources, you shall keep the Company and its directors, managers, officers, etc. fully indemnified against any liabilities, losses, damages, costs and expenses, third party claims / legal action, arising in connection with your breach of this clause. The Company also reserves the right to initiate appropriate legal action against you.

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16. Non-Competition and Non-Solicitation:

i. Non-Competition. You hereby acknowledge and agree that the scope of business in which the Company is engaged is very competitive and is one in which few companies successfully compete. Any competition by or through you after having had access to Company's information in any aspect of Company's business during the subsistence of your employment and for a period of 12 (twelve) months after the termination of your employment could cause severe damage to the Company and its business due to the information accessed by you in the course of your employment with the Company. However, no obligations herein shall be construed to prevent you from exercising your acquired general skills after the termination of your employment, except as applied to specific Company information. In view thereof, you acknowledge and agree that you will not engage in a business which shall be construed as competing, directly or indirectly, with the Company's business during the term of your employment and for a period of 12 (twelve) months from the date of termination of your employment.

ii. Non-Solicitation. You will not interact independently in any way with any of Company's past or present clients, except in the ordinary course of business. Upon Termination or resignation from the employment any time, you will not interact with any of Company's past or present clients for a period of 2 years in any manner whatsoever. You will also not accept any offers of employment from any of Company's past or present clients for a period of 1 year after your termination or resignation without the prior written consent of the Company. Furthermore during your employment and 2 years after termination or resignation, you will not directly or indirectly induce, attempt to induce, solicit the employment of, or hire any person who is or was (within the prior six (6) months) an employee or independent contractor of the Company or its Affiliates to leave the employment of the Company or such affiliate, or in any other way deliberately interfere with the relationship between the Company or such affiliate, as applicable, and any such person.

17. Non-Disparagement: You understand and agree that during the term of your employment and after the termination of employment with the Company for any reason, you shall not make any false, disparaging or derogatory statements in public or private to any person or over the internet or media outlet including social media regarding the Company or any of its directors, officers, employees, agents, customers of the Company or representatives or the Company's business affairs and financial condition. You acknowledge that any breach or threatened breach of this provision will cause irreparable injury to the Company and/or its affiliates and that money damages will not provide an adequate remedy. Nothing contained herein will be construed as prohibiting the Company or its affiliates from pursuing any equitable relief or any other remedies available to it for such breach or threatened breach including any recovery of damages from you.

18. Intellectual Property Rights: You acknowledge and agree that all rights in and to any ideas, designs, concepts, writings, discoveries, Inventions, improvements, processes, procedures, techniques, developments, and Derivative Works (a Derivative Work is a work based on or derived from one or more already existing works), regardless of patent, copyright, or other intellectual property protection, which you have made, conceived, developed, discovered or acquired either solely or jointly with any other person or persons before or during the term of your employment, which relate to or are useful in connection with the business now or hereafter carried on or contemplated by the Company shall be the sole and exclusive property of the Company (collectively, the "**Intellectual Property**"). To the extent that you may be entitled to claim any ownership interest in the Intellectual Property, you agree to and hereby do transfer and assign to the Company all of your rights, title and interest in and to such Intellectual Property, under all applicable patent, copyright, trade secret and trademark laws, in perpetuity or for the longest period otherwise permitted by law.

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19.Term and Termination: You shall be employed by the Company for the period commencing on the Commencement Date as mentioned in your Appointment Letter and ending on the earlier of (i) the date of your death or (ii) your retirement from the service of the Company on attaining the superannuating age of [65] years, unless sooner terminated as hereinafter provided:

A. Termination without cause:

a. The Company may terminate your employment with the Company by giving prior written notice as per the notice period applicable to your role band/ function as specified in the employee handbook or by payment of proportionate remuneration for any shortfall in the notice period, at any time without assigning any reason whatsoever. You may terminate your employment with the Company by giving prior written notice as per the notice period applicable to your role band/ function specified in employee handbook, at any time during your employment. However, under special circumstances (notwithstanding the above) the Company's management reserves the authority to either i) relieve the employee, only after expiry of a notice period which may not extend beyond[1 (one)] additional month or ii) relieve the employee earlier than the notice period, where requested by the employee and agreed by the Company or where mutually agreed.

B. Termination with cause:

a. Company may terminate your employment with immediate effect without any compensation by a written notice, if you:

i. breach or violate the Terms, including the Employee Hand Book and the Company Policies referred to therein;

ii. undertake any direct/indirect business or employment, honorary or remunerator except with the written permission of the Company's management in each case;

iii. are or has been engaged in fraud, misconduct, gross negligence or reckless conduct;

iv. for any reason no longer are considered medically fit to perform your duties as an employee by a medical practitioner of the Company's choice;

v. were absent from work for a continuous period of 3 (three) working days, without the written approval of your reporting manager (including any overstay of your leave/training) or without reasonable explanation;

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- vi. have voluntarily abandoned your job by remaining absent without leave or beyond the period of leave originally granted or subsequently extended;
- vii. wilfully fail or neglect to perform or carry out your powers, functions or duties in an agreed manner;
- viii. engage in any conduct which may tend to injure the reputation or standing of the Company and/or its affiliates;
- ix. refuse or neglect to comply with any lawful and reasonable order given to you by the Company or any other person duly authorised by the Company;
- x. wilfully breach the confidentiality of any client/customer/patient, employee of the Company;
- xi. attends for work under the influence of drugs and/or alcohol;
- xii. fail to complete or furnish as promised or which you have conceived or misrepresented the requirement, where in the event your appointment is made subject to your qualifications, experience and other such requirements;
- xiii. particulars mentioned in your application are found false, not authentic or without documentary proof to the satisfaction of management.
- xiv. Non clearance of training – namely Domain, Voice & Accent, on the job training,

20. Effect of Termination: During your employment termination notice period, you shall at all times continue performing your duties as an employee, unless otherwise directed by the Company. Upon termination of your employment, your right to any compensation and benefits not already accrued or earned shall cease and you shall immediately return to the Company all of the Company's property, documentation, trade secrets, Confidential Information, equipment, assets, security devices, access cards, work related passwords and all other Company cards, property, correspondence, specifications, formulae, literature, drawings, effect or records, or any other property proprietary materials etc. belonging to the Company or relating to its business and in your possession, custody or control, and shall promptly return any and all copies thereof. You shall smoothly handover all your work to your manager or the person as may be designated by the Company and shall also inform the Company of any and all material issues that are pending resolution (including any potential contentious issues).

21. Notice pay reimbursements of former employer: Where the Company reimburses you any amount that you have to (or have had to) pay to your previous employer in lieu of any shortfall in your termination notice period with your previous employer (Notice Pay Reimbursement), you agree that:

- i. you are responsible to properly account for and pay any applicable statutory taxes or levies on such payment;
- ii. if you cease to be in the Company's employment before completion of the minimum service period and conditions agreed by you with the Company, the Company may, in addition to the recourse it may have under any agreement, recover from you the part of Notice Pay Reimbursement that is proportionate to the shortfall in your completing the minimum service.
- iii. you authorise the Company to deduct any such recovery from the amounts that the Company may be entitled to pay you at the time of settling your dues following cessation of employment.

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22. Outside Engagements, Conflict of Interest: You will not engage in any outside business activity, including consulting services, or outside employment that competes with, or may have the appearance of competing with the interest of the Company, including but not limited to being employed by, investing in, or providing times, materials or other services to any entity that buys from, sells or provide services to, or competes with the Company, or engaging in any non-Company activity that utilizes any of the Company's equipment, physical assets, or confidential information.

23. Return of Property: You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or charge. For the loss or damage of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

24. Disputes Resolution, Jurisdiction and Governing Law: The Company endeavours to settle amicably and in accordance with the Company Policies any disputes, differences or claims related to an employee. In the event of failure to resolve the disputes / differences/claims, as above, and except where the disputes relate to the breach of any or all of the Sections 13,14,15, 16, 17 and 18 of these Terms (either individually triggered or triggered along with a combination of any other clause in these Terms) ("**Reserved Matters**"), you and the Company agree to resolve the same through arbitration as provided below and as set out under the Arbitration and Conciliation Act 1996. For disputes pertaining to the Reserved Matters, and also any matter that remains unsettled under Arbitration as set out above, the Courts of Mumbai shall have exclusive jurisdiction to settle the dispute. Governing Law shall be the laws of the Republic of India.

For disputes referred to Arbitration:

a. Each party shall mutually select sole arbitrator who shall act as the sole arbitrator of any dispute. If no consensus is reached between you and Company on selection of a sole arbitrator then Company may appoint a sole arbitrator, in its sole discretion. Each party shall pay the fees of its own attorneys, the expenses of its witnesses and all other expenses connected with presenting its case.

b. The arbitration proceedings shall be conducted at Mumbai in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof, for the time being in force. The arbitration proceedings shall be conducted in English.

25. Notice. Any notice required or permitted to be given by you or the Company shall be in writing and shall be deemed to have been sufficiently given for all purposes when presented personally to such party or sent by certified or registered mail, return receipt requested, or by electronic mail or facsimile transmission with confirmation, to such party at its address. Any notice of any change in such address shall also be given in the manner set forth above.

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26. Severability: If any provision under these Terms is or becomes unenforceable in any jurisdiction then that shall not affect, the validity or enforceability in that jurisdiction of any other provision of these Terms; or the validity or enforceability in other jurisdictions of that or any other provision of these Terms. Further, if the provisions under Clause 24 of these Terms become unenforceable or invalid or void, under any circumstance, then the parties mutually hereby agree to resolve the disputes under these Terms in the Courts of Mumbai and as per the governing laws of the Republic of India.

27. Waiver. No provisions in these Terms may be waived except in writing by the Company. A waiver of any term or provision hereof shall not be construed as a waiver of any other term or provision hereof.

SIGNED and DELIVERED by and on behalf of
Medusind Solutions India Private Limited

SIGNED and DELIVERED by on and behalf of

Kranti Munje

Soundarya Shridhar Gundu

Chief Human Resources Officer

01-Sep-2022

Signature Not Verified

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EMPLOYEE CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement (hereinafter the “**Confidentiality Agreement**”) is made and entered into on **01-Sep-2022** by and between Medusind Solutions India Pvt. Ltd., having its office at 6th Floor, The Great Oasis D-13, Street 21, MIDC, Marol, Andheri(E) Mumbai-400093 hereinafter referred to as “the Company” which expression shall unless it is repugnant to the context or meaning there of include its successors and assigns of the One Part, and Ms. Soundarya Shridhar Gundu having his/her permanent address at 122/2nd floor, Kharas Bldg No. 3, N.M Joshi Marg, G - South, Elephistone, of the employee hereinafter referred to as the “**Employee**” (which expression shall unless it is repugnant to the context or meaning thereof include his/hers heirs, executors and administrators) of the Other Part.

WHEREAS

- a. the Employee has been informed by the Company and understands that the Company is engaged in providing among other things information technology enabled services to the US healthcare market;
- b. the Company’s business depends on Company’s possession of confidential, proprietary information, not generally known to others, including specialized information about research, development, production, marketing, and management in Company’s business.
- c. the Company wishes to protect its confidential proprietary information and ensure that all employees agree to maintain the confidentiality of this information.
- d. the Employee acknowledges that the Company desires to protect its confidential proprietary information, that his/her employment creates a duty of trust and confidentiality to the Company with respect to its confidential proprietary information and, as a condition of employment or continued employment with the Company, Employee agrees to be bound by the terms of this Agreement.

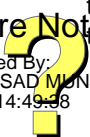
1. Confidential Information.

a. Confidential Information and its use:

- i. The Employee understands that “Confidential Information” means any Company proprietary information, documents regarding the Company’s work flow processes, voice files, data, text stored in computer or in paper or in any other software, notes and medical reports, patient information of any nature, literature, records of any nature, emails, fax, log-sheets, manuals, computer programs and applications and data/information in any means that may be provided by virtue of being associated with the Company, in connection with Company’s business or its clients and associates.
- ii. The Employee understands that “Confidential Information” includes, but is not limited to, Protected Health Information of the Company’s clients and information pertaining to any aspects of the Company’s business which is either information not known by actual or potential competitors of the Company or other third parties not under confidentiality obligations to the Company, or is otherwise proprietary information of the Company or its clients or vendors or suppliers, whether of a technical nature or otherwise. The Employee further understands that Confidential Information does not include any of the foregoing items which has become publicly and widely known and made generally available through no wrongful act of the Employee or of others who were under confidentiality obligations as to the item or items involved.

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iii. The Employee agrees at all times during the term of his/her relationship with the Company and thereafter, to hold in strictest confidence, and not to use, except for the benefit of the Company and to the extent necessary to perform his /her obligations to the Company under the relationship, or to disclose to any person, firm, corporation or other entity without written authorization of the Board of Directors of the Company, any Confidential Information of the Company which the Employee obtains. The Employee further agrees not to make copies of such Confidential Information except as authorized by the Company.

b. The Employee understands that he/she will get acquainted with or have access to the following:

i. Protected Health Information (“PHI”) including but not limited to the information created or received by the Company from or on behalf of its Clients. Protected health information means and includes individually identifiable health information, which is transmitted by and/or maintained in electronic media or in any other form or medium.

ii. “Individually Identifiable Health Information” which is information, including demographic information collected from an individual, and is created or received by a health care provider, health plan, employer, or health care clearing house; relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; and that identifies the individual; or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

In terms of the Privacy Rule obligations under HIPAA and related provisions, protection has to be ensured of all "individually identifiable health information" held or transmitted by the Company and its employees, in any form or media, whether electronic, paper, or oral.

2. The Company specifically states that as all clients of the Company (“Client/s”) are governed by the provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”) and regulations promulgated thereunder, the American Recovery and Reinvestment Act of 2009, Public Law 111-5, which includes the Health Information Technology for Economic and Clinical Health Act (the “HITECH Act”), and other applicable laws of the United States of America, the Company (and its employees) shall be bound by the provisions of the aforesaid laws as may be applicable in the course of performing services to its various clients, including but not limited to the use and disclosure of protected health information as set out herein and the Employee agrees to comply with the specific obligations under Annexure 1 to this Confidentiality Agreement (such Annexure 1 forms part of this Agreement).

3. Third Party Information. Employee recognizes that the Company has received and in the future will receive from third parties their confidential or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. Employee agrees to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except as necessary in carrying out his/her work for the Company consistent with the Company's agreement with such third parties.

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4. Prior Obligations. The Employee represents that his/her performance of all terms of his/her prior agreements as Employee of the Company has not breached and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by him/her prior or subsequent to the commencement of his/her relationship with the Company, and the Employee will not disclose to the Company or use any inventions, confidential or non-public proprietary information or material belonging to any previous, client, employer or any other party. The Employee will not induce the Company to use any inventions, confidential or non-public proprietary information, or material belonging to any previous client, employer or any other party.

5. Intellectual Property. The Employee hereby understands and acknowledges that all services provided herein shall be treated as "work for hire" and all intellectual property arising thereon, as may be applicable shall stand automatically assigned to the Company.

6. Returning Company Documents. The Employee agrees that, at the time of termination of his/her relationship with the Company, the Employee will return/deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) any and all literature, documents, data, correspondence, client details, notes and medical records, patient information and reports of any nature, manuals, material, computer programs and applications and such other documents or property, or reproductions of any of the aforementioned items developed by him/her pursuant to the relationship or otherwise belonging to the Company, its successors or assigns. The obligations under this Confidentiality Agreement survive any termination of the relationship.

7. Notification to Other Parties. In the event that Employee leaves the employment of the Company, the Employee hereby consents to the notification by the Company to his/her new employer about his/her rights and obligations under the Confidentiality Agreement.

8. Voluntary Execution. The Employee certifies and acknowledges that he/she has carefully read all of the provisions of the Confidentiality Agreement and that he/she understands and will fully and faithfully comply with such provisions.

9. Effective Date. The Confidentiality Agreement shall become effective on its execution with immediate effect and shall remain in force for the term of the Employee's employment with the Company and for a period of 3 (three) years thereafter.

10. Survival of Confidentiality Agreement. The Employee understands and agrees that his/her employment relationship are governed by the Employee's employment terms, which he/she has signed with the Company. This Confidentiality Agreement supplements the Employee's terms of employment with the Company and where: (i) the Confidentiality Agreement is silent, the terms and conditions of employment shall govern; and, (ii) the Confidentiality Agreement is in conflict or inconsistent with the employment terms, the terms and conditions of Confidentiality Agreement shall govern. The Employee further understands that this Confidentiality Agreement shall survive termination of his/her employment, regardless of the reason for termination. Survival. The provisions of the Confidentiality Agreement shall also survive the termination of the relationship and the assignment of the Confidentiality Agreement by the Company to any successor in interest or other assignee.

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11. This Agreement supersedes all prior discussions and writings with respect to the subject matter hereof, and constitutes the entire agreement between the Parties with respect to the subject matter hereof. No waiver or modification of this Agreement will be binding upon either Party unless made in writing and signed by a duly authorized representative of each Party and no failure or delay in enforcing any right will be deemed a waiver. In the event that any of the provisions of this Agreement shall be held by a court or other tribunal of competent jurisdiction to be unenforceable, the remaining portions hereof shall remain in full force and effect.

12. This Agreement shall be governed by the laws of India and Mumbai courts shall have jurisdiction. This Agreement is written in the English language only; which language shall be controlling in all respects.

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS CONFIDENTIALITY AGREEMENT ON THE DATE STATED HERE IN ABOVE.

SIGNED AND DELIVERED by and on behalf of MEDUSIND SOLUTIONS INDIA PRIVATE LIMITED represented by

Kranti Munje

Chief Human Resources Officer

at Mumbai in the presence of:

1.

2.

SIGNED AND DELIVERED by and on behalf of

Soundarya Shridhar Gundu

at Mumbai in the presence of:

1.

2.

Signature Not Verified

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Annexure- 1

OTHER OBLIGATIONS TO BE FOLLOWED BY THE EMPLOYEE

The Company and its employees are bound by the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and other regulations promulgated thereunder, the American Recovery and Reinvestment Act of 2009, Public Law 111-5, which includes the Health Information Technology for Economic and Clinical Health Act ("HITECH Act"), and other applicable laws (collectively referred to as "Regulations")

Protected Health Information ("PHI") includes but is not limited to the information created or received by the Company from or on behalf of its Clients. Protected health information means and includes information collected from an individual, created or received by a health care provider, health plan, employer, or health care clearing house and relating to the past, present, or future physical or mental health or condition of an individual and details regarding the provision of health care to an individual transmitted by and/or maintained in electronic media or in any other form or medium.

The Obligations of Employee as per the Regulations are as follows:

1. Employee shall be permitted to use and/or disclose PHI created or received on behalf of the Company only if such use or disclosure is in accordance with the terms of this Agreement and 42 CFR §164.504(e) of the Privacy Rule.
2. Employee agrees to not use or further disclose PHI other than as permitted or required by this Agreement or as required by law.
3. Employee agrees to use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement. Employee agrees to implement such administrative, physical and technical safeguards, as the Company may communicate to the Employee, that reasonably and appropriately protect the confidentiality, integrity and availability of any electronic PHI.
4. Employee agrees to mitigate, to the extent practicable, any harmful effect that is known to Employee of a use or disclosure of PHI by Employee in violation of the requirements of this Agreement.
5. Employee agrees to immediately report to the Company any use or disclosure of PHI not provided for by this Agreement of which it becomes aware. Employee also agrees to report to the Company any security incident, including any breach of PHI and all data breaches whether internal or external, related to PHI of which Employee becomes aware.
6. Employee shall cooperate to provide such reports, documentation, disclosures, notes as may be required by the Company on a timely basis, in accordance with law.
7. The Company reserves the right to initiate and pursue such legal action (civil and/or criminal) and/or claim for damages in the event of a violation or breach of any of the obligations specified herein on the part of the Employee.

Signature Not Verified

Digitally Signed By:
KRANTI PRASAD MUNJE
2022-09-09T14:49:38



Home View New mail Read / Unread

- Favorites
- Folders
 - Inbox 9384
 - Drafts 279
 - Sent Items 4
 - Technical
 - Snoozed
 - Deleted Items 1401
 - Junk Email 5716
 - Archive1
 - Notes 2
 - Archive

Results Filter

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- SK** sriman konda
> Star Union Dai-ichi Life Insurance 7/14/2022
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IT Campus Hiring - June'22 | Star Unio... Inbox

All results

- Dinesh Sukumaran



From: Nikita Gupta <Nikita.Gupta@sudlife.in>
Sent: Tuesday, July 12, 2022, 3:39 PM
To: placement.at.vsit@gmail.com <placement.at.vsit@gmail.com>
Ce: Shivani Chavan5 <Shivani.Chavan5@sudlife.in>
Subject: RE: IT Campus Hiring - June'22 | Star Union Dai-ichi Life Insurance

Dear Dinesh,

Please find below the list of students who have been selected as a part of Star Union Dai-ichi's campus process:

- Sriman Konda
- Sagarika Sangwekar
- Shreyas Badbe
- Ashwin Nelson Thangaraj

The above mentioned students will be receiving the offer letters by tomorrow. Their expected date of joining will be July 18, 2022.

The below student has been waitlisted: Aditya Sawant



Ref: HR/MAR/22/A3/59817765/60429670/1001179605

Date: 30 March, 2022

Ms. Srujana Pasikanti
Mhada Colony, kokari Agar.
Sion koliwada ,Near GTB monorail station
Wadala Truck Termina 400037
Maharashtra, India

Dear **Ms. Srujana**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Executive - Payroll** in **Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Navi Mumbai, Maharashtra.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 06 June, 2022.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,00,000/- (Rupees Three Lac(s) Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. Fixed Pay: Rs. 3,00,000/- (Rupees Three Lac(s) Only) per annum.

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. Retirals: Rs. 27,795/- (Rupees Twenty Seven Thousand Seven Hundred Ninety Five Only) per annum.

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
www.relianceretail.com



The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited

Gulur Raghavendra Venkatesh
CHRO - Reliance Retail

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
www.relianceretail.com

Annexure 1A			
Name: Srujana Pasikanti			
EARNINGS			
CTC Components	Proposed CTC (Rs.)		
	Monthly	Annual	
A. Fixed Pay			
1	Basic Pay	10,733	1,28,790
Choice Pay			
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	0	0
7	Residual Choice Pay	6,585	79,020
Housing			
8	House Rent Allowance	5,366	64,395
Retirals			
9	PF - Employer Contribution	1,800	21,600
10	Gratuity (4.81% of Basic)	516	6,195
Total Fixed Pay [A]		25,000	3,00,000
Total CTC (A)		25,000	3,00,000
<p>Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.</p> <p>(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965. (**) For Insurance Premium debits, please refer Annexure 1B</p>			

Insurance (Pay Slip Debit As Per Grade)	Monthly	Annual
GPA Insurance Premium		
Group Term Life Insurance Premium		
Medical Insurance Premium		



Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. PROBATION:

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You

will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it

deems proper in the event of your failure to account for such material or property to its satisfaction.

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will 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 or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. TERMINATION OF EMPLOYMENT:

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - i. Return to work within 8 days from the commencement of such absence, and
 - ii. Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name:

Signature:

Date:

Medtronic

Date: 1st August 2022

Appointment as Apprentice

Dear Swapnali Ramchandra Jangle,

In continuation to the Model contract of apprenticeship issued to you under National Apprenticeships Promotion scheme (NAPS), we are pleased to appoint you as a 'Apprentice' with India Medtronic Pvt. Ltd. based at Mumbai on the following terms and conditions:

1. You shall undergo training with India Medtronic for a period of One Year commencing from 16th August 2022.
2. The training shall comprise of training which includes on-the-job training. You shall also get yourself acquainted with working of the organization and acquire working knowledge and know-how of various roles in the organization. You shall diligently pursue the studies and training.
3. During the learning and training period, you will be paid a fixed stipend of Rs. 18,000/- per month. You will not be entitled to any other payments. The stipend will be deducted pro-rata for the days on which you remain absent without leave.
4. On benefits you will be provided with a Medical Insurance cover of INR 200,000 for yourself as well as an Accident Insurance cover of INR 200,000/-.
5. On completion of the training, India Medtronic may offer you employment on such post and on such terms and conditions as may be decided by India Medtronic and communicated to you in writing. It is clarified that the appointment as a "Apprentice" does not create any right whatsoever to claim employment with India Medtronic.
6. You will be entitled to Fifteen days of Privilege leave and twelve days of Sick leave during a period of 12 months while on training.
7. During the period of the training you shall faithfully, diligently and to the best of your ability devote in receiving necessary training and/or observation and / or on-the-job training and/or carrying out the assignments. You shall carry out and obey all orders, directions and instructions issued from time to time by India Medtronic and any other authorized person.
8. You shall carry out all the assignments and responsibilities and shall perform all such acts, deeds and things as may be called upon or required to do with due diligence, punctuality and to

Medtronic

the best of your ability and skill. You shall conduct yourself honestly and faithfully and shall not indulge in any negligence, misconduct or misbehavior or commit any breach of this appointment letter.

9. The continuance of your training or the employment thereafter shall be subject to the levels of performance as may be prescribed by India Medtronic from time to time and also appropriate job vacancy.
10. You shall not divulge or communicate to any person or persons whatsoever may, any secret information, accounts transaction, discovery or dealings which you may receive or obtain in relation to the affairs of India Medtronic. However, you may pass on the knowledge and skills gained during the training to your colleagues in India Medtronic as may be directed by India Medtronic.
11. You shall be required to attend the training in any shift or at such time / day as may be directed.
12. You may be deputed to any other establishment, place or location anywhere in India for practical or on-the-job training. The cost of travel and lodging at such place will be paid by India Medtronic.
13. You shall be governed by the rules of India Medtronic in force from time to time.
14. Your training shall be subject to your being physically and mentally fit.
15. India Medtronic shall be entitled to terminate this appointment or discontinue the training for violation of the terms of this appointment without notice. You may discontinue the training by giving one month's notice or stipend in lieu thereof. In case you breach the contract, you shall refund the cost incurred on the training to India Medtronic.

For India Medtronic



Digitally signed by Titus Arnold
Date: 2022.08.05 16:13:33
+05'30'

Titus Arnold
Director – Human Resources,
India & Commercial Excellence APAC

Medtronic

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

SIGNATURE: _____

Sjangb

DATE: _____

06/08/22

RXIPL/CO/HR/LOI/2022/917

November 05, 2022,

Ms. Tanvi Vijay Gaurav

62/E, Lentin Wadi, G.D. Ambekar Road,
Wadala, Mumbai-400031

Ms. Tanvi Vijay Gaurav

This is with reference to your application and subsequent interview you had with us. We are pleased to make you an employment offer in our organization as a **'Billing Executive'** following terms and conditions:

1. That your place of posting presently would be at **'Mumbai'** and can be transferred to any of our Branches in India or our Sister Concern any time.
2. That your CTC salary would be **2, 34, 852/-** only per annum all inclusive. Detailed Salary Structure will be mentioned in Appointment Letter which will be issued to you after completion of your joining formalities.
3. That this offer is subject to your being found and remaining medically fit during your service period.
4. You will be under probation for the first three months. Based on your performance you would be made permanent.

While coming to join us, please bring the following documents with you.

5. Original Certificates and Testimonials with their photocopies.
6. 3 Copies of your latest passport size photograph with white background.
7. Clearance Certificate from your present employer and last pay slip.
8. Appointment Letter of last company.

Please arrange to join duty on or before **18th November 2022**. If you fail to join us within the prescribed period due to any reason, this offer will automatically be void unless you get an extension for joining from our side in writing only. Your joining is subject to submission of all the above said required documents. Letter should be accepted within 3 days from the date of issue.

The appointment letter detailing your other terms and conditions will be issued upon only after scrutinizing the necessary documents subject to be found true and completion of other mandatory requirements.

Further the management has the right to cancel or put the offer on hold without assigning any reason thereof.

Please sign the duplicate copy of this letter in token of your acceptance and return the same to us for our records.

With Best Wishes,

Yours Faithfully,

For Rx Infotech P LTD

Manager HR
Shilpi

Date: 06th May 2022

To,

Tasmiyah Patni

Subject: Offer Letter

Dear Tasmiyah Patni,

We have pleasure in giving you an offer in our organization as Junior Tester. This offer takes effect from your date of joining i.e. 1st June 2022

We would request you report remotely or at the following address, 21, Unique Industrial Estate, Off V.S. Marg, Prabhadevi, Mumbai – 400 025 during normal business course as mutually agreed upon

As per organization policy, the probation period applicable to you shall be six (6) months. Your work performance would be evaluated before confirming you in to permanent position

You would be posted at the above address. However as and when required, your service will be transferable to any of the offices in India or abroad.

During probation or on permanent role, the period of notice required for resignation is three (3) months.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Your compensation package would be as mentioned below. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

1) Hours of Work:

Your official hours of work will be from 9:30 am to 6:00 pm, Monday to Friday inclusive with one hour break for lunch each day. However, for certain specific jobs a different work schedule may apply to you, which will be explained to you by your manager if applicable. Business exigencies may require you to work beyond the specified hours, including the possibility of working weekends. You may also be expected to travel to other locations at times outside of your official hours of work

2) Cost To The Company (CTC): INR 2,50,000 per annum

3) Performance year runs from Apr – Mar every year. You would qualify for performance evaluation year after the end date of your probation period.

4) Annual leave: Annual Leave will be allotted on pro-rata basis after completion of six months of probation. 21 days Casual Leave and 5 days Sick Leave. Candidates are requested not to take any leave during probation period i.e. for six (6) months unless and until there is emergency.

5) If you resign or voluntarily quit employment within a year from date of joining, in such case you are entitled to pay three (3) month's salary in lieu of notice.

This offer is valid till 10th May 2022, if you do not confirm the acceptance, Alpha MD Pvt Limited, has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission.

- i. Original and copies of educational certificates and mark sheets.
- ii. Relieving letter & experience certificate from previous employer[s].
- iii. Salary certificate from previous employer.
- iv. Original & copy of your passport
- v. Nationality Proof – Copy of Passport / Voter ID / Domicile certificate
- vi. Three passport size and one stamp size colored photograph

Note: Please note only after you submit all these documents you will be on boarded, any delay in submitting these documents will impact your Date of Joining.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best

Yours Sincerely,

For Alpha MD Pvt Ltd

Vijayalakshmi Balakrishnan

Co-Founder

Acceptance Signature:



Acceptance Date: 09th May 2022



Dear Trushna Santosh Sawant

Dated: 08.12.2021

We are pleased to appoint you in the role of Executive in Grade 8C2 in Pepperfry Private Limited (the "Company") with effect from 08.12.2021 on the following terms and conditions and subject to such rules as are in force and amended from time to time:

1. **LOCATION:** You will be employed at the Mumbai office of the Company. The Company will have the right from time to time with such notice as the Company, in its absolute discretion considers reasonable, to meet business exigencies, change the location of your employment or to appoint you to any position as the Company may decide. The Company may with prior approval, which shall not be unreasonably withheld, transfer your employment to any affiliate or group company of the Company and shall reasonably ensure your statutory dues and entitlements are not prejudiced with such transfer. You hereby agree that aforesaid decisions of the Company would be to augment the best interests of the Company and all the other employees, personnel and customers of the Company. In the event you are aggrieved by the decision of the Company, your sole and exclusive remedy would be to terminate your employment with this Company in accordance with the terms of this Agreement.
2. **REMUNERATION:** Details of your remuneration and other benefits (subject to deduction of income tax and other statutory deductions) are provided in the Annexures.
3. **SALARY REVIEW:** Your salary may be reviewed periodically as per Company policy from time to time. Salary increments are discretionary and will be subject to and on the basis of effective performance and work results during the review period. This Agreement does not grant you any right to seek any review or revisions in your salary which shall be at the sole discretion of the Company. The Company may review and revise the salary structure from time to time in compliance with the applicable laws. Unless prohibited under any applicable laws for example provident funds etc., without prejudice to any rights and remedies of the Company, the Company shall be entitled to offset any sum due from you to the Company against the salary or any other compensation or reimbursement payable by Company to you.
4. **LEAVE:** Subject to applicable laws, you will be entitled to 24 days leave in a financial year after the successful completion of your probation for each completed year of service. This will be applicable to you pro-rata from the date of confirmation of your employment with the Company. You are not entitled for any paid leave during the probation period. Subject to applicable laws, un-availed annual leaves may be accumulated in accordance with the rules of the Company.
5. **EMPLOYMENT AND TERM:**
 - a. You shall devote your full time to the Company i.e. you shall not take up any other employment or profession or any other occupation (whether for gain or otherwise) during your employment with the Company. However, Company encourages bona fide social contributions by professionals including its employees. In the event you desire to engage in any bona fide and non-remunerative social engagement, you may be permitted by the Company but you need to inform the Company of your intent prior to undertaking any such activity.
 - b. Your employment will be subject to a probationary period of up to three months. If your performance is satisfactory to the company during this period, then the company shall confirm the appointment in writing. The Company may at its sole discretion, extend this probationary period for an additional three-month period if the Company deems such extension appropriate.
6. **PAST RECORDS:** You hereby unconditionally and irrevocably authorize the Company to verify (including authorizing any third party to conduct such verification) any and all data or information provided by you to the Company in relation to your employment with the Company either before the date of this Agreement or at any time thereafter. If any declaration given or data or information furnished by you to the Company is false or if you are found to have wilfully or negligently suppressed or concealed any material data or information, in such cases, you will be liable to be terminated from your employment with the Company.
7. **RETIREMENT:** Retirement age is 60 years or any such age as may be mandatory under applicable laws.
8. **RESPONSIBILITIES AND DUTIES:** Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always fulfill the responsibilities and duties attached to your position and conduct yourself accordingly.
9. **TRAVEL:** You will be required to travel on Company work and your travel expenses will be reimbursed as per Company rules.
10. **CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY:** You shall, either during the continuance of your employment or thereafter, strictly and unconditionally comply with and abide by the Non-Disclosure and Intellectual Property Agreement between you and Company. You shall not disclose to Company or to any employee, contractor, consultant or agent of the Company during the course of their engagement with the Company, nor make use in the performance of your duties to the Company, any trade secrets or other proprietary information of any third party, unless such trade related information has been validly obtained by or licensed to you and can be validly used by you or disclosed to the Company or to any employee, contractor, consultant or agent without these parties incurring any liability or obligation (past or future) to such third party.
11. **TERMINATION OF SERVICE:**
 - 11.1 **TERMINATION BY EITHER PARTY** - Your employment with the Company is on "at will" basis. This Agreement can be terminated by either party by giving One Month's (30 days) advance notice or by payment of One Month's (30 days) salary in lieu of notice and either party is not bound to give any reason. However, in the event of termination of service for breach of this Agreement, breach of



Company policies, violation of any laws, fraud, theft, withholding of material information in your application or any other form of misconduct, notice pay obligation of the Company will not be applicable. If you unreasonably absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

- a. Return to work within 8 days of commencing such absence, and
- b. Give an explanation to the satisfaction of the Company regarding such absence.

11.2 TERMINATION DURING PROBATIONARY PERIOD – Notwithstanding anything aforesaid, if you are serving your probationary period (as per clause 5 (b) this agreement can be terminated by the Company immediately, without giving any notice to you. However, in case you wish to terminate this Agreement during such period, you shall give (7) days' written notice to the Company. In such an event the Company may at its sole discretion, permit you to leave service during the period of notice without any salary in lieu of notice or pro-rated salary for the balance notice period. In relation to this Clause 11.2, "**Termination Date**" means the last date of employment of yours with the Company as stated in the notice given by the Company (if any), or the date on which the Company gives notice of termination having immediate effect, or the date on which notice period expires (whether given by the Company or the Employee), or the date on which the Company relieves you upon the receipt of the notice, as the case may be.

12. **ON SEPARATION:** On separation, you will return to the Company all correspondence, specifications, formulae, books, documents, effects, market data, cost data, records etc. belonging to the Company or related to its businesses and shall not retain or make copies of these items.
13. **TERMINATION UPON LIQUIDATION OR ANY CORPORATE EVENT:** If your employment is terminated by reason of the liquidation of the Company for the purpose of reconstruction or amalgamation or by reason of any reorganization of the Company and if you have been offered employment with the company succeeding to the Company upon such liquidation on terms no less favorable to you than the terms in effect under this Agreement then you shall have no claim against the Company by reason of the termination of the employment.
14. **NOTIFICATION TO NEW EMPLOYER:** In the event of termination of your employment or you leaving the Company, you hereby consent to the notification of your new employer of your duties and obligations and Company's rights and remedies under this Agreement or under any policy.
15. **NON-SOLICITATION:** You acknowledge that the employees, partners, consultants and customers of the Company and its affiliates are its key assets and goodwill and are a key contributor to the revenue and growth of the Company and all those associated with the Company including its employees. You further acknowledge that, unless you are employed with the Company you would not have gained access to the personal and other professional details of these persons including their skill sets. You further acknowledge that Company has invested and will continue to invest its time, resources

and money to hire, train and solicit these persons. You further acknowledge that Company will incur irreparable harm and damage if these persons are induced to work with or solicited by any competitor of the Company and further Company will sustain huge damage if these persons are induced to leave their employment or engagements with the Company. Therefore, you unconditionally and irrevocably agree that during the term of this Agreement and for 6 months after your separation from the organization, you agree not to directly or indirectly, employ or offer employment to any employee, customers Business partners, consultants of TrendSutra (Pepperfry) for your own interests. Such prohibition shall only be effective during the 6 months following the cessation of your employment with us and shall be without prejudice and shall not be construed as any waiver of Company rights and your obligations under the confidentiality undertaking or agreement between you and the Company.

16. Your employment shall be governed by the Model Standing Orders and also codes of conduct, rules and regulations as laid down by the Company from time to time.
17. **CHANGE OF ADDRESS:** You will intimate in writing to the Company any change of address immediately after the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
18. **ENTIRE AGREEMENT:** This Agreement and all the policies of the Company as on the date of this Agreement are the final, complete and exclusive agreement of the parties with respect to the subject matter hereof and supersedes and merges all prior discussions between the parties. No modification or amendment to this Agreement or the policies thereto, nor any waiver of any rights under this Agreement, will be effective unless agreed to by the parties which agreement could be express, implied or through estoppel. You agree and permit the Company to change or modify this Agreement or existing policies or introduce new policies by posting the same on the website of the Company or by notifying the same to you in any manner including by way of any electronic notification. If you don't agree to any such change, modification or introduction, your sole and exclusive remedy will be to terminate your employment with the Company at your convenience (without being construed that the Company is in breach of any terms of this Agreement or any policy) in accordance with the terms of this Agreement. Any subsequent change or changes in your duties, salary or compensation will not affect the validity or scope of this Agreement.
19. **NO CONFLICT:** You represent and warrant that you are not subject to any contractual or other restriction or obligation to any third party that will in any way limit your activities on behalf of the Company or prevent you from performing all or any of the obligations, terms and conditions of this Agreement and your employment with the Company would not be in breach of any third party contract. Further, you must immediately notify the Company if you or any of your relatives (as defined in Companies Act, 1956 as amended from time to time) acquire whether directly or as a beneficiary any voting rights equal to or more than two (2) percent or are appointed or nominated in any decision making or management position like director, promoter, partner etc. in any competitor of the Company. This may be a reason for Company to terminate your employment with the



Company at Company's convenience as per the terms of this Agreement or to modify your work responsibilities or location of your operations.

reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall then appear.

20. **ASSIGNMENT/NOVATION:** You agree that Company shall be entitled to assign or novate this Agreement to any third party under intimation to you. You cannot assign or novate either whole or any part of this Agreement and any such assignation or novation shall be void. This Agreement will be binding upon your heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns.
21. **MATERIAL FINANCIAL INDEBTEDNESS, LOANS AND ADVANCES:** If, during your employment under this Agreement, you obtain any loans or advances from the Company for any reason or otherwise becomes materially financially indebted to the Company, Company may if so elects, set off any sum due to Company from you against the compensation payable to you and collect any remaining balance from you.
22. **WAIVER:** No waiver by the Company of any breach of this Agreement or any policies shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this Agreement or any policy shall be construed as a waiver of any other right. For any waiver to be effective, the same shall be physically signed in ink by the authorized representative of the Company. The Company shall not be required to give notice to enforce strict adherence to all terms of this Agreement.
23. **SEVERABILITY:** In case any one or more of the provisions contained in this Agreement or in any policy shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement or such policy, and this Agreement or such policy shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein / therein. If moreover, any one or more of the provisions contained in this Agreement or policy shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and

24. **GOVERNING LAW AND JURISDICTION:** This Agreement and policies shall be governed and construed in accordance with the laws of India in relation to any legal action or proceedings to enforce this Agreement. The Parties irrevocably submits to the exclusive jurisdiction of any competent courts situated at Mumbai and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
25. **NON – COMPETE:** You shall not, either during you employment or for a period of six (6) months following the termination of your employment for any reason including resignation, without the prior written consent of the Company, carry on, or be engaged in, or be concerned with, or interested in, or employed by, any person engaged in or concerned with or interested in a business which is the same as, or substantially similar to, or in competition with, the Company's business.
26. **CONSTRUCTION OF DOCUMENTS:** Each party represents warrants and acknowledges that it has been represented by effective legal counsel and that the provisions of the Agreement will not be construed against a party because that party or its counsel has drafted any of the provisions. The parties have participated jointly in the negotiation and drafting thereof. In the event an ambiguity or question of intent or interpretation arises, it will be construed as if drafted jointly by the parties and no presumption or burden of proof will arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.
27. **SURVIVAL:** The terms and conditions of the Agreement, which by implication or by express stipulation of the Parties, survive the termination or expiry, the Agreement shall be adhered to and complied with by the parties even after the termination or expiration.

Monthly

The above terms and conditions are subject to Company Policies; the Company reserves the right at any time during your employment to amend, alter or vary any of the terms and conditions of your service with the company.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by signing the duplicate copy of this letter of appointment.

Yours Sincerely

For Pepperfry Private Limited

Aditi Pareek
Head – Human Resources



I accept employment on the above terms and conditions.

EMPLOYEE SIGNATURE

SALARY COMPONENTS, PERFORMANCE INCENTIVE and OTHER EMPLOYMENT BENEFITS

SALARY COMPONENTS

Designation: Customer Support Executive

Grade: 8C2

Level: Executive

	ANNUALIZED (INR)
Basic Salary (BASIC)	112000
House Rent Allowance (HRA)	56000
Special Allowance	47800
Conveyance	19200
Medical Reimbursement	15000
Leave Travel Allowance (LTA)	0
Employer PF Contribution	21600
COST TO COMPANY (CTC)	280000

PERFORMANCE INCENTIVE

- Based on your performance review and subject to the terms set out below, you will be eligible for a performance incentive over and above your cost to the Company ("**Performance Incentive**"). Your annual target Performance Incentive will be Rs. 56000 /- (Rupees Fifty Six Thousand Only), which is twenty percent (20%) of your cost to the Company (CTC).
- The Company follows a Monthly Performance Management Framework (which is referred to as Monthly Performance Management Sprints).
- To be eligible for a Monthly Performance Management Sprint, you should have joined before the month start of the Monthly Performance Management Sprint.
- Your Performance Incentive will be disbursed on a Monthly basis, in the month following the completion of the relevant Monthly Performance Management Sprint.
- Please note that the Performance Incentive is not a guaranteed payment by the Company and is based on individual as well as business performance of the Company. Your Performance Incentive will be subject to your level of achievement of key business measures based on the objectives set and assessed as part of the performance and operating review processes.
- The Performance Incentive will not be treated as salary for any purpose whatsoever and will not attract any indirect benefits like PF, Gratuity, and Pension etc.

MEDICAL INSURANCE

You will be eligible for Medical Insurance of Rupees Five Lakhs (Rs. 5,00,000/-). In the case of a married employee, the Medical Insurance would cover his/her spouse, and a maximum of two (2) children.

TERM LIFE POLICY

In case of the death of an employee during employment with the Company, Term Life Insurance equivalent to the amount of applicable CTC is payable to the nominee.

ACCIDENTAL DEATH POLICY

In case of the accidental death of an employee during employment with the Company, Accidental Death Insurance equivalent to twice the amount of the applicable CTC is payable to the nominee (subject to the terms and conditions prescribed by the Insurance Company).

I accept employment on the above terms and conditions.



Aditi Pareek
Head - Human Resources

EMPLOYEE SIGNATURE

Fw: Campus Drive 2022 | Datamatics

Spruha More <spruha.more@vsit.edu.in>

Tue 9/20/2022 10:20 AM

To: Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Regards

Spruha More

Assistant Professor



Vidyalankar Educational Campus
 Vidyalankar College Marg
 Mumbai – 400 037.
 Tel No. : 022 2416 1126 ext 3002
 www.vsit.edu.in

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From: Nupur Adkar <nupur.adkar@datamatics.com>
Sent: Thursday, May 5, 2022 6:04 PM**To:** Spruha More <spruha.more@vsit.edu.in>; Murali Anantha <murali.anantha@vsit.edu.in>**Cc:** 'Arati Hallis' <arati.hallis@datamatics.com>; 'Rekha Kumari' <rekha.kumari@datamatics.com>; namrata.angane@datamatics.com <namrata.angane@datamatics.com>**Subject:** RE: Campus Drive 2022 | Datamatics

Dear Murali/Spruha,

Vaibhavi has got shortlisted with us, rest of the students have got rejected in technical round. Thank you so much for all your support.

Thanks & Regards,
 Nupur Adkar
 Senior Executive - TA
 (M): +91 7841051285

From: Nupur Adkar [mailto:nupur.adkar@datamatics.com]
Sent: 05 May 2022 13:53**To:** 'Spruha More'**Subject:** RE: Campus Drive 2022 | Datamatics

Received, thank you.

From: Spruha More [mailto:spruha.more@vsit.edu.in]
Sent: 05 May 2022 13:50**To:** nupur.adkar@datamatics.com**Subject:** Fwd: Campus Drive 2022 | Datamatics

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From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: Thursday, May 5, 2022 1:40:48 PM**To:** nupur.adkar@datamatics.com <nupur.adkar@datamatics.com>; Spruha More <spruha.more@vsit.edu.in>**Subject:** RE: Campus Drive 2022 | Datamatics

Dear Nupur, Sharing the resumes of the shortlisted students in the attached zip file.

Regards,

Murali Anantha
 Training and Placement Officer
 9820440736



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

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From: [Nupur Adkar](#)
Sent: 05 May 2022 13:10
To: [Spruha More](#)
Cc: [Murali Anantha](#)
Subject: RE: Campus Drive 2022 | Datamatics

Hi Spruha,

PFB the list of shortlisted students, kindly share the resumes asap.

Vaibhavi	vaibhaviangre2002@gmail.com
Rohit	rohitatipamula2001@gmail.com
Abdul	rehmanscholar321@gmail.com
Monica	monicaoza1995@gmail.com
Achintya	achintya.rokade26@gmail.com
Arshan	arshanirani@ymail.com
Sankalpa	bagwesankalp272@gmail.com
Nikhil	nikhilgupta11267@gmail.com

Thanks & Regards,
Nupur Adkar
Senior Executive - TA
(M): +91 7841051285

DATAMATICS

Knowledge Centre, Plot 58, Street No. 17, MIDC, Andheri (E) Mumbai 400 096, INDIA
www.datamatics.com

From: Spruha More [mailto:spruha.more@vsit.edu.in]
Sent: 05 May 2022 10:56
To: nupur.adkar@datamatics.com; 'Rekha Kumari'; namrata angane
Cc: 'Arati Hallis'; Murali Anantha
Subject: Re: Campus Drive 2022 | Datamatics

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Hello all,

Please find the updated list of 20 students.

Regards

Spruha More
Assistant Professor



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From: Murali Anantha <murali.anantha@vsit.edu.in>
Sent: Thursday, May 5, 2022 10:49 AM
To: nupur.adkar@datamatics.com <nupur.adkar@datamatics.com>; 'Rekha Kumari' <rekha.kumari@datamatics.com>; namrata angane <namrata.angane@datamatics.com>

Cc: 'Arati Hallis' <arati.hallis@datamatics.com>; Spruha More <spruha.more@vsit.edu.in>
Subject: RE: Campus Drive 2022 | Datamatics

Nupur, Rekha,

One student who had not registered originally is here. His details are:

Roll Number: 19302E0036
 Name: Abdul Rehman Khan
 Mobile: 8286529560
 Email: rehmanscholar321@gmail.com
 Course: BSc IT
 YoP: 2022

Please let me know if you can consider him as well.

Regards,

Murali Anantha
 Training and Placement Officer
 9820440736



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

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From: Murali Anantha
Sent: 05 May 2022 10:13
To: nupur.adkar@datamatics.com; 'Rekha Kumari'; namrata.angane
Cc: 'Arati Hallis'; Spruha More
Subject: RE: Campus Drive 2022 | Datamatics

Am sharing the list of students who are present for the PPT and who will appear for the test.

Regards,

Murali Anantha
 Training and Placement Officer
 9820440736



Vidyankar Educational Campus
 Vidyankar College Marg
 Mumbai – 400 037.
 Tel No. : 022 2416 1126 ext 3103
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From: Nupur Adkar <nupur.adkar@datamatics.com>
Sent: Wednesday, May 4, 2022 4:36:24 PM
To: Murali Anantha <murali.anantha@vsit.edu.in>
Cc: 'Arati Hallis' <arati.hallis@datamatics.com>; Spruha More <spruha.more@vsit.edu.in>
Subject: RE: Campus Drive 2022 | Datamatics

Hello Sir,

Sure, noted.

Thanks & Regards,
 Nupur Adkar
 Senior Executive - TA
 (M): +91 7841051285

DATAMATICS

Knowledge Centre, Plot 58, Street No. 17, MIDC, Andheri (E) Mumbai 400 096, INDIA
www.datamatics.com

From: Murali Anantha [mailto:murali.anantha@vsit.edu.in]
Sent: 04 May 2022 15:30

To: nupur.adkar@datamatics.com
Cc: 'Arati Hallis'; Spruha More
Subject: Re: Campus Drive 2022 | Datamatics

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thanks Nupur.

Am sharing the updated list that does not have any duplicates.

Have also copied Spruha on this email, as she will help coordinate the process with you. You may reach her on: 704 579 4055

We will notify the students of the process and our discussion today.

Regards,

Murali.

Murali Anantha
Training and Placement Officer
9820440736



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

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From: Nupur Adkar <nupur.adkar@datamatics.com>
Sent: Wednesday, May 4, 2022 3:23 PM
To: Murali Anantha <murali.anantha@vsit.edu.in>
Cc: 'Arati Hallis' <arati.hallis@datamatics.com>
Subject: RE: Campus Drive 2022 | Datamatics

Hi Murali,

As discussed on a call, the assessment test will be of one hour and there will not be negative marking.

Also, PFA the list of students participating the drive tomorrow, let me know if there are any changes to be made.

Thanks & Regards,
Nupur Adkar
Senior Executive - TA
(M): +91 7841051285

DATAMATICS

Knowledge Centre, Plot 58, Street No. 17, MIDC, Andheri (E) Mumbai 400 096, INDIA
www.datamatics.com

From: Nupur Adkar [mailto:nupur.adkar@datamatics.com]
Sent: 04 May 2022 09:53
To: 'murali.anantha@vsit.edu.in'
Cc: 'Arati Hallis'
Subject: Campus Drive 2022 | Datamatics

Hello Sir,

Greetings from Datamatics !!!

PFB the agenda for tomorrow's campus drive.

- Presentation : Online approximate 1 hour (10 AM) link will be shared shortly
- Post presentation session , placement coordinator should ensure that all eligible candidates reach their respective systems to take online assessment test
- Test link will be shared to respective students to their email ID (11.30 AM)
- Students to take the test immediately post presentation session at college premises [required a PC with webcam setup for each students at college premises] (11.30 to 12.30)
- Shortlisted in online test will be announced same day and shortlisted ones can stay back for technical interview [required a PC with webcam setup for each students at college premises]
- Shortlisted in technical interview will be announced immediately after interview who will then take HR round same day [required a PC with webcam setup for each students at college premises]
- Offer letter will be released subsequently upon receiving all the documents from students

Thanks & Regards,
Nupur Adkar
Senior Executive - TA
(M): +91 7841051285

DATAMATICS

Knowledge Centre, Plot 58, Street No. 17, MIDC, Andheri (E) Mumbai 400 096, INDIA
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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

Superset ID: 2350349

Letter of Intent ("LOI")

Dear Viraj Parab,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** 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 pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2350349**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2350349**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2350349**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Viraj Parab

Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

Date: 06th May 2022

To,

Vivek Mantri

Subject: Offer Letter

Dear Vivek Mantri,

We have pleasure in giving you an offer in our organization as Junior Tester. This offer takes effect from your date of joining i.e. 1st June 2022

We would request you report remotely or at the following address, 21, Unique Industrial Estate, Off V.S. Marg, Prabhadevi, Mumbai – 400 025 during normal business course as mutually agreed upon

As per organization policy, the probation period applicable to you shall be six (6) months. Your work performance would be evaluated before confirming you in to permanent position

You would be posted at the above address. However as and when required, your service will be transferable to any of the offices in India or abroad.

During probation or on permanent role, the period of notice required for resignation is three (3) months.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Your compensation package would be as mentioned below. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

1) Hours of Work:

Your official hours of work will be from 9:30 am to 6:00 pm, Monday to Friday inclusive with one hour break for lunch each day. However, for certain specific jobs a different work schedule may apply to you, which will be explained to you by your manager if applicable. Business exigencies may require you to work beyond the specified hours, including the possibility of working weekends. You may also be expected to travel to other locations at times outside of your official hours of work

2) Cost To The Company (CTC): INR 2,50,000 per annum

3) Performance year runs from Apr – Mar every year. You would qualify for performance evaluation year after the end date of your probation period.

4) Annual leave: Annual Leave will be allotted on pro-rata basis after completion of six months of probation. 21 days Casual Leave and 5 days Sick Leave. Candidates are requested not to take any leave during probation period i.e. for six (6) months unless and until there is emergency.

5) If you resign or voluntarily quit employment within a year from date of joining, in such case you are entitled to pay three (3) month's salary in lieu of notice.

This offer is valid till 10th May 2022, if you do not confirm the acceptance, Alpha MD Pvt Limited, has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission.

- i. Original and copies of educational certificates and mark sheets.
- ii. Relieving letter & experience certificate from previous employer[s].
- iii. Salary certificate from previous employer.
- iv. Original & copy of your passport
- v. Nationality Proof – Copy of Passport / Voter ID / Domicile certificate
- vi. Three passport size and one stamp size colored photograph

Note: Please note only after you submit all these documents you will be on boarded, any delay in submitting these documents will impact your Date of Joining.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best

Yours Sincerely,

For Alpha MD Pvt Ltd

Vijayalakshmi Balakrishnan

Co-Founder

Acceptance Signature:

Acceptance Date:



Offer: Computer Consultancy
Ref: TCSL/DT20218872623/Mumbai
Date: 09/02/2022

Mr. Wasim Ayub Khan
Room No: A-58 1/2, Sion, Sai Baba Nagar 90 Ft. Road,
Near Himalaya Hotel,
Mumbai-400017,
Maharashtra.
Tel# -

Dear Wasim Ayub Khan,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

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TCSL/DT20218872623

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.



This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.



This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices,



processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xperience Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Wasim Ayub Khan
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Fw: Wipro Campus Update_LOI

Spruha More <spruha.more@vsit.edu.in>

Mon 9/26/2022 10:29 AM

To: Sapna Damdhar <sapna.damdhar@vsit.edu.in>

From: Yash Wadekar <yashwadekar49@gmail.com>**Sent:** Saturday, January 8, 2022 6:43 PM**To:** Spruha More <spruha.more@vsit.edu.in>**Subject:** Fwd: Wipro Campus Update_LOI

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

From: **Campus HR Team** <wipro+email+2w8wq-102457c4be@talent.icims.com>

Date: Sat, 18 Dec, 2021, 10:46 am

Subject: Wipro Campus Update_LOI

To: <yashwadekar49@gmail.com>

December 18, 2021

Dear Yash Wadekar ,
 Resume Number - 23381106

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
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 0.75% 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.

Kindly note this letter of intent shall be followed by a letter of appointment from us

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be INR 6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to
 - you being "active" in the services of the company through to retention date as applicable
 - your employment has not been terminated for poor performance or for cause prior to retention date
 - you have not resigned voluntarily or abandoned your job as of the retention date
2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
6. You shall keep the contents of this letter confidential

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

This message was sent to yashwadekar49@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=275923381106&contactId=16054233>

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