



22<sup>nd</sup> July 2021

Dear Muthamizhselvi R

Welcome to Tata Electronics Private Limited family.

We thank you for your decision to be part of our family and start your professional career here. We Wish you a bright future in both your personal and professional life.

TATA's are committed to providing continuous learning and growth opportunities to their employees. We hope you will be able to make the maximum of use of these. We invite you to participate in the enriching experience of building a world class organization and build an empowered future for yourself.

Your engagement with **Tata Electronics Private Limited (TEPL)** will be governed by the following terms and conditions.

We request you to read these conditions carefully and accord your acceptance by signing and returning the duplicate copy of this letter.

#### **1. Employment**

- 1.1 You will be joining as **"Trainee"** in **Tata Electronics Private Limited** Your training period shall be of one-year duration from your date of joining.
- 1.2 On completion of your training period and your performance being satisfactory, you will be offered an employment at equivalent levels of "Executive" as per your deployment in the plant.
- 1.3 You will retire from the services of the Company on completion of 60 (Sixty) years of age.
- 1.4 This contract can be mutually terminated by giving 1-month notice period or 1-month salary in lieu of notice period.
- 1.5 The Company reserves the right to terminate your employment at any time, without any notice period or payment of Salary in lieu thereof, if you are found to be in breach of any of the terms of the Offer letter, Appointment Letter, Tata Code of Conduct or the Company Policies.
- 1.6 In case your performance during the training period of one year is not found satisfactory, the management may (a) terminate the training during the training period or at the end of the same, without any notice (b) extend the training period. In case of continued unsatisfactory performance even during the extended period, the training may be terminated either during or at the end of such extended period

### **TATA ELECTRONICS PRIVATE LIMITED**

(Formerly known as TRIL BENGALURU REAL ESTATE FOUR PRIVATE LIMITED)

Registered office Corniche Al-Latheef Ground Floor A Wing No 25 Cunningham Road Vasanthnagar Bengaluru Karnataka India 560 052

Work office Uddanapalli Village Shoolagiri Taluk Hosur 635 119 Krishnagiri District Tamil Nadu India

CIN U31100KA2020PTC133739



## 2. Compensation & Benefits

2.1 Your annual Cost to the Company ("CTC") is INR 4,25,000 (Rupees Four Lacs Twenty-Five Thousand Only). The detailed split-up is given below...

| Compensation Break up              | Annual Amount   |
|------------------------------------|-----------------|
| Basic Salary                       | 170,000         |
| House Rent Allowance               | 85,000          |
| Fixed Allowance                    | 141,423         |
| <b>Total Gross</b>                 | <b>396,423</b>  |
| Contribution to Provident Fund     | 20,400          |
| Gratuity                           | 8,177           |
| <b>Total Cost to Company (CTC)</b> | <b>4,25,000</b> |

2.2 You will be eligible for PF, and Gratuity from the day of your joining

2.3 You will be eligible for Superannuation as per company policy. However, contribution will be part of your CTC.

2.4 You and your dependents will be covered under medical insurance as per company policy.

2.5 You will be eligible for leave and Holidays as per company policy

2.6 Please keep the details of your compensation confidential.

## 3. Location

You will be initially posted at Hosur. However, based on business exigencies you may be relocated by the company anywhere in India or abroad. You may be transferred to a different position or unit/department of the company either in existence or which may come up pursuant to the requirement of the company. In addition, your services may be deputed to any of our client companies for work pertaining to or incidental to the client's business. You may be transferred to one of the company's subsidiaries or affiliates, pursuant to the requirements of the company and/or its subsidiary/affiliates at the sole discretion of Company.

## 4. Tata Code of Conduct

At Tata Electronics Pvt Ltd, the Tata Code of Conduct ("TCOC") serves as a guide to each employee on the values, ethics and principles expected of them in both personal and professional conduct. Prior to your joining, you will be given a booklet on the Tata Code of Conduct ("TCOC"). You should go through the TCOC thoroughly and you will also need to sign an acknowledgment that you have received and read the terms of TCOC. We at TEPL, expect all our employees to be in strict compliance of TCOC during their term of employment and no exceptions, whatsoever, are entertained.

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## 5. **Company Policies**

At TEPL, our Company policies are based on our vision, mission and values. Understanding the policies will help you settle into the Company and will continue to be of support during your tenure with us. The Company policies, regulations, rules or terms, as drawn up from time-to-time will apply to you ("**Company Policies**") right from the day you join us. You are expected to comply strictly with the Company Policies at all times. The periodical revisions made to the Company Policies will also apply to you.

## 6. **Joining**

Your Joining date at TEPL will be **18<sup>th</sup> Aug 2021 (18/08/2021)**. You will be intimated of the location and the reporting time along with other joining requirements on acceptance of this offer.

You will be eligible for company paid accommodation and meals for one month from the day of joining.

## 7. **Other Conditions**

By accepting this offer letter, you agree that all Intellectual Property Rights (as defined in the Company Policy) originated, conceived, written, made or discovered by you during the course of your employment with the Company or using the resources of the Company shall be deemed to be "work made for hire" for the Company (under the applicable law) and all such Intellectual Property Rights shall automatically vest with the Company from the very beginning. You will be required to sign the undertaking for assignment of Intellectual Property Rights which will be issued to you on your joining date. You are expected to be aware of the same and be in strict compliance of the same.

You agree to indemnify and hold the Company and its officers, directors and shareholders harmless against any and all losses, liabilities, actions, suits, claims, proceedings, damages, penalties, demands, costs or expenses (including reasonable legal fees) of whatsoever nature suffered or sustained by the Company as a result of or pursuant to the Liabilities, a breach of any of the terms of the Appointment Letter/ Company Policies, or as a result of your activities in violation of the scope specifically authorized in this Appointment Letter

## 8. **Terms of Employment**

- 8.1 Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- 8.2 It is a condition of your service to ensure secrecy and confidentiality of all documents, process and techniques of Company and Company's client.
- 8.3 During the period of employment with this Company, you will not engage yourself in any other work either paid or in honorary capacity.
- 8.4 Your appointment is being made on the basis of the information furnished by you to the Company and in case any information as given by you is found false or incorrect or by committing any act amounts to loss of confidence etc., your appointment will be deemed void and liable for termination without any notice or salary in lieu of such notice.

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- 8.5 Your address, as indicated in the office record of the Company shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you and in case there is any change in your residential address, you will intimate the same within 3 days of such change of address or else the address as appearing on the record of the company will be taken as your address.
- 8.6 You will be responsible for carrying out your work as assigned to you to the entire satisfaction of the Company.
- 8.7 You will actively participate in the Training & Development process organised by the company from time to time.
- 8.8 You will be punctual and regular in your duties and will not absent yourself or overstay your sanctioned leave without prior permission of the Company.
- 8.9 The Company reserves the right not to accept the resignation in case of any proceedings/action pending against you or that there are commitments for completion or other exigencies of work.
- 8.10 You will abide by the Conduct, Discipline of the Company and will abide by the Rules & Regulations of the Company which may be in force or introduced or amended from time to time.
- 8.11 Your appointment and continued employment shall be subject to be found physically, medically and mentally fit for carrying out your work as per requirement of the Company. You are to present yourself for medical examination as & when required by the Company.
- 8.12 Absence for a continuous period of twenty days without prior approval of your superior (including overstay) would be deemed to be abandonment of employment by you whereby you have relinquished your rights and claims on your employment your services would automatically come to an end without any notice or intimation.
- 8.13 In case of any breach of the terms and conditions stipulated in this appointment letter, the Company reserves its right to terminate your engagement with immediate effect without further notice to you.
- 8.14 At the end of your tenure of the period as specified above or on termination of employment with the Company for any reason, you must return all items and documents, if any, failing which you will be held guilty and suitable legal action can be taken against you.
- 8.15 In case the above terms and conditions are acceptable to you, you are requested to sign the duplicate of this letter for having understood and having accepted the same and return the same.

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This offer is made in accordance with Indian laws and the courts of Bangalore will have exclusive jurisdiction with respect to all matters arising in relation to this offer letter.

We look forward to having you with us at Tata Electronics Pvt Ltd and wish you a successful and rewarding career with us.

Yours Sincerely,

**For Tata Electronics Private Limited.**

**Ranjan Bandyopadhyay**  
**Chief Human Resources Officer**

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I ACCEPT THIS OFFER OF EMPLOYMENT

Signature:

Name:

Date:

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