

Date:05-Jul-2021

To

Lokendra Singha
INDIA

Dear Lokendra Singha,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an JUNIOR ENGINEER in the Salary Grade C subject to the following terms and conditions.

2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme are provided separately.

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent mails.

Lokendra Singha

Neelesh Pratap Singh (Jul 6, 2021 08:54 GMT+5.5)

2.4. The period of Orchard is for about 60 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall also execute a Service Agreement along with a surety undertaking to serve the Company for a minimum period of 24 months. Please go through the terms and conditions enclosed in Annexure A and also the terms and conditions stated in the specimen of the Service Agreement.

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneshwar, for completing the joining formalities.

- Signed Service Agreement in originals
- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

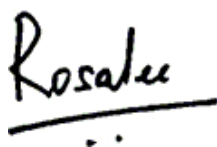
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus@mindtree.com.

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function

Lokendra Singha

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Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, Lokendra Singha, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	Lokendra Singha Neelesh Pratap Singh (Jul 6, 2021 08:54 GMT+5.5)
Your Name in Capital letters	LOKENDRA SINGHA

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name : Lokendra Singha

Salary Grade : C

Designation : JUNIOR ENGINEER

Stipend : INR 21,100 per month.

Payment will be after deduction of below amount from the monthly stipend:

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance which is **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2021 - 2022 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Annexure 2

Compensation stack effective from the date of confirmation

Name : Lokendra Singha

Salary Grade : C

Designation : JUNIOR ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	44,520
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Annual Gross	261,360
Bonus / Variable Compensation**	35,640
Annual Cost to Company	297,000

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Lokendra Singha

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