

Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India
Worksite Coimbatore	: Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.
Worksite Pune 1	: Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.
Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Date: August 19, 2021

Private & Confidential

M A CHARUMATHI

door no :8 yasodha apts 1st floor T M maistry st
Door no 8 yasodha apts 1st floor T M maistry st,
Chennai,
Tamil Nadu,
India - 600041

Document ID - 810f828d-bc66-4333-9441-7c7cefd21afe

Dear M A,

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on August 20, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Chennai-SEZ, SDB2 Sholinganallur 602/3.**
- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

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unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.

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- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 6 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation**

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Review shall be deemed to be changed with the change in position / process / function.

- Your services during the period of probation shall be liable to be terminated giving **two month** notice or **two month** basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving **two month** notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion.
- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.
- You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with **State Street HCL Services (India) Private Limited**, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the **State Street HCL Services (India) Private Limited employee**.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy
- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy

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- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.
- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.
- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

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- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at **Chennai**, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for **7** days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.
- You will be retired from service on attaining superannuation age of 55 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
 - School leaving certificate / birth certificate
 - Educational qualification certificate (from 10th std onwards) along with mark sheets
 - Passport (The first 4 and the last 4 pages)
 - Relieving letter or duly accepted resignation letter from your present and previous employers
 - Salary certificate from your present and previous employers
- Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

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Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services



Amrita Das

Vice President, Head-Global Rewards

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DECLARATION

I, M A CHARUMATHI, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
 - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCL will lead to termination of employment.

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Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL	
PRE-EMPLOYMENT BACKGROUND VERIFICATION	
S.No.	Particulars (To be submitted to the Recruiter)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request) - Highest Qualification- Admit card, college and university official's (Registrar and Director) detail - Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. <u>Things to Remember</u> - The information provided in Resume and background verification form must be same. - Information provided in background verification form must be accurate. - Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). - Any Gap in Employment or Education must be informed explicitly to the recruiter. Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining-induction day

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S. No	Document Check List	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	2
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Relieving Letter/ Resignation Acceptance-FOR EXPERIENCED EMPLOYEES (With LAST WORKING DATE clearly mentioned - From Immediate LAST EMPLOYER ONLY)	1
4	PAN Card	2
5	Passport – First and last page – Name and Date of Birth Proof.	2
6	10 th Mark Sheet	1
7	12 th Mark Sheet	1
8	Address Proof: Any Govt. photo ID / address proof e.g. Passport, Driver's License, Voter ID card, electricity bill of last 3 months, etc. *Please note that we do not accept the Adhaar Card as ID or address proof.	2
9	Highest Qualification Mark-sheets/Degree/ PDC - For Fresher's Only	1
10	Passport Size Photographs (white background)	7

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following.

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081

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6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate intranet www.hclbpo.net.

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Annexure III

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

BASIC SALARY The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

House Rent Allowance (HRA) The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

Advance Statutory Bonus Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

Attendance Allowance Attendance Allowance is payable max. up to INR.1000/- per month.

Food Wallet Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

Compensatory Allowance Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

Medical Insurance Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.

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- You may refer 'Medical Insurance policy' for further details.

- Coverage under ESI:**

Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.