

Strictly Private and Confidential

Date:27-Apr-2021

Harsha Addanki
C9442104

D.no 4-424,near sai baba temple kondubhotlavaripalem,Bapatla East,guntur,Andhra Pradesh

8309597999

Dear **Harsha Addanki,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level-12

Job Family Group - Software Engineering

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA or above, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

Reference Id: c2a89ed6-9e3d-4fdb-bcfb-a2956d3dd3ef_1
Signed By: Mahesh Vasudeo Zurale

Pre-Onboard Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). This program further enhances and further details the training opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent. The training module for the program will be made available to you at least 3 months before onboarding to give you a reasonable time to learn at your pace and comfort and prepare for the ensuing assessments.

Details of the program and assessment are reiterated as under:

- Under the program, the learning modules hosted on a technology platform will prepare you to be code ready.
- Before onboarding/joining Accenture, you will need to go through the Technology Fundamentals assessment bases on the Pre-Onboard online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the completion of Pre-Onboard Learning program content, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt or do not complete your pre-onboard learning, you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will berequired to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

Your employment and onboarding with Accenture is subject to your successful completion of the assessment of the program(within stipulated period for Accenture to provide you date of joining), as mentioned above. Should you not clear same this offer shall become redundant and will be revoked.

Post successful completion of the aforementioned assessment and upon joining the Company further training program (s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic tests will be conducted throughout this training program which you are expected to clear. You are required to score minimum 60% marks in each test to clear the Accenture specific training program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts to score the same to clear the training. Your employment with Accenture is subject to your successful completion of this training as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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 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.

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 above 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.

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 numberwithin 14 days (fourteen 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 14 days (fourteen 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 II along with the singed copy of this Offer letter and Terms of Employment.

After accepting this Offer,we encourage you visit Countdown to the Company-(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. 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.

In case you have any feedback/suggestion or have any query, feel free to write an e-mail to http://indiacampus.accenture.com/candidate

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Center, India

ACKNOWLEDGED AND AGREED:

[*Insert full legal name*]

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,83,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32,500
Maximum Annual Total earning potential (A+B)	4,15,500
(C) Joining Bonus	
Joining Bonus (Refer to the section C)	25,000
(D) Additional Benefits	
Gratuity as per law# + Insurance Premium (notional value)	9,500
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	4,50,000

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Local Variable Bonus (LVB)

• As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining bonus of INR 25,000 payable upon joining the organization and that will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

Note: For International Worker Only*

• As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
   a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borneby you. This plan allows for coverage of pre-existing ailments.
   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
      • 10% of such claims for self, spouse and 2 dependent children
      • 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. #Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:
Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.



Strictly Private and Confidential

Date:20-Apr-2021

Naveena Bonthu
C9417066

6-153/3/1,SRI SAI KRISHNA RESIDENCY 1, GF-2, BMPS Road, Prasadampadu

9290501414

Dear **Naveena Bonthu,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level-12

Job Family Group - Software Engineering

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA or above, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

Reference Id: ba954202-bca1-4c17-8051-1033f5e629ba_1
Signed By: Mahesh Vasudeo Zurale

Pre-Onboard Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). This program further enhances and further details the training opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent. The training module for the program will be made available to you at least 3 months before onboarding to give you a reasonable time to learn at your pace and comfort and prepare for the ensuing assessments.

Details of the program and assessment are reiterated as under:

- Under the program, the learning modules hosted on a technology platform will prepare you to be code ready.
- Before onboarding/joining Accenture, you will need to go through the Technology Fundamentals assessment bases on the Pre-Onboard online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the completion of Pre-Onboard Learning program content, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt or do not complete your pre-onboard learning, you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will berequired to score minimum 65% marks to clear the assessment for the program.
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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 numberwithin 14 days (fourteen 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 14 days (fourteen 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 II along with the singed copy of this Offer letter and Terms of Employment.

After accepting this Offer,we encourage you visit Countdown to the Company-(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. 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.

In case you have any feedback/suggestion or have any query, feel free to write an e-mail to http://indiacampus.accenture.com/candidate

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Center, India

ACKNOWLEDGED AND AGREED:

[*Insert full legal name*]

ANNEXURE 1

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Total Cash Compensation + Total Additional Benefits (A+B+C+D)	4,50,000

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   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
      • 10% of such claims for self, spouse and 2 dependent children
      • 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. #Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:
Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.

8-Oct-20

Vutla Shivani
2-62/A, Anigandlapadu
Penuganchiprolu, Krishna
Andhra Pradesh - 521190

Internship Offer Letter

Dear **Ms. Shivani,**

With reference to your interview and subsequent discussions you had with us, we are pleased to appoint you, as **Intern** in **AciesInd Private Limited** (the 'Company').

Your Internship is scheduled to start on **Oct 9, 2020** effective for a period of 7 months.

Your internship will focus primarily on learning and developing the latest technology and skills aiming to give you a deeper understanding of software development concepts. You will be engaged in hands-on application development to apply the knowledge you will acquire with us. The internship will also include professional training and orientation courses which will help you adapt to Acies working environment.

Considering the current pandemic Acies is fully supportive of their staff working from home to ensure their safety. This applies to you to as an Intern. In order to successfully implement this, please ensure the following:

1. Must have stable high speed wired internet connection with a backup internet connection.
2. Must have Inverter with 8 hours of battery backup as a power back up.

Acies will provide an email ID, Laptop and access to project related database, folders. You must always maintain the highest degree of confidentiality. You are required to maintain the records, documents and other confidential information relating to the business of the Company which may be known to you or confided in you by any means strictly confidential. You will use such records, documents and information only in a duly authorized manner in the interest of the Company.

You will be provided stipend as follows:

Period	Stipend per month
Oct'20 - Dec'20	Rs.10,000/-
Jan'21 - Mar'21	Rs.14,000/-
Apr'21	Rs.21,000/-

During your Internship tenure your performance will be assessed quarterly, and the continuation of the internship will be contingent of your consistent performance.

Upon successful completion of all the requirements during your Internship period, Acies will extend your employment with the company. Your Appointment letter will be shared at the time of successful completion of Internship.

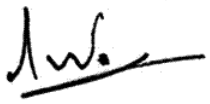
Leave:
You will be entitled to 9 days leave during the Internship period.

Hours of Work:
You will observe the working hours as observed at our Chennai office

Holidays:
You will be entitled to holidays as followed in Chennai office

We welcome you and look forward to working with you.

Yours Sincerely,



Nandakumar Rajasekheren
Chief Delivery Officer

ARICENT TECHNOLOGIES (HOLDINGS) LIMITED
18/1, Outer Ring Road, Panathur Post
Bengaluru 560103, Karnataka (INDIA)
T: +91 80 4106 7000
F: +91 80 4106 6501
www.altran.com/in

Superset ID: 204199

Letter of Intent ("LOI")

Dear E. Vardhan,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Altran (part of 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 Altran (part of 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 Altran (part of Capgemini). Altran (part of 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 Altran (part of Capgemini).

Upon joining Altran (part of Capgemini).,

1. You are expected to enter into an employment agreement with Altran (part of Capgemini). which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Altran (part of 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 Altran (part of Capgemini). and your performance will be evaluated periodically during such training period.

Altran (part of 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 Altran (part of 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

Thanking you,
Yours Sincerely,

For & On Behalf of Altran (part of Capgemini).



Chandra Reddy
CEO India
Altran

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

ANNEXURE 1

Dear E. Vardhan,

Analyst and A4

You will be under probation for six (6) months from your date of joining Altran (part of Capgemini). During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only).** Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Altran (part of Capgemini).



Chandra Reddy
CEO India
Altran

ARICENT TECHNOLOGIES (HOLDINGS) LIMITED
18/1, Outer Ring Road, Panathur Post
Bengaluru 560103, Karnataka (INDIA)
T: +91 80 4106 7000
F: +91 80 4106 6501
www.altran.com/in

Superset ID: 379073

Letter of Intent ("LOI")

Dear Hari Kurla,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Altran (part of 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 Altran (part of 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 Altran (part of Capgemini). Altran (part of 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 Altran (part of Capgemini).

Upon joining Altran (part of Capgemini).,

1. You are expected to enter into an employment agreement with Altran (part of Capgemini). which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Altran (part of 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 Altran (part of Capgemini). and your performance will be evaluated periodically during such training period.

Altran (part of 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 Altran (part of 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

Thanking you,
Yours Sincerely,

For & On Behalf of Altran (part of Capgemini).



Chandra Reddy
CEO India
Altran

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

ANNEXURE 1

Dear Hari Kurla,

Analyst and A4

You will be under probation for six (6) months from your date of joining Altran (part of Capgemini). During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only).** Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Altran (part of Capgemini).



Chandra Reddy
CEO India
Altran

Provisional Offer

Date: 22-Apr-2021

Process:Airtel Prepaid

Dear Deepan Ram

In connection to the interview you had with us, we are happy to give you a provisional offer for the position of Business Associate at Altruist Customer Management India P Ltd, with the below mentioned conditions.

- **You will need to join us on 22-Apr-21 failing which this offer is void.**
- **Your Monthly CTC would be INR 11,500/- (Take Home Approx: 9,900/-PM).**
- **Your Training period will be 25 days and you will receive per day Rs.150/- as your Training stipend Post clearance of Training Certification (i.e 25*150=3,750).**
- **CTC Break up annexure and other terms of employment will be shared with you along with the appointment letter that will be issued after joining.**
- **All dependent family members including you are covered under ESIC –Employee State Insurance Act**
- **Provident fund and gratuity are covered as per Act**

We look forward to your joining with ALTRUIST Customer Management

India P Ltd For Altruist Customer Management India P Ltd.



Authorized Signatory

Candidate Signature:_____ Date: _____

Please report at 9AM on your date of joining with the below mentioned documents.

- **Proof of DOB – SSLC mark sheet / Voters id / driving license / Pan Card/Aadhar card (Mandatory)**
- **Proof of residence – Voters id / Driving License / Pan Card / Ration Card/Aadhar card (Mandatory)**
- **Education Credentials – Mark sheets – SSLC and HSC / Diploma/Degree**
- **5 Passport size photographs with White background**

Altruist Customer Management India Pvt Ltd,
RAYALA TOWERS, TOWER 3,
8th FLOOR, MOUNT ROAD CHENNAI-600002.
Landmark: Next to spencer plaza signal or Opposite to LIC Building
Contact : Prabakaran 7200602952, Balaji 9790718659

amazon | Development Centre India

INTERNSHIP LETTER

Krishnendu Banerjee
1-7-1/83, S-3, Laxmi Apartments, Srinivasa nagar colony, Temple Alwal, Secunderabad.
Hyderabad – 500010
TS
IN

Dear Krishnendu,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Internship Letter for the position of an **Intern** at **Chennai**, India.

Your internship with the Company will be subject to your acceptance of this Internship Letter and the terms and conditions set forth hereinbelow on or before 10 business days in the manner provided for by the Company.

Upon your acceptance of this Internship Letter, the same shall form a valid and binding agreement between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your internship with Amazon India will commence on **25-Jan-2021** and shall end as per the provisions contained in Section 12 herein below. The said duration of internship shall hereinafter be referred to as the "Term".

2. Duties

2.1 You will be engaged in the position of **Support Engineer Intern**. Your manager will advise you about your duties and responsibilities after your joining with us. You will be expected to perform your duties to the best of your ability at all times as per the responsibilities

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advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures (as may be applicable to you), as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same, so far as may be applicable to you.

2.3 You acknowledge that during the Term, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.

2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of internship and when there is a change. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your internship, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

4. Place of Work

Your initial place of work will be at Amazon India's facility in Chennai. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future.

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The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

5. Remuneration

5.1 Your internship stipend will be Rs.**20,000** per month made payable in arrears and subject to all lawful deductions of tax.

5.2 Amazon India has the right to deduct from your stipend any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Internship Letter/Amazon India's Policies (as may be applicable to you), or your failure to return Amazon India's property.

5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your internship on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures (as may be applicable to you).

6. Leave and Benefits

You will not be entitled to any leaves or such other employee benefits during the term of your internship with Amazon India.

7. Confidential Information and Confidentiality Obligations

7.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

(1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint venturers, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;

(2) computer code (including source code and object code) or software developed, modified, or used by the Company;

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(3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

(4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;

(5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;

(6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;

(7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;

(8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;

(9) the following information which shall hereinafter be referred to as the "Disclosure Information":

(a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered,

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developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

(b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company;

(c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

(d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;

(10) any other information gained in the course of your internship with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;

(11) any information received by the Company from third parties, whether or not under obligation of confidentiality;

(12) any information derived from any of the above, including any intellectual property rights attached thereto; and

(13) any copies of the above mentioned information.

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7.2 Confidentiality Obligations:

(i) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your internship with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your internship with the Company or at any time thereafter, and without regard to when or for what reason, if any, such internship shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

(i) During the course of your internship with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 7.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.

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(i) Nothing in this Internship Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

8. Intellectual Property Rights

8.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company.

8.2 For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

(i) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;

(i) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that you or Company may hereafter make or develop;

(i) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

(i) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and

(i) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

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8.3 During the period of your internship with the Company and as may be reasonably necessary subsequent to your internship, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

8.4 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your internship with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

8.5 Notwithstanding any other provision hereof to the contrary, this Internship Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

8.6 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

9. Data Protection

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9.1 You authorise Amazon India to collect, process and transfer all your personal information obtained by Amazon India for the purpose of proactively managing the relationship.

9.2 You further authorise the transfer to, and storage of, your personal information in the worldwide database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

10. Exclusivity

During your internship, you will be required to devote your full time, attention and abilities to your assignment, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking or undertake any internship therein.

11. Relationship of parties

This internship opportunity neither creates the relationship of employer and employee between the Company and you, nor does it assure or guarantee future employment with the Company.

12. Termination of Internship

12.1 Your internship will automatically end on **23-Jul-2021**, unless terminated earlier as per the provisions of this Section.

12.2 This Internship Letter may be terminated either by the Company or by you at any point of time during the Term, without providing any reasons for such termination. Such termination shall be valid and effective only if communicated to the other party in writing at least one day prior to the date of termination.

12.3 On the expiry or sooner termination of your internship for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's

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property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

13. Background Investigation

13.1 It is Amazon India's policy to investigate all its new interns. Your internship is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

13.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

14. Foreign Nationals

14.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of internship with Amazon India.

14.2 You are also required to ensure all future correspondence and permissions for continued stay and internship in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.

14.3 It is made clear that possessing valid work permit / authorisation at all times of your internship is an inherent requirement of your internship with Amazon India. Any time after the execution of this Internship Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your internship, without notice, with immediate effect, without any liability towards you.

15. Representations and Warranties

You hereby represent and warrant to the Company that:

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15.1 you shall not, during the course of your internship with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party, except pursuant to written authorization by such third party to do so;

15.2 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party;

15.3 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your internship with Amazon India or that restrict your ability to execute this Internship Letter.

15.4 You hereby represent and warrant that the information furnished by you for the purpose of your internship with the Company is true and correct to the best of your information, knowledge and belief.

16. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

17. Waiver

Failure of the Company to insist upon strict adherence of any term of this Internship Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Internship Letter.

18. Severability

The holding of any provision of this Internship Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

19. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Internship Letter and/or Amazon India's Policies and Procedures (as may be applicable to you) may cause

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the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Internship Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

20. Governing Law and Jurisdiction

Your internship, and any disputes which may arise under, out of, or in connection with your internship, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

21. Agreement/Modifications

The terms described in this Internship Letter and in Amazon's Policies and Procedures (as may be applicable to you), will cumulatively constitute the terms of your internship, and shall supersede any previous discussions, offers, or agreements relating to your internship, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

22. Headings

The Section headings appearing in this Internship Letter are used for convenience of reference only and shall not be considered a part of this Internship Letter or in any way modify, amend or affect the meaning of any of its provisions.

23. Survival

Your obligations under Sections 7, 12, 17, 18, 19, 20 and this Section 23 hereof shall survive the termination of this Internship Letter and of your internship with the Company.

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You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of internship.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:Shruti R Swamy
Date: 2021.01.14 23:43:10 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Internship Letter and, after reading and understanding the same, I accept the same on the terms set out herein.

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INTERNSHIP LETTER

Sai Venkata Siva Nanda Veerapuneni
11-5-15/12, Raghuram Nagar
Sattenapalli – 522403
AP
IN

Dear Sai Venkata Siva Nanda,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Internship Letter for the position of an **Intern** at **Chennai**, India.

Your internship with the Company will be subject to your acceptance of this Internship Letter and the terms and conditions set forth hereinbelow on or before 10 business days in the manner provided for by the Company.

Upon your acceptance of this Internship Letter, the same shall form a valid and binding agreement between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your internship with Amazon India will commence on **25-Jan-2021** and shall end as per the provisions contained in Section 12 herein below. The said duration of internship shall hereinafter be referred to as the "Term".

2. Duties

2.1 You will be engaged in the position of **Support Engineer Intern**. Your manager will advise you about your duties and responsibilities after your joining with us. You will be expected to perform your duties to the best of your ability at all times as per the responsibilities

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advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures (as may be applicable to you), as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same, so far as may be applicable to you.

2.3 You acknowledge that during the Term, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.

2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of internship and when there is a change. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your internship, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

4. Place of Work

Your initial place of work will be at Amazon India's facility in Chennai. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future.

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The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

5. Remuneration

5.1 Your internship stipend will be Rs.**20,000** per month made payable in arrears and subject to all lawful deductions of tax.

5.2 Amazon India has the right to deduct from your stipend any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Internship Letter/Amazon India's Policies (as may be applicable to you), or your failure to return Amazon India's property.

5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your internship on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures (as may be applicable to you).

6. Leave and Benefits

You will not be entitled to any leaves or such other employee benefits during the term of your internship with Amazon India.

7. Confidential Information and Confidentiality Obligations

7.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

(1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint venturers, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;

(2) computer code (including source code and object code) or software developed, modified, or used by the Company;

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(3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

(4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;

(5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;

(6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;

(7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;

(8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;

(9) the following information which shall hereinafter be referred to as the "Disclosure Information":

(a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered,

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developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

(b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company;

(c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

(d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;

(10) any other information gained in the course of your internship with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;

(11) any information received by the Company from third parties, whether or not under obligation of confidentiality;

(12) any information derived from any of the above, including any intellectual property rights attached thereto; and

(13) any copies of the above mentioned information.

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7.2 Confidentiality Obligations:

(i) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your internship with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your internship with the Company or at any time thereafter, and without regard to when or for what reason, if any, such internship shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

(i) During the course of your internship with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 7.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.

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(i) Nothing in this Internship Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

8. Intellectual Property Rights

8.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company.

8.2 For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

(i) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;

(i) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that you or Company may hereafter make or develop;

(i) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

(i) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and

(i) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

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8.3 During the period of your internship with the Company and as may be reasonably necessary subsequent to your internship, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

8.4 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your internship with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

8.5 Notwithstanding any other provision hereof to the contrary, this Internship Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

8.6 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

9. Data Protection

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9.1 You authorise Amazon India to collect, process and transfer all your personal information obtained by Amazon India for the purpose of proactively managing the relationship.

9.2 You further authorise the transfer to, and storage of, your personal information in the worldwide database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

10. Exclusivity

During your internship, you will be required to devote your full time, attention and abilities to your assignment, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking or undertake any internship therein.

11. Relationship of parties

This internship opportunity neither creates the relationship of employer and employee between the Company and you, nor does it assure or guarantee future employment with the Company.

12. Termination of Internship

12.1 Your internship will automatically end on **23-Jul-2021**, unless terminated earlier as per the provisions of this Section.

12.2 This Internship Letter may be terminated either by the Company or by you at any point of time during the Term, without providing any reasons for such termination. Such termination shall be valid and effective only if communicated to the other party in writing at least one day prior to the date of termination.

12.3 On the expiry or sooner termination of your internship for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's

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property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

13. Background Investigation

13.1 It is Amazon India's policy to investigate all its new interns. Your internship is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

13.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

14. Foreign Nationals

14.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of internship with Amazon India.

14.2 You are also required to ensure all future correspondence and permissions for continued stay and internship in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.

14.3 It is made clear that possessing valid work permit / authorisation at all times of your internship is an inherent requirement of your internship with Amazon India. Any time after the execution of this Internship Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your internship, without notice, with immediate effect, without any liability towards you.

15. Representations and Warranties

You hereby represent and warrant to the Company that:

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15.1 you shall not, during the course of your internship with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party, except pursuant to written authorization by such third party to do so;

15.2 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party;

15.3 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your internship with Amazon India or that restrict your ability to execute this Internship Letter.

15.4 You hereby represent and warrant that the information furnished by you for the purpose of your internship with the Company is true and correct to the best of your information, knowledge and belief.

16. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

17. Waiver

Failure of the Company to insist upon strict adherence of any term of this Internship Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Internship Letter.

18. Severability

The holding of any provision of this Internship Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

19. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Internship Letter and/or Amazon India's Policies and Procedures (as may be applicable to you) may cause

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the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Internship Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

20. Governing Law and Jurisdiction

Your internship, and any disputes which may arise under, out of, or in connection with your internship, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

21. Agreement/Modifications

The terms described in this Internship Letter and in Amazon's Policies and Procedures (as may be applicable to you), will cumulatively constitute the terms of your internship, and shall supersede any previous discussions, offers, or agreements relating to your internship, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

22. Headings

The Section headings appearing in this Internship Letter are used for convenience of reference only and shall not be considered a part of this Internship Letter or in any way modify, amend or affect the meaning of any of its provisions.

23. Survival

Your obligations under Sections 7, 12, 17, 18, 19, 20 and this Section 23 hereof shall survive the termination of this Internship Letter and of your internship with the Company.

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You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of internship.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:Shruti R Swamy
Date: 2021.01.15 19:41:58 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Internship Letter and, after reading and understanding the same, I accept the same on the terms set out herein.

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aptean

Aptean India Pvt. Ltd.

Golden Heights, 8th Floor (Level 5), no. ½ 59th C Cross Road, 4th M Block Rajajinagar, Bangalore, Karnataka 560010, India
+91 80 67007000 I CIN U72200KA1998PTC023715 I Aptean.com I Info@Aptean.com

September 17, 2021

Mr. Pydi Akhil,

H NO:106, Neelapuram Colony, Kasibugga Palasa Town,
Srikakulam -532222,Andra Pradesh,India

Subject: Letter of Offer

Dear Pydi Akhil,

In Process

It has been our pleasure interacting with you during the interview process and we thank you for the interest you have evinced in Aptean.
We are pleased to offer you the position of **Associate Engineer, QA** with Aptean. While we take into account your interview comments, previous accomplishments and experience, the best possible offer we could provide would be **₹500,000.00/Annually** and other benefits as given below: A detailed employment letter shall be issued to you on the date of joining.

A - Compensation Structure
Position : Associate Engineer, QA
Date of Joining : September 20, 2021

B - Incentive Compensation: You will be eligible to participate in APTEAN's annual incentive plan with an incentive compensation target of 8%of your base salary (₹500,000.00) at the 100% plan achievement, prorated for 2021. Details of this compensation plan will be communicated to you by your hiring manager. The Company reserves the right to review, alter, or amend the Plan at any time.

Note: Employees hired on or after October 1 of a Plan Year will not be eligible to participate in that year's Plan.

		Frequency of Payment	**Annual Amount (INR)**
1	Basic Salary	Monthly	250000
2	House Rent Allowance	Monthly	125000
3	Education Allowance	Monthly	2400
4	Statutory Bonus	Monthly	23712
5	Special Allowance	Monthly	48063
6	Leave Travel Allowance	Monthly	20825
7	Provident Fund -company contribution	Monthly	30000
Total Fixed Component			**500000**

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In addition to the above, you will also be eligible for gratuity and insurance benefit, details are mentioned as below:

Employee Benefits	**Coverage**	**Limit**
Group Mediclaim- Reimbursement of hospitalization expenses	Floater benefit - Covers the employee and his/her dependents*. Premium paid by the company. Employee, spouse and children are covered 100% where as parents are covered 80% or up to 2.5L	INR 500,000/-
Group Personal Accident Insurance - Reimbursement of hospitalization expenses in case of accidents	Covers the employee only	3 times Annual fixed CTC
Term Life Insurance cover	Employee is covered under the Group Term Life Insurance. This coverage is for employee only	3 times Annual fixed CTC.
Gratuity	As per Gratuity Act	As per Gratuity Act

*The dependent family for the purpose of Income Tax is defined as spouse, children & dependent parents. You would declare your dependents at the time of your joining as part of the joining formalities.

In Process

We have arrived at a decision of fitment after a careful and fair scrutiny of your performance as against our internal parity and company standards.

This offer is subject to and contingent upon you signing & agreeing to the terms & conditions called out in the Training Agreement, which includes the training costs incurred, & returnable to company, if you resign from the company within 24 months period from joining date. Training costs with the detailed terms & conditions are mentioned in the training agreement that will be issued to you along with the appointment letter on your joining.

This offer will be null and void if we do not receive a response from you no later than September 18, 2021. Look forward to working with you.

Pydi Akhil

Sincerely,



Nicholas Bacon
CHRO

archents

Date : 09-September-2021

Dear Ms.Jyothsna Thota

OFFER LETTER

It is our pleasure to extend an Offer of Employment to you to join **Archents IT India Pvt. Ltd.** as **"Trainee Engineer "**. You will be based in Hyderabad and will be reporting to the Manager/CTO.

A detailed appointment letter with all the service terms and conditions will be given to you at the time of joining. This offer is based on understanding that all the information provided by you is correct, true and complete. If subsequently, any information is found incorrect, untrue or incomplete your services will be terminated forthwith. Your appointment is contingent upon your executing Archents's standard "Intellectual Property Agreement/Non-Disclosure Agreement".

Your total emoluments and other benefits will be **Rs. 3,00,000/-** (Rupees Three Lacs only) per annum, no variable pay and a detailed breakup of the Salary will be provided at the time of joining.

You are required to join on or before 13th September 2021, failing which this offer letter stands cancelled.

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

1. Original and copies of educational certificates and mark sheets.
2. Appointment letter and latest salary certificate/ pay slips from current employer.
3. PAN and Aadhaar copy.
4. Three passport size color photographs.

Please confirm your token of acceptance by returning a signed original of this letter for our records.

Thanks & Regards,
For Archents IT India Private Limited,

Sd/-

HR Manager

ACCEPTED
( )

Date: _____

Offer Letter

Date: 5th Sep 2021

Emp Name: RAVIVARMA. M

C/O: Mathiyazhakan.S
1063, North street,
Annai Sathya Society , Near Kuppanayakkanpalayam,
Bhavani, Erode – 638301

Dear RAVIVARMA,

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our company effective from 15st Sep 2021.

You will be remunerated by the payment to you of a Gross salary of Rs.11183/- per month subject to deductions for Provident fund and ESI.

You are hereby advised to report for duty and send the following documents on your date of joining.

1.Address Proof / ID Proof

2. Photograph

3. Copy of All Educational Certificates.

You are requested to sign this offer and return us a copy within 10 days from the date of receipt as a token of acceptance of this offer.

We welcome you to our organization, and we are looking forward to work with you.

Yours Sincerely

For

Authorized Signature

AURA BIOTECHNOLOGIES PVT. LTD. CHENNAI 600095

Received By

Signature

BAHWAN CYBERTEK

11 January 2022

Dear **Kona Jayasarika**

We are pleased to inform you that you have been appointed as **"Software Trainee"** under grade **"G1"** w.e.f **13 Jan 2022**. Your annual CTC works out to Rs.**3,50,000**/- per annum.

The details of your compensation and related benefits are as per terms given below:

Basic Salary	**:**	Rs. 8,750/- per month

1. Other Allowances

In addition to the above-mentioned consolidated salary, you will be entitled to the following allowances as per the rules of the Company:

a.	House Rent Allowance	:	Rs.	4,375/- per month
b.	Special Allowance	:	Rs.	11,391/- per month
c.	Statutory Bonus	:	Rs.	2,430/- per month

2. DEFERRED BENEFITS

a.	P. F.	**:**	12% of basic salary
b.	Gratuity	**:**	4.8% payable as per Gratuity Act

3. WORKPLACE

You are initially appointed to work in our Office at **Bangalore**. However, you are liable to be transferred to any other establishment of the Company anywhere in India or to offices/group companies outside India.

4. ASSESSMENT PERIOD

a. Upon onboarding, you will be assigned to a competency for 8 weeks. At the end of this assessment period, you will have an assessment.

b. Only on successful completion of the assessment, your probation period will start, failing which your appointment will be reversed.

5. PROBATION

a. You will be on probation for a period of **one year** from Date of Joining, which may be extended at the discretion of the Company.

b. During probation, either party is at liberty to discontinue the appointment, as per service agreement. The Company, however, reserves the right to pay you salary in lieu of notice.

5. CONFIRMATION

a. On successful completion of the probation period, or any extension thereof, you will be confirmed in the services of the Company.
b. Confirmation shall take effect only upon issue of a confirmation letter, and from the date given in the letter.

6. NOTICE

Upon Confirmation, your employment will be subject to termination by two months' notice on the Company's side or two months from your side. The Company, however, reserves the right to pay you salary in lieu of notice. You shall be relieved only after you have handed over your functions in all respects to the satisfaction of the Company. If the time taken for such handover is in excess of the notice period, the Company shall compensate for the excess period, provided there is no enquiry being conducted against you during that period.

The appointment is subject to the service conditions applicable to the employees of the Establishment of the Company in which you work.

Copy of the said service conditions, terms & conditions of employment and allowances, reimbursement and benefits applicable to you are enclosed herewith and marked Annexure A, I, II, III and IV respectively.

Kindly return the duplicate copy of this letter, duly countersigned by you in token of your acceptance of the terms stipulated therein.

Yours faithfully,

for **Bahwan CyberTek Private Limited**

Balakumar R
Vice President – HR

I accept the above terms & conditions

Kona Jayasarika

BNY MELLON

Registered Office:
Ground Floor, Coral Block 3,
Embassy Splendid Tech Zone,
181/183, Pallavaram Thoraipakkam Radial Road,
Pallavaram, Chennai – 600 043

T +91 44-2254 6000
F +91 44-2254 1038

July 05, 2021

Krithika Vaidyanathan
40B, C1
Ganapathy Flats, Gayathri Nagar
Chromepet
Chennai

Dear **Krithika**,

Employment contract of employment between BNY Mellon Technology Private Limited (the "Company") and Krithika Vaidyanathan (the "Employment contract"):

The following sets out the terms and conditions of your employment with the Company (the "**Contract**"). Unless stated otherwise, these terms and conditions of employment create contractual obligations between you and the Company.

1. Commencement Date

Your employment will commence on or before **July 15, 2021** or any other date as may be notified to you (the "**Commencement Date**").

2. Job Title

You will be employed by the Company as **Software Developer**. Your job level will be **H** and your Corporate Title will be **Associate**. In this role you will report to the person to whom you are assigned by the management. The Company reserves the right to change the person you will report to, or your reporting lines generally, at any time during your employment.

3. Place of Work

3.1 Your place of work will be at Company's premises at **Chennai**. While employed with the Company, you agree and acknowledge that you may, at the discretion of the Company, be required to work remotely, within India, in accordance with the applicable work from home or other related policies, processes or directions, as updated from time to time. However, at no time shall an employee be allowed to work remotely from outside India.

3.2 The Company may, at its sole discretion, second, depute, assign and/or transfer your service to any other locations in India or overseas or to any Affiliates of the Company or to any third parties, whether existing or established subsequently. Any refusal on your part of a reasonable request from the Company to relocate (temporarily or permanently) or travel in order to meet the Company's business needs will be treated as an act of misconduct under this Employment contract and the Policies of the Company. Please note that during the period of working from home/travel/transfer/secondment, you may be subject to other laws, rules and policies including but not limited to the provisions of Clause 3.1 above in relation to working remotely from India, if permitted.

For the purposes of this Contract, "Affiliate" means any entity directly or indirectly, wholly or partially controlled by, controlling or under common control with the Company, and includes all companies and entities with the BNY Mellon group.

3.3 In relation to such business travels, you will be reimbursed in full for all pre-approved reasonable business-related expenses incurred during the performance of your duties under this Contract, in accordance with the applicable policy. The Company will reimburse upon presentation by you from time to time, of an itemized account of such expenditures, together with supporting genuine vouchers. It is understood and agreed that the Company will not reimburse personal expenses.

4. Other Interests

You must devote your full time, attention and abilities to your job duties during your employment with the Company, and act in the best interests of the Company at all times. You must not, without the Company's written consent, be in any way directly or indirectly engaged or concerned in any other business or be involved in any other activity where this is or is likely to be in conflict with the Company's interests or where this may adversely affect the efficient discharge of your duties.

5. Hours of Work

Your working hours will be as per the applicable Policies of the Company. However, the Company reserves the right to require you to work different or longer hours and/ or at weekends or other public holidays, if necessary, for the proper performance of your duties, subject to and in accordance with applicable laws.

The Company may, by means of written notice to you, vary your normal start or finish times according to business needs and in accordance with the applicable laws.

6. Probation Period

Your employment is subject to a probation period of [six (6)] months from your Commencement Date. This may be extended by the Company at its sole discretion. If the Company decides to extend your probation period, you will be informed in writing. The probation period will be suspended for any period during which you are absent from work for any extended period of time. In accordance with the Company's Policies, during the probation period, your employment may be terminated at any time by you or the Company by giving [one (1)] month's written notice. The Company reserves the right to terminate your employment during the probation period by means of payment of salary in lieu of notice.

Your manager will review your performance during the probation period. If you complete your probation to the satisfaction of the Company, your employment will be deemed to be confirmed at the end of the probation period, unless notified otherwise. Your employment will continue in accordance with the terms and conditions of this Employment contract and the probation period will count as part of your length of service with the Company.

7. Compensation

The details of your compensation at the Company are as follows:

7.1 Salary

7.1.1 The Company shall pay to you an annual fixed salary of INR **1300000** as set out in **Annexure I** ("**Remuneration**").

7.1.2 The Remuneration will be paid to you in Twelve (12) monthly instalments. If you join the employment of the Company after the 1st of any calendar month, compensation for the first month will be paid on a pro-rated basis.

7.1.3 The Company's annual salary review normally takes place in the month of [April]. This may be changed, subject to business needs and in accordance with the Policies. The review of salaries does not mean that there is any entitlement to an increase in salary. You acknowledge and agree that any revision or increment in your Remuneration and percentage of increment, if any, will be at the sole discretion of the Company and cannot be claimed by you as a matter of right. The Company also reserves the right to otherwise vary, amend or modify your Remuneration.

7.1.4 Remuneration and other payouts shall be payable subsequent to the deduction of all statutory/ applicable amounts and taxes, as applicable from time to time.

In accordance with the Policies of the Company you may be eligible to receive a discretionary bonus or incentives/awards in the form of stock options, cash, deferred cash, restricted stock units or any other form (or a mixture of such forms of payment) as the Company may determine in its absolute discretion.

You authorize the Company to deduct from your remuneration any monies due from you to the Company to the maximum extent permitted by applicable law. The Company will make all statutory tax and insurance deductions from your salary as required by law. Any tax payable upon any remuneration arising from your employment is for your account.

7.1.5 You agree and acknowledge that the Company may, at its sole discretion and to meet its business needs, defer the Remuneration payable to you, either wholly or partially. For the duration that the Remuneration payable to you is deferred, the Company may continue to provide certain benefits and shall make applicable statutory contributions, unless the same may be deferred under applicable law.

7.1.6 The Company regards Remuneration and employment conditions as confidential between the Company and the concerned employee. You shall not divulge such confidential information relating to remuneration and employment conditions (whether applicable to you or any other employee of the Company) to another employee or third party without the prior written permission of the Company.

7.1.7 Subject to applicable laws, none of your rights to receive Remuneration or any form of compensation payable or benefit pursuant to this Employment contract may be assigned or transferred except by operation of law. Any other attempted assignment, transfer, conveyance or other disposition of your right to compensation or other benefits shall be null and void.

7.2 **Signing Bonus**

Provided you commence employment and provided you sign the attached Signing Bonus Agreement within 7 days from the date of this Contract, you will receive a one-time cash signing bonus of INR **300000**, subject to deduction of applicable taxes. This amount will be paid [in the month/year scheduled payroll OR in the first regularly scheduled payroll following the thirtieth day after the Commencement Date], subject to the repayment terms of the attached Signing Bonus Agreement in Annexure II. Please review, sign, and return the attached Signing Bonus Agreement prior to or on the Commencement Date.

8. Relocation Allowance

If you are relocating from another city and prior approvals are received, you will receive relocation assistance as per company Policy that is subject to a one (1) year repayment agreement. If you voluntarily terminate employment or are terminated for cause within one (1) year of your Commencement Date in the new work location, you will repay the Company or its Affiliates all costs associated with your relocation.

9. Benefits

9.1 Subject to the applicable laws, you shall be entitled to benefits as determined by the Company in accordance with the Company's Policies and practices.

9.2 The details of these benefits are available from Human Resources. Any non-statutory benefits which you receive are provided by the Company on a discretionary, non-contractual basis. The Company shall be entitled to amend or vary the terms on which such benefits are provided or to withdraw them.

10. Holidays and Leave

10.1 You are entitled to leaves in accordance with the applicable laws and Policies of the Company. As the leave year commences on 1 January your entitlement for this year will be prorated based on your Commencement Date. Any leave entitlement must be taken in accordance with the Policies. Statutory leave is deemed to be taken first.

10.2 In the event that your role is designated as "sensitive" in this context, the Company's Consecutive Leave Vacation /Absence policy stipulates that ten (10) days of your annual leave entitlement must be taken consecutively in each calendar year. This may include statutory, contractual and designated public holidays to the extent not prohibited by law. Your Manager will advise you whether your position is designated as "sensitive".

10.3 Should you remain absent from work, without reasonable explanation, for more than [seven (7)] consecutive days, it will be presumed that you are no longer interested in working for the Company and have abandoned its services. This will be treated as misconduct under the applicable Policies of the Company and strict action leading up to termination may be taken by the Company In such case, you will not be entitled to any compensation other than such statutory payments that are required to be made to you under applicable laws.

11. Notice Period

11.1 Subject to the provisions of Clauses **6** (Probation) **12** (summary dismissal), **23** (background checks) and **24** (evidence of right to work, licenses, permissions, etc), on successful completion of your probation period, either you or the Company must give **2 months'** notice in writing to terminate your employment. The Company reserves the right to terminate your employment by means of payment of salary in lieu of notice. You agree that with the Company's prior written consent you may terminate your employment without notice, however you will be liable to make payment to the Company of the equivalent of your salary for any part of your notice period which you do not serve. The Company, however, reserves the sole right to waive the notice period or a part thereof, or accept payment from you in lieu of such notice period.

11.2 Notwithstanding anything stated under this Contract, your resignation shall not be effective unless specifically accepted by the Company and the Company has a right to reject/not accept your resignation on such grounds as the Company deems fit. Unless such resignation is accepted by the Company, you will remain an employee of the Company. However, nothing in this Employment contract shall be construed as imposing on the Company any obligation to provide work to you or as giving you the right to perform any work for the Company.

11.3 After the notice to terminate your employment has been given by the Company or you, the Company may in its absolute discretion, for all or any part of the notice period (the "**Garden Leave Period**"):

(a) relieve you of any of your duties;

(b) assign to you reduced or alternative duties;

(c) prohibit contact and/or dealings between you and client, customer, supplier, agent, professional adviser, broker, or banker of the Company or any employee of the Company without the prior written permission of the Company; and/or

(d) exclude you from any offices of the Company or Affiliates.

Such action shall not constitute a breach of this Employment contract of employment nor shall you have any claim against the Company in respect of such action.

During the Garden Leave Period, you shall remain readily contactable and available for work. If so requested, you shall report for work at such time and place as the Company may require.

Your obligations as an employee, including your duties of fidelity and confidentiality, will continue throughout the Garden Leave Period. Salary and other contractual benefits shall continue to be paid or provided despite such suspension and/or exclusion provided you comply with the terms of your employment including under this Employment contract and/or other Policies.

11.4 Upon termination of your employment for whatever reason, you shall immediately return all property whatsoever belonging to or provided by the Company or any of its Affiliates or by third parties as a direct or indirect consequence of your employment, which is in your possession and/or control, including without limitation credit cards, security pass, laptops, hard and/or soft copy documents, disks (and other means of storing or recording information) and any other Confidential Information as defined in Clause **15** (Confidentiality), you shall not retain or take any copies thereof without the prior written consent of the Company. You must return to the Company all Confidential Information and property (including documents and tangible items) which belongs to the Company or any of its Affiliates or their respective clients which contains or refers to any Confidential Information and which is in your possession or under your control.

In the event you are working from home at the time of termination of your employment, you may be required to return Company property in the manner prescribed under the Policies relating to work from home, or as otherwise required of you.

12. Summary Dismissal

12.1 Notwithstanding the above, the Company reserves the right to terminate your employment without prior notice or payment in lieu of notice, if you act in contravention of the terms of this Employment contract or if you are guilty of any act of misconduct, including as may be prescribed under applicable laws or under any Polices of the Company, including the Disciplinary Policy, without prejudicing any other rights and remedies available to the Company under such applicable laws.

12.2 You agree and acknowledge that the acts of misconduct included in the Policies are merely indicative and do not comprise an exhaustive list of acts of misconduct which may result in the immediate termination of your employment

12.3 In the event of termination of your employment by the Company for misconduct, the Company would make all payments due to you up to your last working day, less any amounts due from you to the Company, including all applicable statutory payments, and such payments shall be deemed to be in discharge of all liabilities and obligations of the Company towards you and you shall not be entitled to claim any further amounts from the Company.

13. Suspension

The Company reserves the right at any time during your employment to exclude you or prevent you from accessing the premises of the Company and require you not to attend work and/or not to undertake any or all of you duties, with or without pay, where the Company determines for reasonable reasons that it is necessary to suspend ("**Suspension Period**").

During the Suspension Period, you continue to be an employee and shall remain readily contactable by the Company and, if so requested, you shall report for work at such time and place as the Company may require. Your obligations as an employee, including but not limited to your duties of fidelity and confidentiality in accordance with applicable law and policies will continue through the Suspension Period.

14. Office and Authorisations

You are not to commit the Company to any other party outside of your authorised limits, which will be notified to you. Upon the termination of your employment (for whatever reasons), or at any time during your employment, including during notice period, as required by the Company, you will do all things necessary to resign from or terminate all offices, positions and authorisations with the Company and any Affiliates, without any entitlement to compensation. Further, it is reiterated that, pursuant to the cessation of your employment, you will not at any time represent yourself as having any connection with the Company, save as a former employee.

15. Confidentiality

15.1 In addition to the obligations on you under this Contract, you will, throughout your employment with the Company, be bound by Policies, procedures, manuals or circulars, including the Code of Conduct, relating secrecy or confidentiality (as may be amended by the Company from time to time). Any breach of the obligation as set out in this Clause may, in particular, lead to the immediate termination of the employment, without notice or payment in lieu thereof to you.

15.2 You acknowledge that, as an employee of the Company, you will have access to Confidential Information. You undertake to hold such Confidential Information in a fiduciary capacity for the benefit of the Company. You undertake to use such Confidential Information for the purpose of performing your duties as an employee of the Company. Further, you undertake to observe the strictest secrecy in all matters pertaining to the Company, Affiliates, its clients, and not to divulge or disclose at any time Confidential Information received as an employee of the Company to any unauthorised person during or after your employment. The Company prohibits the use of Confidential Information for your own benefit or for the benefit of any other person, firm or entity or for any purpose other than in connection with the terms of your employment, including any commercial use. This includes not divulging Confidential Information concerning the Company and Affiliates, their operations or employees to any other employee unless you are sure of their right to receive it. Further, you undertake to ensure that all Confidential Information disclosed for your use is protected against theft, modification, and unauthorised disclosure or access.

15.3 Without foregoing the generality of the above, you acknowledge and agree:

(a) not to create copies, extracts, logs, records, abstractions or create other derivative works of the Confidential Information, or based on or in relation to the Confidential Information, save for where copies are made for the purpose of supplying Confidential Information to persons to whom disclosure of Confidential Information is expressly agreed to in writing by the Company and you pursuant to your terms of employment; and

(b) not to distribute, transmit, disassemble, reverse engineer or utilize any part of the

Confidential Information provided by the Company in any manner, other than as expressly agreed to in writing by the Company and you pursuant to your terms of employment.

15.4 You must immediately intimate the Company in the event of any unauthorised disclosure of Confidential Information or actual or suspected loss, theft, unauthorised access, use or disclosure or any breach of confidence by any person to whom you have divulged all or any part of the Confidential Information and you will take all requisite steps to minimise the unauthorised disclosure and immediately return to the Company all such information and materials, in whatsoever form, including any and all copies thereof. Further, you will also provide the Company all reasonable assistance in connection with any proceedings which the Company may institute against such person for breach of confidence.

15.5 You shall not disclose any/all Confidential Information other than Confidential Information that:

(a) You are required to disclose in the course of your duties as an employee of the Company; or

(b) You are required by applicable law to disclose; or

(c) that is or comes into the public domain other than through your unauthorised disclosure.

Without limiting the Company's rights, you must provide assistance reasonably requested by the Company in relation to any proceedings which the Company or any Affiliates may take, or threaten to take, against any person or entity for unauthorised use, copying or disclosure of Confidential Information.

15.6 You must not remove from the Company's premises at any time without proper advance authorisation any property (including documents or tangible items) which belongs to the Company or one of its Affiliates or their respective clients, or which was provided to the Company or any of its Affiliates by a third party, or which contains any Confidential Information. You must, if requested by the Company, delete all Confidential Information from reusable material and destroy all other documents and tangible items which contain or refer to any Confidential Information which is in your possession or under your control.

15.7 For the purposes of this clause, Confidential Information means:

(a) all confidential information including, but not limited to: (i) trade secrets and confidential know-how; and (ii) financial, accounting, marketing and technical information and plans, client and supplier lists, technology, operating procedures and policies, price lists, databases, source codes and methodologies and employee or remuneration data, templates, research, analysis, advices, work products, contracts, operations, manuals, internal documentation, software, source codes, application programming interfaces, user interfaces, business strategies, program documentation, designs, drawings, marketing and product information, promotional material, records, improvements, inventions, licenses, sales and other techniques, recruitment strategies, financial statements, profit margins and any other information related in any way to present or future business, financial position, operation, management, and/or other affairs of the Company or any other information which is designated confidential, or is, by reasonable inference from its nature or the circumstances of its disclosure, evidently confidential and any other business data of which you become aware or which you may generate (both before and after the day this Employment contract is signed) in the course of, or in connection with, your employment with the Company (including confidential information belonging to a third party);

(b) all information related to Salary (Clause 2) and your employment conditions under this Employment contract read with the Policies of the Company; and

(c) All copies, notes and records based on or incorporating the information referred to in paragraph (a), but does not include any information that was public knowledge when this Employment contract was signed or became so at a later date (other than as a result of a breach of your obligation under this Clause).

15.8 The terms of this clause shall continue to operate and apply after the termination of your employment without limit in time, except in relation to information that is part of your general skill and knowledge but is neither a trade secret nor Confidential Information.

15.9 The obligations contained in this clause would supplement the terms of any confidentiality agreement that you have signed or may be required to sign.

16. Intellectual Property Rights and Moral Rights

16.1 You:

(a) agree and acknowledge that all Intellectual Property Rights created or conceived by you during the course of your employment with the Company, as the case may be, shall be the sole and exclusive property of Company, from the time of creation and you shall have no right or interest in the Intellectual Property;

(b) agree to do everything necessary to assign to the Company all Intellectual Property Rights (upon their creation) which arise as a result of you performing your duties under this Employment contract (including all present and future copyright and copyright revivals and extensions);

(c) hereby grant to the Company a worldwide, enterprise-wide, perpetual, unlimited right and license in the Intellectual Property Rights, to use, modify, improve, interpret, compile, recompile and further sub-license the Intellectual Property Rights for any purpose of the Company and without identifying or seeking your consent, to the extent that the assignment of the Intellectual Property Rights is held unenforceable under applicable law for any reason;

(d) agree and acknowledge that the assignment and/or license to the material in favour of the Company will not lapse or revert to you pursuant to any applicable law solely on account of the Company's failure to use or exercise its rights in any of the Intellectual Property Rights;

(e) acknowledge that you may have Moral Rights in respect of Intellectual Property Rights which cannot be assigned, and in so far as you are able, you waive your Moral Rights in respect of the Intellectual Property Rights and agree never to assert any and all your present and future Moral Rights that you may have in any of the materials or, with respect to any intellectual property, to which you may be entitled under any applicable law or any relevant jurisdiction, even after termination of your relationship/engagement with the Company and undertake to not initiate any legal proceedings to enforce any such Moral Rights;

(f) voluntarily and unconditionally consent to all or any acts or omissions by the Company, or persons authorised by the Company, which would otherwise infringe your Moral Rights in respect of any Intellectual Property Rights;

(g) agree to disclose to the Company everything in which Intellectual Property Rights may subsist; and

(h) agree to do all things reasonably requested by the Company to enable the Company to exploit and further assure the rights assigned, and consents given, under this clause.

16.2 You agree that all services provided by you under this Employment contract shall constitute 'work for hire' at the instance of the Company in accordance with Copyrights Act, 1957, as amended from time to time. You will not lay any claim to the rights, even after the cessation of your employment with the Company.

16.3 You shall indemnify the Company for any loss, damage, expenses or infringement should you misuse or allow others to misuse the Company's Intellectual Property Rights and arising as a result of the usage of any patent, trademark, label, design or application, including software program and applications. The Company shall also have a right to recover any damages incurred on account of any misrepresentation of your job responsibilities, misappropriation of funds by you, or any act done by you which is against the Policies as laid down by the Company from time to time. You shall indemnify and keep the Company indemnified to extent of such loss as may be suffered by the Company.

16.4 For the purposes of this clause, Intellectual Property Rights means and includes:

(a) patents, copyright, registered designs, trademarks and the right to have confidential information kept confidential;

(b) the result of all work undertaken by you (whether or not copyrightable) and all patentable and unpatentable inventions, discoveries, and ideas (including but not limited to any computer programs, applications and/or process);

(c) all documents, software, photographic or graphic works of any type, any other materials in any medium or format which are created by you or on your behalf by the Company;

(d) Confidential Information;

(e) original works, improvements, enhancements, processes, methods, techniques, formulas, databases, business methods, computer programs, software (including object and source code), discoveries, ideas and inventions;

(f) any application or right to apply for registration of any of those rights, created or generated by you (whether alone or with any other persons) in the course of, in connection with or arising out of your employment with the Company including Intellectual Property Rights created before this Employment contract is signed; using, to any extent, the Company's or Affiliate's property, computer systems or resources or Confidential Information; and/or outside working hours or outside the workplace.

16.5 For the purposes of this clause, Moral Rights means the following rights in respect of any Intellectual Property Rights:

(a) the right of integrity of authorship (that is, not to have a work subjected to derogatory treatment);

(b) the right of attribution of authorship of a work; and

(c) the right not to have authorship of a work falsely attributed, and any other similar right capable of protection under the laws of any relevant jurisdiction.

16.6 You must give the Company all assistance as reasonably sought by the Company including signing all documents and supply all information, data and information as the Company requires from time to time (including after termination of your employment) to enable the Company to perfect its legal rights or to exploit any intellectual property created by you.

16.7 You acknowledge that, except as provided by applicable law, no further remuneration or compensation agreed herein, is or may become due to you in respect of your compliance with this clause 16.

16.8 The obligations on you in this clause continue to apply to you following the termination of your employment for whatever reason.

17. Data Protection Policy

17.1 You acknowledge that you have read and understood the Personal Information Collection Statement ("**PICS**") annexed to this Employment contract in Annexure III and agree to the collection, holding handling, processing, retention and transfer of all personal data, either manually or electronically, held in respect of you in accordance with the PICS.

17.2 In accordance with the prevailing data protection laws in force on the date of this Employment contract (or as amended from time to time thereafter), you consent to the Company collecting, holding, recording, processing, using, disclosing, sharing and transferring to third parties and associate companies (whether within India or outside), personal data such as residence address, telephone number, photograph, educational qualification, details of relatives, all employment related and compensation related information, government issued identification and related information ("**Personal Data**") and any sensitive personal data or information i.e., passwords, financial information, sexual orientation, physical / mental health condition, medical records or biometric information ("**SPDI**"), relating to you, held either electronically or manually, and/or collected during the course of your employment or at the time of appointment, for the purpose of the Company's administration and management of its employees, its business and for compliance with applicable procedures, laws and regulations, as detailed under PICS. Further, all Personal Data and SPDI collected/provided by you at the time of appointment/during the course of the employment with the Company, will be handled in accordance with the Company's internal policy that may be framed from time to time in this regard, and applicable law. Further, you agree to intimate the Company of any change in your data within seven (7) working days.

17.3 You also consent to, in accordance with applicable law, the transfer, storage and processing by the Company of such data within or outside India, where the Company may have its offices or to the Affiliates and/or any third party, whether located in India or in any other country.

17.4 Furthermore, in the event of a change to the applicable data protection laws in India, you hereby expressly consent to continued use, storage, collection and disclosure of their information including personal information by the Company or such third parties to the fullest extent permitted under such applicable law. The Company may reach out to you for obtaining additional consents and approvals as required under the amended law and you will be required to comply with such requests.

17.5 You agree that the Company may share your data with government agencies mandated under the law to obtain information for the purpose of verification of identity, or for prevention, detection, investigation including cyber incidents, prosecution, and punishment of offences. The Company may also, disclose your data to any third party pursuant to an order under the law in force, for instance, when responding to summons or similar legal process, to protect against fraud and to otherwise co-operate with law enforcement or regulatory authorities.

17.6 You agree that the Company may retain the Personal Data collected from you in accordance with the terms of the PICS and the Policies of the Company, and may be retained by the Company for as long as it is required for the purposes set out in the PICS or permitted under applicable law.

18. Dealings in Investments

18.1 Without prejudice to the generality of any other provision of this Contract, any personal dealings in investments must be in accordance with the BNY Mellon Corporation Personal Securities Trading Policy. This Policy is posted on the Company intranet and is subject to amendment from time to time. Guidance concerning how this policy affects you will be provided during your Company induction process.

18.2 The Volcker Rule places restrictions and limits on investments by the Company and its employees, including their Immediate Family Members, in certain funds that the Company sponsors. Holdings of funds over which you have indirect ownership or control will generally be attributed to you. The funds affected fall into two groups: Covered Funds and Foreign Public Funds.

18.3 For the purpose of this clause, "Immediate Family Members" includes an employee's spouse, domestic partner and unemancipated children (including stepchildren, foster children, sons-in-law or daughters-in-law), whether or not they live in the same household as the employee. In addition, it includes the following relatives who are living within the same household as the employee: children (including stepchildren, foster children, sons-in-law and daughters-in-law), grandchildren, parents (including step-parents, mothers-in-law and fathers-in-law), grandparents, and siblings (including brothers-in-law, sisters-in-law and stepbrothers and stepsisters).

19. Covered Funds

19.1 Employees and their Immediate Family Members can only retain their investment or re-invest in a Covered Fund sponsored by the Company if an employee was directly providing Qualifying Services to the Covered Fund at the time of investment. Generally, "Covered Funds" under the Volcker Rule fall into three categories:

19.1.1 Hedge funds, private equity funds and venture capital funds – these are funds that avoid mutual fund registration under Sections 3(c)(1) or 3(c)(7) of the U.S. Investment Company Act because they are offered privately (i.e. are not registered) and are either owned by qualified investors or by 100 or fewer accredited investors.

19.1.2 Foreign equivalent funds – these are funds organized and offered outside of the U.S. that would be the foreign equivalent of the above funds (i.e. not registered or publically offered).

19.1.3 Commodity pools – these are funds unregistered and exempt under U.S. Commodity Futures Trading Commission regulations.

19.2.1 As an employee of the Company, if you did not provide Qualifying Services to a Covered Fund that the Company sponsored at the time of your investment, you will be required to liquidate any investment made by you or your Immediate Family Members in the Covered Fund. Once you become an employee of the Company, the list of the Company or Affiliate sponsored funds will be available on our internal website.

19.3 "Qualifying services" mean investment advice or investment management services to the Covered Fund or services that enable the provision of investment advice or investment management, such as oversight and risk management, deal origination, due diligence, administrative or other support services.

20. Foreign Public Funds

20.1 There is no absolute restriction on employees or Immediate Family Members investing in a Foreign Public Fund ("**FPF**"). Ownership limits do, however, apply and circumstances could arise in which employees or their Immediate Family Members are required to divest from an FPF. Generally FPFs, under the Volcker Rule, are Non-US funds that are authorized to sell to retail investors (i.e. the general public).

20.2 You agree that you will comply with the requirements of the Volcker Rule outlined above and to provide full disclosure of your investments in order to enable the Company's compliance with the Volcker Rule and other applicable laws and regulations

21. Code of Conduct

21.1 You are bound by The Bank of New York Mellon Corporation's Code of Conduct ("**Code of Conduct**") and any other Policies concerning conduct that the Company may adopt.

21.2 The Code of Conduct and any other Policies may be changed from time to time. Breach of the Code of Conduct or any of these Policies may lead to disciplinary action, up to and including dismissal from the Company.

21. 3 You will have access to a copy of the Code of Conduct on joining.

22. Policies and Procedures

22.1 You shall abide by the policies, codes, rules and regulations of the Company, including but not limited to any applicable policy of the parent/group company/Affiliates as may be amended from time to time at the discretion of the Company (together the "**Policies**"). The Policies, as they presently stand and as may be modified from time to time, shall form an integral part of this Employment contract and the employment relationship between you and the Company.

22.2 You shall abide by and implement such rules as are applicable from time to time including, but not limited to the following:

22.2.1 Not transferring or granting any gift or payment to governmental officials to obtain business or otherwise violate related Indian laws & regulations; and

22.2.2 Not soliciting or accepting, directly or indirectly, any commission, share in profits, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates, all as set forth from time to time in the Policies of the Company, and laws and regulations applicable to the Company and its employees from time to time.

22.3 Specifically, you shall always comply with the Policies of the Company concerning use of facilities and resources of the Company and shall not use the same for other commercial purposes or for any personal gain.

22.4 The Company prides itself as a Company with the highest level of ethical conduct in dealing with customers, dealers, vendors, suppliers, subcontractors, staff or the like by whatever name called. As part of your association with the Company, it is important that you fully understand this philosophy and the policies governing it. You shall maintain the utmost discipline and good conduct when dealing with your colleagues, customers etc. The Company values every employee as an individual and an asset of the Company and will not tolerate any objectionable behaviour including, however not limited to, verbal abuse, sexual harassment, gender discrimination, misuse of Company property, theft, cheating or any such act of any individual or body of individuals.

22.5 You agree and acknowledge that you may be required to comply with certain additional Policies, email instructions and/or internal directions in the event you are working from home, as issued the Company in accordance with applicable laws, regulatory frameworks and internal business decisions.

22.6 The Company reserves the unilateral right to amend or vary any policy, regulation or circular at any time.

22.7 You also agree to comply with the Company's training requirements and to personally complete all training as required by the Company in order to ensure compliance with the Company's policies, procedures and practices.

23. Background Checks

23.1 Your employment is subject to the Company obtaining or receiving employment references satisfactory to it and such academic or other references, as it deems appropriate.

23.2 As per business requirements and financial services industry regulations, the Company is required to complete background verification for all its employees. The Company reserves the right to use an outside agency to execute the same. Your employment and continued employment is subject to the successful completion of this procedure. Similarly, you will be required to undergo a Drug Test, in accordance with the applicable laws. Your employment and continued employment is subject to the successful passing of the Drug Test.

23.3 The provision of this Clause **23**, shall not be subject to the passage of time and the fact that either party has commenced performance of this Employment contract (including the payment of salary) shall not be taken as a waiver of the above mentioned conditions and the Company reserves the right to terminate your employment (to the extent it is deemed to have commenced) forthwith if the above conditions remain unsatisfied despite good faith attempts by the Company to complete them.

24. Evidence of right to work, licences, permissions, etc

This Employment contract is subject to you obtaining and maintaining the necessary licences, accreditations, certificates, work permit, visa, permission or registrations, (a) you are required to possess by any relevant professional or regulatory body or statute, rule or regulation in order to perform your duties under this Employment contract or (b) the Company requires you to possess (the "**Permissions**"). The Company reserves the right to terminate your employment immediately without any requirement to give compensation to the extent not prohibited by law, should you fail to obtain and maintain any such Permissions.

25. Restrictions

You agree to comply with the restrictions set out in the Restrictions Schedule attached to this Employment contract in Annexure IV and forming part of this Contract.

26. Representations and Warranties

You represent and warrant to the Company that:

(a) You have been provided with a copy of this Employment contract for review prior to signing it;

(b) You have reviewed the Employment contract and understand the terms, purposes, and effects of this Contract;

(c) You have signed the Employment contract only after having had the opportunity to seek clarifications;

(d) You have not been subjected to duress or undue influence of any kind to execute this Employment contract and this Employment contract will not impose an undue hardship upon you;

(e) You have executed this Employment contract of your own free will and without relying upon any statements made by the Company or any of its representatives, agents, or employees;

(f) This Employment contract is in all respects reasonable and necessary to protect the legitimate business interests of the Company;

(g) You have all requisite power and authority, and do not require the consent of any third party to enter into this Employment contract and grant the rights provided herein;

(h) The execution, delivery and performance of this Employment contract by you does not and will not conflict with, breach, violate or cause a default under any contract, agreement, instrument, order, judgment or decree to which you are a party or by which you are bound;

(i) Any notice period you are required to give or to serve with a previous employer has expired;

(j) You are not a party to or bound by any employment agreement, non-competition agreement or confidentiality agreement with any person or entity other than the Company;

(k) After the execution and delivery of this Employment contract by the Company and you, this Employment contract shall be valid and binding on you and enforceable in accordance with its terms;

(l) The services performed by you and all items and/or materials furnished by you in connection with or as a result of such services shall not infringe upon or violate the personal, civil, or property rights, or the rights of privacy of, or constitute a libel, slander, or unfair competition against or violate or infringe upon any common law right, copyright, trademark, trade name, or patent, or any other right of any person or entity;

(m) You will not execute any instrument or grant or transfer any rights, titles, and interests inconsistent with the terms and conditions of this Contract; and

(n) You are legally permitted to be employed in India and have obtained all necessary Permissions.

27. Indemnity

You hereby agree to indemnify, defend and hold harmless the Company, from and against any and all losses, suffered or incurred by the Company as a result of your service as Software Developer of the Company, and which arise out of, or result from or are connected with (i) any event which occurred during the employment with the Company, whether discovered then or subsequently; or (ii) any misrepresentation in, inaccuracy in or breach of any of the representation and warranties provided by you.

28. Notice

28.1 All notices and other communications given or made under this Employment contract or the Policies shall be in English and in writing and shall be given by personal delivery, pre-paid registered mail or courier with proof of delivery, addressed to the relevant party at the address, or by way of email sent to the email address set out below.

If to the Company:

BNY Mellon Technology Private Limited

Ground Floor, Coral Block 3, Embassy Splendid Tech Zone,

181/183, Pallavaram Thoraipakkam Radial Road,

Pallavaram, Chennai – 600 043

If to the employee:

40B, C1Ganapathy Flats, Gayathri NagarChromepet

Chennai

9445517658

krithuvittu@gmail.com

28.2 You acknowledge that you control, and will regularly check the above email address, and that any notice sent by email to you will be deemed to have been received twenty four (24) hours after it is sent out from the servers of the Company addressed to the above email address.

28.3 You may change or supplement the addresses given above, for purposes of this clause, by giving the Company written notice of the new address in the manner set forth above.

28.4 To avoid ambiguity, it is clarified that any documents or agreements may be executed by way of electronic or digital signatures, or by other legally recognized means, and that any documents or agreements sent by way of email shall be considered to have been properly delivered.

29 General

29.1 This Employment contract forms your Employment contract of employment with the Company and replaces any previous agreements or arrangement governing your employment with the Company or any other company within the Company or its Affiliates.

29.2 This Employment contract is contingent upon the representation that you are not subject or party to any agreement, understanding or undertaking that would prevent or restrict you from performing your duties with the Company or working with or on behalf of any customers of the Company or Affiliates. In addition, this offer is contingent upon your representation that your employment with the Company does not violate any agreement, understanding or undertaking with any prior employer.

29.3 **Change of terms**: The Company reserves the right to reasonably change the terms and conditions of this Employment contract and the Policies of the Company, as may be required from time to time. Any such change will be notified in writing.

29.4 **Severability**: Each provision of this Employment contract is severable and distinct from the other and if at any time one or more of such provisions, or part of such provision(s), is or becomes invalid, void and/ or illegal, the enforceability of the remaining provisions, or part thereof, shall not in any way be affected or impaired thereby.

29.5 **Assignment**: You shall not transfer, assign or otherwise convey this Employment contract and all or any of its rights and obligations hereunder to any party, except with the prior written permission of the Company.

29.6 **Authorisation to notify new employer**: In the event of cessation of your employment, you hereby grant consent to the Company to notify any new employer and/or any third party about your obligations under this Contract. If necessary, the Company has a right to disclose this Employment contract to any new employer or third parties.

30 Governing Law

30.1 If any dispute arises between the Parties hereto during the subsistence of this Employment contractor thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of this Employment contract or implementation or alleged material breach of any provision of this Employment contractor regarding a question, including the questions as to whether the termination of this Employment contract has been legitimate, such dispute shall be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996. A sole arbitrator shall be appointed jointly by the Parties within Thirty (30) days of either Party requesting the other to suggest or approve a sole arbitrator. If the Parties fail to agree on a sole arbitrator within the Thirty (30) days period abovementioned then any of the Parties may request the relevant court in accordance with the Arbitration and Conciliation Act, 1996 to appoint the arbitrator. Such arbitration proceedings shall be conducted in English and be held in Chennai and the award of the arbitrator so appointed shall be final and binding.

30.2 This Employment contractand any other amendments thereto shall be governed by, construed and enforced in accordance with the laws of India. Subject to Clause **30.1**, the courts of Tamil Nadu will have exclusive jurisdiction over any dispute arising from or in connection with this Contract.

31 Counterparts

This Employment contract may be executed in any number of counterparts, each of which when executed by both the Parties shall constitute an original but all of which shall constitute one and the same instrument.

You will be required to sign and return this Employment contract within [three ***(3)***] days from the date of this Contract**.** You will also be required to sign and return all the annexures attached to this Employment contract.

This offer of employment expires [three ***(3)***] days from the date of this Contract.

Yours sincerely,

For and on behalf of
BNY Mellon Technology Private Limited

Sudarsanan Krishnamoorthy
Sudarsanan Krishnamoorthy | Jul 8, 2021 17:09 GMT+5.5)

_____

Sudarsanan Krishnamoorthy
Director of Recruitment

BNY MELLON

Registered Office:
Ground Floor, Coral Block 3,
Embassy Splendid Tech Zone,
181/183, Pallavaram Thoraipakkam Radial Road,
Pallavaram, Chennai – 600 043

T +91 44-2254 6000
F +91 44-2254 1038

Acknowledgement

I, **Krithika Vaidyanathan** confirm that I have read, understood and accepted the terms and conditions of my employment as set out in this Contract.

I further agree and acknowledge that: (i) I have been provided with a copy of this Employment contract for review prior to signing it; (ii) I have reviewed it and that I understand the terms, purposes and effects of this Contract; (iii) I have signed the same only after having had the opportunity to seek clarifications; (iv) I have been given a signed copy of this Employment contract for my own records; (v) I have not been subjected to duress or undue influence of any kind to execute this Employment contract and this Employment contract will not impose an undue hardship upon me. I also confirm that I have a right to reside and work in India.

Signed:

……

Date:

……

BNY MELLON

Registered Office:
Ground Floor, Coral Block 3,
Embassy Splendid Tech Zone,
181/183, Pallavaram Thoraipakkam Radial Road,
Pallavaram, Chennai – 600 043

T +91 44-2254 6000
F +91 44-2254 1038

Annexure I

Name	**Krithika Vaidyanathan**	
Designation	**Software Developer**	
Grade	**H**	
Salary	Per Month	Per Annum
Basic	43,333	520,000
HRA	21,667	260,000
Special Allowance	36,722	440,667
LTA	3,611	43,333
Telephone Allowance	3,000	36,000
*Conveyance Allowance	-	-
Fixed Pay	**108,333**	**1,300,000**

*Conveyance Allowance shall be payable only to employees with Disability. Any amount paid towards Conveyance shall be proportionately reduced and adjusted from your Special Allowance

BNY MELLON

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Pallavaram, Chennai – 600 043

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Annexure II
Signing Bonus Agreement

This SIGNING BONUS AGREEMENT ("the Agreement") is entered into as of the **July 15, 2021**, by and between **BNY Mellon Technology Private Limited** (the "Company") and **Krithika Vaidyanathan** ("the Recipient").

The Company offers to pay, and the Employee accepts a signing bonus on the following terms and conditions and subject to the terms and conditions of the Employee's Employment contract of employment (the "Signing Bonus").

1. This Signing Bonus Agreement must be signed by the Employee within seven (7) days of the offer letter dated **July 02, 2021** setting out the terms of and condition of his Employment contract of employment.
2. Provided that the Employee commences employment with the Company, the Company will pay the Employee a one-time cash signing bonus in the amount of **INR 300000** gross, subject to tax as required, [in the regularly scheduled payroll in [**month/year**] OR [in the first regularly scheduled payroll following the thirtieth (30th) day after the Commencement Date, as stated in the Employee's Employment contract.]
3. If, on or before [date in future (1 year)], the Employee:
   - resigns from, or abandons, employment with the Company; or
   - is summarily dismissed, or is permitted to separate from the Company by way of resignation, notice, payment in lieu of notice, or mutual agreement in circumstances when the Company has grounds to summarily dismiss him / her, the full amount of the Signing Bonus will immediately become repayable from the Employee to the Company.
4. In the event of the Signing Bonus becoming repayable pursuant to Clause 3 above, interest will accrue on the outstanding amount of the Signing Bonus from the date seven (7) days after the amount becomes due and payable to the Company until the date of actual payment at the rate of one and a half (1.5) percent per annum above the prime lending rate of the **Reserve Bank of India** Indian Rupees from time to time.
5. The Signing Bonus shall be recoverable by the Company as a debt due and owing. The Employee agrees and authorises the Company to deduct, to the extent not prohibited by law, from the Employee's wages and other remuneration such sum as the Company may determine for the purposes of recovering the whole or any part of the Signing Bonus. The Employee waives any right to claim that the obligation to repay the Signing Bonus is a penalty clause.
6. The Employee will be liable for any tax payable in respect of the Signing Bonus.

I, Krithika Vaidyanathan confirm that I have read, understood and accepted the terms of this Signing Bonus Agreement

Signed: ……

Date: ……

Annexure III
Personal Information Collection Statement ("PICS")

A. Introduction

BNY Mellon Technology Private Limited, its affiliates and agents, (collectively referred to as "the Company") collect, process, use, maintain, store and transfer your personal information for a variety of purposes relating to your employment or engagement by the Company. The term 'personal information' in this Notice refers to any information from which you can be identified either directly or indirectly.

The purpose of this Notice, as amended from time to time, is to explain how and why the Company collects, uses, stores and transfers your personal information.

By signing a Employment contract of employment or engagement with the Company, by providing services to the Company and by accessing or using the Company's systems or services, you consent to the collection, processing, use, maintenance, storage and transfer of your personal information as provided to or obtained by the Company in the course of or for purposes related to your employment or engagement by the Company.

You are providing your personal information on a voluntary basis. You have the option not to provide the Company with your personal information if you do not agree with this Notice. Further, you have the option to withdraw your earlier consent to the collection, use, processing, maintenance, storage and transfer of your personal information, provided that such withdrawal of consent is provided to the Company in writing. If you opt not to provide the Company with personal information or you withdraw consent previously provided, the Company may not be able to fulfil the intended purposes described in Section C below, and accordingly the Company may not be able provide you with benefits or to maintain your Employment contract or engagement or to continue to use your services.

B. Categories of personal information collected

The categories of personal information that may be collected about you by the Company include:

- Basic details such as your name, date of birth, address, marital status, contact information, emergency contact details, details of your family and relatives, associates or representatives;
- Unique personal identifiers such as your taxpayer identification number, passport or identity card details, work permit and visa details;
- Information relating to your education, details of your prior employment, including remuneration details, references, details of your qualifications and experience, and information obtained through background checks;
- Records relating to your employment or engagement with the Company, including performance, productivity, sickness, health condition, injuries, payroll information, pensions information, other benefits related information, any information relating to disciplinary and grievance procedures and any other information required to be collected by law in relation to your employment;
- Details relating to any resignation or termination of employment;
- Details about your lifestyle and social circumstances;
- Details about your directorships of and involvement with other entities and your activities outside your employment;

- Your personal appearance and behaviour, including photographs and images captured by CCTV cameras;
- Details recorded in emails, IT systems, voice recordings or through Company security systems such as key card entry systems and CCTV;
- Details of any alleged, suspected or reported misconduct or criminal activity, such as breaches of Company policy, the Company Code of Conduct and applicable laws and regulations;
- Sensitive personal data or information ("SPDI") as defined under the Information Technology Act, 2000, such as passwords, financial information such as bank account details, credit/debit card information, other payment instrument details, financial information, details about your financial interests and holdings; information about your physical, physiological and mental health condition, sexual orientation, medical records and history, and biometric information.

C. Purposes

The above personal information is collected, processed, used and maintained by the Company for a variety of reasons relating to your employment or engagement by the Company, including but not limited to the following: background checks; practice licensing and certification; immigration; visa and work permits; recruitment; remuneration; entitlements; benefits; incentives; leave; payroll; pensions; severance; retirement (if applicable); accounts and expenses; auditing; performance management; appraisals; work productivity; employee engagement initiatives; promotion; surveys; compliance with Company policies, Code of Conduct and internal regulations; sickness; fitness for work; workplace injuries; health and safety; attendance; workers' compensation issues; career development; relocation; assignments; employee transfers; secondments; travel; insurance; business mergers; business acquisitions; business transfers; business continuity; due diligence; legal, judicial, governmental and regulatory compliance; tax administration and compliance; union membership, representation, consultation and negotiations; contact for work purposes and for emergencies; Company events; mentoring; counselling; employee assistance; employee wellbeing; complaints; employee relations; misconduct; monitoring; surveillance; use and performance of company systems; internet activity; investigations; security; crime prevention; e-discovery; collection of evidence; document retention requirements; overseas Affiliates' compliance with foreign laws and cooperation with overseas regulators; disciplinary action; termination and post-termination matters; outplacement services; employment certification; employment references; and other purposes related to or connected with the above.

D. Disclosure and transfer of personal data

For the above purposes, your personal information may be transferred within or outside the location where you are employed or perform work either within the Company or to third parties, including but not limited to the following:

- any holding company, subsidiary, affiliate or any other associated entity of the Company;

- any third party including but not limited to suppliers and service provides, payroll agents, labour law consultants, government departments, travel agencies, actuaries, fund managers, banks, insurers, insurance brokers, credit reference agencies, pension providers, trustees, auditors, legal and tax advisers, investigators, medical practitioners, IT personnel, business consultants, professional advisers, courts and tribunals, law enforcement agencies, regulatory authorities, current, past or

prospective employers, employment and recruitment agencies, educators and examining bodies, mentors, counsellors, outplacement service providers, your family, associates and representatives.

Currently, the Company may share your data with one or more of the following companies. The list will be updated whenever there is a change in vendors.

Hewitt, Mercer,Towers Watson Ikya Human Capital Solutions Pvt. Ltd.,Quest Career Solutions, Reis Staffing & HR Services Pvt. Ltd., Vitasta Consultancy, Manpower Professional, Ma Foi Management Consultants Ltd., Optimum Solutions, TD Newton & Associates, Fortune, Executive Search, Elixir, Covenant, Transearch, Team Legist, Cojai, Paysquare Consultancy Pvt.Ltd., Vantange Insurance Brokers Pvt Ltd, Database check, Payfront Technologies India Private Limited, Aon Services India Limited.

The Company may disclose personal information when required by law or court order, or as requested by any government or law enforcement authority or agency, or in the good faith that disclosure is otherwise necessary or advisable including and without limitation to protect the Company's or any of its affiliates' rights or property, or in circumstances which the Company or its advisers consider it to be appropriate or related to any of the purposes for which the personal information is collected.

E. Retention of personal information

It is the Company's policy to retain personal information of both current and former employees and contractors only for as long as the Company believes it to be necessary for the purposes for which the personal information was collected, subject to any legal requirements for the data to be retained for longer. The Global Records Management Policy I-D-200 and Corporate Records Retention Schedules provide a framework for managing company Records. Details of specific records retention periods are available on the Company's Record Management intranet site accessible on MySource. The Information Protection Policy I-N-310 and related policies, standards and guidelines provide a comprehensive, risk-based approach to the control, processing, storage, transmission and communication of Company information, including personal information.

F. Information security

The Company takes the protection of your personal information very seriously. The Company has appropriate organizational and technical measures in place, as required by law, to ensure the security of the personal information it collects.

The Company restricts access to your personal information to those parties who need to access such personal information in relation to the purposes specified above. When the Company shares or transfers your SPDI in accordance with this Notice, it takes reasonable efforts to ensure that the transferee maintains or adopts security practices and procedures which are at least as stringent as the security practices and procedures followed by the Company.

The Company endeavours to take all reasonable and appropriate steps to keep secure any information which it holds about you and to prevent unauthorized access. You acknowledge that such steps are never 100% secure and that the Company cannot provide any guarantees regarding the security of your personal information. To the fullest extent permissible by applicable law, the Company disclaims

any liability in relation to any breach of security or unintended loss or disclosure of information in relation to your personal information.

G. Rights in relation to your personal information

You can update your basic personal information, such as your address, through the Employee Self Service which is available through MySource.

Please contact your Human Resources Business Partner or the Grievance Officer to enquire about your rights in relation to your personal information including your rights of access.

H. Monitoring

As stated in the Code of Conduct, you should have no expectation of privacy when using Company systems. The Company maintains the right in accordance with local laws to intercept, monitor, record, and use personal information and other data from, emails, instant messages, telephone calls and other electronic communications as well as internet access and usage via Company systems.

By signing below, you are signifying your consent to the above terms and to the collection, processing, use maintenance, retention and transfer of your personal data as set out in this Personal Information Collection Statement.

Signed: _____

Name: _____

Date: _____

Registered Office:
Ground Floor, Coral Block 3,
Embassy Splendid Tech Zone,
181/183, Pallavaram Thoraipakkam Radial Road,
Pallavaram, Chennai – 600 043

T +91 44-2254 6000
F +91 44-2254 1038

Annexure IV

"Restrictions Schedule"

1. **Non-Solicitation**
   You shall not during the term of your employment with the Company or for a period of six (6) months following the date of termination of your employment by or with the Company, without the Company's prior written consent, either on your own account or on behalf of any other person or entity:

   (a) directly or indirectly solicit, entice, persuade or induce any employee of the Company or of any Affiliate - as defined in your employment Employment contract- to terminate or refrain from extending or renewing (on the same or different terms) such person's employment or business relationship with the Company or Affiliate. Also, you shall not authorise or assist any other person in doing the same.
   (b) in competition with the "Business" (as defined below), canvass, solicit or approach or cause to be canvassed, solicited or approached for business dealings or transactions any person in the "Prohibited Territory" (as defined below) with whom you had personally dealt with at any time during your employment during the period of 12 months prior to the date of termination of your employment (the "Protected Period");
   (c) solicit, induce or entice or endeavour to solicit, induce or entice away from the Company or employ or engage any person employed by the Company or by any Affiliate of the Company in any executive, managerial, technical, sales, consultative or creative capacity with whom you had material personal dealings during the Protected Period, whether or not any such person would thereby commit a breach of contract, for the purpose of being involved in a business which competes with the Business;

2. **Non-Competition**
   You shall not, without the prior written consent of the Company (which consent will be withheld only insofar as the Company considers it reasonably necessary to protect the legitimate interests of the Company) for a period of three (3) months following the termination of your employment for any reason whatsoever:
   (a) directly or indirectly be engaged in, carry on or be involved in and whether alone or jointly and whether as an employee, a partner or in any executive or consultative capacity in any business concern which competes with any Business in any **"Prohibited Territory"** (as defined below) as carried on by the Company or an Affiliate during the Protected Period; or
   (b) either on your own account or on behalf of any other person or persons, deal with or accept instructions directly or indirectly in competition with the Business from any person or persons in any Prohibited Territory who within the Protected Period was a client or customer of the Company or an Affiliate.

3. **Definitions**
   For the purpose of this Restrictions Schedule:
   "Business" means any and all businesses carried on from time to time by the Company or any part thereof, or any other business or part thereof carried on by any Affiliate which, at any time during the Protected Period, you were engaged or involved in or had rendered services for or acquired or had access to any Confidential Information pertaining thereto; and
   "Prohibited Territory" means any country or state in which any Business is carried on by the Company or any Affiliate.

4. **General**
   You hereby acknowledge and agree that the restrictions contained in this Schedule are reasonable and necessary to protect the legitimate interests of the Company and its Affiliates. While the restrictions are considered by the parties to be reasonable in all the circumstances, it is agreed that if for any reason, any one or more of such restrictions shall either taken by itself

or themselves together be adjudged to go beyond what is reasonable in all the circumstances for the protection of the legitimate interest of the Company and its Affiliates, the prohibitions shall be effected to the fullest extent permissible under applicable law. If any provision or part of a provision in this schedule is held or found to be void, invalid or otherwise unenforceable, it shall be deemed to be severed from the Clause in which it appears, but the remainder of such Clause shall remain in full force and effect.

You also acknowledge that any breach by you of any provision in this schedule is likely to cause irreparable harm to the Company or its Affiliates and their respective interests. You accept that monetary damages are unlikely to adequately compensate the Company or its Affiliates in such event and hence in the event of any actual or threatened breach of any such provision, you agree that the Company , on behalf of itself and its Affiliates shall be entitled to injunctive or other equitable relief from any court of competent jurisdiction to prevent such breach or continued breach (without being required to post any bond or other security therefore), and you expressly submit to the jurisdiction of any such court for the purpose. You also consent to the issuance by such court of a temporary restraining order to maintain the status quo pending the outcome of any substantive proceedings.

The Company shall be entitled to seek to enforce any of the above restrictions not only on behalf of itself but also on behalf of any Affiliate.

I, Krithika Vaidyanathan,, confirm that I have read, understood and accepted the Restrictions as set out in this Schedule.

Signed:

……..……..……..……..……..……..……..……..……..……..……..……

Date:

……..……..……..……..……..……..……..……..……..……..……..…....

10 May 2021

Ms. Uppada Sruthi
H No 10-95, Pedda Street,
Jami Mandal, Bajar Down,
Jami, Vizianagaram, Andhra Pradesh.

Dear **Ms. Uppada Sruthi,**

Provisional Offer Letter

We are pleased to offer you the position of **Graduate Engineer Trainee** in our organization. You will be initially posted at our **Chennai** office.

Your appointment letter will be issued on the date of joining along with terms and conditions of employment. We hereby inform you, a Service Bond for 18 months needs to be executed by you since we provide training for you. Your services will be considered effective from the date of joining, after you complete and satisfy all verification and joining formalities.

Your salary break up is as follows:

Cost of Company	**Monthly**	**Annual**
	Rs	Rs
Basic Salary	14770	177240
House Rent Allowance	6330	75960
Total	21100	253200
Company Contribution :		
Provident Fund @ 13% (As per Act)	1920	23040
Gratuity @ 4 % (As per Act)	591	7092
Bonus (As per Act)	1906	22872
Cost to Company	**25517**	**306204**

Please sign and return a copy of this letter within three days of receipt as a token of your acceptance.

We welcome you into CAMS.

For Computer Age Management Services Ltd.

Jemima Ravithilagan

Jemima Ravithilagan
Vice President - Head HR and I & FM

I am Accepting This Offer.

U. Sruthi

Uppada Sruthi

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol 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: 314660

Letter of Intent ("LOI")

Dear Adharsh Leewvan.L,

With reference to your interview conducted by us at, we are pleased to inform that you have been shortlisted for the position of **Senior Analyst** and **A5** 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

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

Puneet Kumar
Head - Fresher Hiring

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ANNEXURE 1

Adharsh Leewvan.L
Senior Analyst and A5

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 6,80,000/- (Rupees Six Lakhs Eighty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumar
Head - Fresher Hiring

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Superset ID: 379022

Letter of Intent ("LOI")

Dear Anurag Kumar

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** 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 suchduration 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

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

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Anurag Kumar
Analyst and A4

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 3,00,000/- (Rupees Three Lakh only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only).** Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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www.capgemini.com/in-en

Superset ID: 379033

Letter of Intent ("LOI")

Dear Chandavolu Manogna Jones

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** 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,

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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 suchduration 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

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

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Chandavolu Manogna Jones
Analyst and A4

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 3,00,000/- (Rupees Three Lakh only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only).** Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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www.capgemini.com/in-en

Superset ID: 312758

Letter of Intent ("LOI")

Dear Chris.S.John,

With reference to your interview conducted by us at, we are pleased to inform that you have been shortlisted for the position of **Senior Analyst** and **A5** 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.

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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.

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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.

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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.

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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

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

Puneet Kumar
Head - Fresher Hiring

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ANNEXURE 1

Chris.S.John
Senior Analyst and A5

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 6,80,000/- (Rupees Six Lakhs Eighty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumar
Head - Fresher Hiring

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www.capgemini.com/in-en

Superset ID: 234778

Letter of Intent ("LOI")

Dear Divyanshu Tripathi,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** 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.

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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

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

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Divyanshu Tripathi
Analyst and A4

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 3,00,000/- (Rupees Three Lakh only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only).** Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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Superset ID: 267276

Letter of Intent ("LOI")

Dear Febin Thomas,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** 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.

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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.

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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,

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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.

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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

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

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Febin Thomas
Analyst and A4

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 3,00,000/- (Rupees Three Lakh only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only).** Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

centelon
Centelon Solutions

CISL/2021-2022/HR/00024

21-Apr-2021

Internship Offer

Dear Cholaveti Sai Naveen,

Warm welcome to the Centelon family!

With reference to our discussions, we are pleased to offer you the role of **Intern** in "**Bizessence Consultancy Services Pvt Ltd – A Centelon Solutions Company."**

Your Internship period shall be from **22-Apr-2021 to 21-Oct-2021**, which can be extended further or terminated earlier with 30 days' notice on either side, without assigning any reason.

You will be appointed as an **Intern** andemployee benefits will not be applicable.

During the Internship period you will be paid **Rs.8,000 (Eight Thousand Rupees) inclusive of TDS.**

The other details about your payments are presented in **Annexure A**.

Your appointment will be governed by the terms and conditions of Internship presented in **Annexure B**. Please refer Annexure B for more details.

You will also be governed by the rules, regulations, and practices in effect and those that may change from time to time. Your payment is highly confidential and if the need arises, you may discuss it only with your Manager.

We look forward to a long term association with Centelon!!

For Centelon Solutions



Prakash Somaiya
Director and Business Head – India & MEA

I have read the offer, Understood, and accept the above-mentioned terms and conditions

Signature: **Date:**

centelon
Centelon Solutions

Annexure A

Name: Cholaveti Sai Naveen **Designation:** Intern

Description	Monthly	Yearly
Internship Payment	8,000	96,000
Cost to The Company		**96,000**
Company Contribution toward health Insurance		8,000
Annual Total Potential Compensation		**1,04,000**

As an Intern of Centelon Solutions Company you are entitled to the following benefits:

- Floating Medical Insurance Coverage which provides you and your family (your spouse and two dependent children) with a cover of INR 300,000 per annum.
- You are not entitled to receive any compensation from the company when on leave for attending your final exams.
- Continuation of employment with Centelon Solutions Companyis subject to you clearing the final exam and submitting the relevant documents to Centelon.
- Location of your posting will be any of the Centelon office locations and may not be your hometown.
- Please note you are expected to **bring your own device (BYOD)**which includes minimum specification as i3 processor and 6GB RAM.

I have read the offer, Understood, and accept the above-mentioned terms and conditions

Signature: **Date:**

CGI Information Systems and Management Consultants Pvt. Ltd.
Regd. Office: e.city, Tower 2, No.95/1 & 95/2,
Electronic City, Phase I (West)
Bangalore – 560 100. India
Tel +91-80-6642 2222 | Fax +91-80-6642 1200

cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential
June 16, 2021

Mr.Bodapothula Ram
Hno: 4-71/1, Gandhi Road,
konijerla, khammam,
Telangana-507305.

Dear Bodapothula,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your Gross Compensation is **INR 350,004/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to cgirecruitment.india@cgi.com
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 044-6647 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy

- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times

- During your employment with CGI, you may get opportunities to work on multiple platforms/skills at the sole discretion of CGI. CGI encourages and appreciates flexibility to work on different technologies

- On joining, continued employment, is conditional on successful clearance of such tests. These tests are administered basis the nature of the business for which you have been offered and are administered and governed at the sole discretion of CGI management

- **Code of conduct:** You will abide by the applicable rules and regulations in force from time to time and you are required to sign and abide by the **Code of ethics** and conduct as elucidated by the company as part of your performance appraisal process. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation

  a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information

  b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI

  c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof

  d) For the purpose of representing and improving the company's brand image and being able to interact with senior level decision makers in the industry in a satisfactory manner, you are required to follow the following norms:

     i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
     ii. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
     iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards

  e) All software developed by you and/or by the team of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property. You shall sign all relevant documents in this regard, as required, to assign and/or secure rights in favor of the company

  f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

Contd...3...

- Your initial posting will be in **Chennai**. However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies. In case your services are transferred to any of our group companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time

- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone

- **Non-solicitation**: During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI

- **Communication:** Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions that you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions

- **Shift:** You shall have no objection to work on shift / staggered duty in case business warrants that. Please note that it is management's prerogative to decide which member will work on shift and management's decision in this regard will be final. Your project will also decide the shift allowance that will be payable and will be based on project requirement. This will be governed by the existing Shift Allowance Policy

- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy

- **Unauthorized absence from work**: Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified

- **Termination of employment:** Your services may be terminated at any time by either side by giving fifteen days' written notice or salary in lieu thereof during the Probationary Period and **two months' written notice** or **salary in lieu thereof** after confirmation of employment with the Company. Whilst the company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI, you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, you shall be considered to be in the continued employment of the company without pay and shall continue to be bound to the terms of this letter and the terms of the agreements signed by you. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

- You may be assigned to certain engagements that require Knowledge Transfer from client/other BU's/members within the engagement. During assignment or after obtaining such Knowledge Transfer, you are required to serve the stipulated rotation period. This is in addition to the notice period requirement mentioned above

- **Non-Competition:** During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any manner whatsoever

- **Restriction of Employment with Client/Customer:** For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services to clients or customers to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI

Contd...4...

- You will keep us informed of any change in your residential address/contact details

- If your employment with the Company is terminated due to resignation or material breach of the terms of the employment prior to completion of two (2) years of service as required under this letter or any other period defined in the service agreement executed pursuant to this letter, effective such resignation or termination, as the case may be, you will fully reimburse the Company the training costs incurred by the Company and quantified in the service agreement, as liquidated damage. Further, you shall be liable to reimburse the joining bonus, transition bonus, notice pay and relocation expenses, if any, paid by the Company

- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, whether in the nature of civil or criminal initiated against you. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company

- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years

- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time

- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties)

- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time

- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends

- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you

- **Condition of Hire:** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)

- Employment credential proofs submitted by you will be subject to background verification as per CGI standards. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all of such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions

- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation

Contd...5...

- Your designation may be changed at the discretion of the Company depending on the work assigned to you

- Your **Total Experience** will be part of our professional records:

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.

Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI
Weighted Experience	=	A weighted percentage is given to your non-relevant experience, either to your role or skill, for which you are being hired in CGI

Any and all of the terms and conditions of service may be modified or changed at the Company's discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

This letter supersedes all oral or written communication exchanged between you and CGI, prior to the date of this letter and commitments, if any, made during the selection process. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to CGI on your boarding day.

Mr.Bodapothula Ram

- **Base Compensation Components:**

Designation : Associate Software Engineer		
Effective : June 23, 2021		
Pay Components	**Pay Components**	**Pay Components**
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan[-1]	4,053	48,636
Base Compensation	**25,553**	**306,636**
Provident Fund *Company Contribution*	2,580	30,960
Gratuity Fund Contribution	1,034	12,408
Gross Compensation	**29,167**	**350,004**

In addition to the above you are eligible for:

- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 3.0% of Base Compensation ; matching your contribution. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- Target **Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time

  Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP

Note:
Flexible Compensaton Plan[-1]: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely
For CGI Information Systems and
Management Consultants Pvt. Ltd.,



Rakesh Aerath
Senior Vice President

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

Signature & Date

Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
1	Acceptance copy of CGI's appointment letter signed by you on all pages
2	Valid Work Permit issued by Government of India, if applicable
3	Passport (all pages – wherever the entries are made)
4	Income-Tax Permanent Account Number Card (PAN Card)
5	Passport size photograph – 05 nos.
6	10th class mark sheet & certificate
7	12th class mark sheet & certificate
8	Bachelor degree mark sheets (all semesters)
9	Bachelor degree certificate / convocation certificate
10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report

CGI Information Systems and Management Consultants Pvt. Ltd.
Regd. Office: e.city, Tower 2, No.95/1 & 95/2,
Electronic City, Phase I (West)
Bangalore – 560 100. India
Tel +91-80-6642 2222 | Fax +91-80-6642 1200

cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential
June 16, 2021

Mr.Dondapati Lokesh
1-8,ramalayam road,gudem
madhavaram,veerullapadu mandal,
krishna district,521181

Dear Dondapati,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your Gross Compensation is **INR 350,004/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to cgirecruitment.india@cgi.com
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy

- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times

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- On joining, continued employment, is conditional on successful clearance of such tests. These tests are administered basis the nature of the business for which you have been offered and are administered and governed at the sole discretion of CGI management

- **Code of conduct:** You will abide by the applicable rules and regulations in force from time to time and you are required to sign and abide by the **Code of ethics** and conduct as elucidated by the company as part of your performance appraisal process. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation

  a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information

  b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI

  c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof

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     i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
     ii. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
     iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards

  e) All software developed by you and/or by the team of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property. You shall sign all relevant documents in this regard, as required, to assign and/or secure rights in favor of the company

  f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

Contd...3...

- Your initial posting will be in **Hyderabad**. However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies. In case your services are transferred to any of our group companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time

- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone

- **Non-solicitation**: During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI

- **Communication:** Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions that you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions

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- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy

- **Unauthorized absence from work**: Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified

- **Termination of employment:** Your services may be terminated at any time by either side by giving fifteen days' written notice or salary in lieu thereof during the Probationary Period and **two months' written notice** or **salary in lieu thereof** after confirmation of employment with the Company. Whilst the company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI, you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, you shall be considered to be in the continued employment of the company without pay and shall continue to be bound to the terms of this letter and the terms of the agreements signed by you. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

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- **Non-Competition:** During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any manner whatsoever

- **Restriction of Employment with Client/Customer:** For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services to clients or customers to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI

Contd...4...

- You will keep us informed of any change in your residential address/contact details
- If your employment with the Company is terminated due to resignation or material breach of the terms of the employment prior to completion of two (2) years of service as required under this letter or any other period defined in the service agreement executed pursuant to this letter, effective such resignation or termination, as the case may be, you will fully reimburse the Company the training costs incurred by the Company and quantified in the service agreement, as liquidated damage. Further, you shall be liable to reimburse the joining bonus, transition bonus, notice pay and relocation expenses, if any, paid by the Company
- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, whether in the nature of civil or criminal initiated against you. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company
- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties)
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you
- **Condition of Hire:** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
- Employment credential proofs submitted by you will be subject to background verification as per CGI standards. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all of such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation

Contd...5...

- Your designation may be changed at the discretion of the Company depending on the work assigned to you

- Your **Total Experience** will be part of our professional records:

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.

Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI
Weighted Experience	=	A weighted percentage is given to your non-relevant experience, either to your role or skill, for which you are being hired in CGI

Any and all of the terms and conditions of service may be modified or changed at the Company's discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

This letter supersedes all oral or written communication exchanged between you and CGI, prior to the date of this letter and commitments, if any, made during the selection process. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to CGI on your boarding day.

Mr.Dondapati Lokesh

- **Base Compensation Components:**

Designation : Associate Software Engineer		
Effective : June 23, 2021		
Pay Components	**Pay Components**	**Pay Components**
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan[-1]	4,053	48,636
Base Compensation	**25,553**	**306,636**
Provident Fund *Company Contribution*	2,580	30,960
Gratuity Fund Contribution	1,034	12,408
Gross Compensation	**29,167**	**350,004**

In addition to the above you are eligible for:

- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 3.0% of Base Compensation ; matching your contribution. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- Target **Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time

  Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP

Note:
Flexible Compensaton Plan[-1]: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely
For CGI Information Systems and
Management Consultants Pvt. Ltd.,



Rakesh Aerath
Senior Vice President

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

Signature & Date

Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
1	Acceptance copy of CGI's appointment letter signed by you on all pages
2	Valid Work Permit issued by Government of India, if applicable
3	Passport (all pages – wherever the entries are made)
4	Income-Tax Permanent Account Number Card (PAN Card)
5	Passport size photograph – 05 nos.
6	10th class mark sheet & certificate
7	12th class mark sheet & certificate
8	Bachelor degree mark sheets (all semesters)
9	Bachelor degree certificate / convocation certificate
10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report

Cognizant

23-Mar-2021

Dear Allam Karthik,
B.Tech/B.E., Electronics and Communication Engineering
Sathyabama University

Candidate ID – 15040432

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared 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 **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-.** This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**450,740/-.** This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Allam Karthik **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

• Floating Medical Insurance Coverage
• Round the Clock Group Personal Accident Insurance coverage
• Group Term Life Insurance
• Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

**** Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***** Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

29-Jan-2021
Alluru Hareesh Reddy
B.Tech/B.E. Electronics And Communication Engineering
Sathyabama University

Dear Alluru,

Further to our offer for the position of Programmer Analyst Trainee and in response to your confirmation into the Internship opportunity we had extended, we are pleased to offer you an **Internship** with us for **a period of 3 to 6 months**, during which you will be offered a stipend Amount of **INR 12000/-** per month based on the Internship performance and completion.
Actual Internship dates and duration would be based on the business demand aligned skill tracks offered to you and would be shortly communicated to you.
Cognizant Internship being a pre joining skill and capability development program, it would form a critical part of your employment with Cognizant.
You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The performance during Internship would be monitored through formal evaluations.
The Cognizant Internship completion would qualify as the entry criteria to your post joining training program and would be used as basis towards your allocation to projects/roles.
Prior to joining Cognizant, you must successfully complete the prescribed Internship program. In event of non-completion of the Internship, Cognizant may at its sole discretion revoke this offer of employment.
Please also note that:

- The Internship Training will be done from Monday through Friday for 8 hours from 9 am to 6 pm (IST).
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with attendance requirements. Pre-approvals are to be sought towards unavoidable leave or break requests from the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship plan
- Cognizant reserves clauses regarding IT infra if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant GenC program terms and conditions from time to time

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority.
You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa

- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.
We wish you good luck.
Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Suresh Bethavandu
Global Head-Talent Acquisition

I accept the terms and conditions of the offer as mentioned above.

Signature: A. Hareesh **Date:** 09-02-2021

Cognizant

22-Mar-2021

Dear Anumolu Sujith Kumar,
B.Tech/B.E., Electronics and Communication Engineering
Sathyabama University

Candidate ID – 15040466

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared 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 **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-.** This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**450,740/-.** This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Anumolu Sujith Kumar **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

• Floating Medical Insurance Coverage
• Round the Clock Group Personal Accident Insurance coverage
• Group Term Life Insurance
• Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

**** Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***** Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

27-Apr-2021

Dear Bantu Naveen,
B.Tech/B.E., Electronics and Communication Engineering
Sathyabama University

Candidate ID – 15040476

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared 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 **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-.** This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**450,740/-.** This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Bantu Naveen **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

• Floating Medical Insurance Coverage
• Round the Clock Group Personal Accident Insurance coverage
• Group Term Life Insurance
• Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

**** Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***** Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

20-Jan-2021
Dhivya Anbalagan
B.Tech/B.E. Electronics & Telecommunications
Sathyabama University

Dear Dhivya,

Further to our offer for the position of Programmer Analyst Trainee and in response to your confirmation into the Internship opportunity we had extended, we are pleased to offer you an **Internship** with us for **a period of 3 to 6 months**, during which you will be offered a stipend Amount of **INR 12000/-** per month based on the Internship performance and completion.
Actual Internship dates and duration would be based on the business demand aligned skill tracks offered to you and would be shortly communicated to you.
Cognizant Internship being a pre joining skill and capability development program, it would form a critical part of your employment with Cognizant.
You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The performance during Internship would be monitored through formal evaluations.
The Cognizant Internship completion would qualify as the entry criteria to your post joining training program and would be used as basis towards your allocation to projects/roles.
Prior to joining Cognizant, you must successfully complete the prescribed Internship program. In event of non-completion of the Internship, Cognizant may at its sole discretion revoke this offer of employment.
Please also note that:

- The Internship Training will be done from Monday through Friday for 8 hours from 9 am to 6 pm (IST).
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with attendance requirements. Pre-approvals are to be sought towards unavoidable leave or break requests from the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship plan
- Cognizant reserves clauses regarding IT infra if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant GenC program terms and conditions from time to time

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority.
You will also be required to submit the following documents at the time of reporting:

- Photocopy of your Passport & Visa

- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.
We wish you good luck.
Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Suresh Bethavandu
Global Head-Talent Acquisition

I accept the terms and conditions of the offer as mentioned above.

Signature: **Date:** 21/01/2021

Cognizant

20-Jan-2021
Gajula Veerabhadrarao
B.Tech/B.E. Aeronautical Engineering
Sathyabama University

Dear Gajula,

Further to our offer for the position of Programmer Analyst Trainee and in response to your confirmation into the Internship opportunity we had extended, we are pleased to offer you an **Internship** with us for **a period of 3 to 6 months**, during which you will be offered a stipend Amount of **INR 12000/-** per month based on the Internship performance and completion.
Actual Internship dates and duration would be based on the business demand aligned skill tracks offered to you and would be shortly communicated to you.
Cognizant Internship being a pre joining skill and capability development program, it would form a critical part of your employment with Cognizant.
You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The performance during Internship would be monitored through formal evaluations.
The Cognizant Internship completion would qualify as the entry criteria to your post joining training program and would be used as basis towards your allocation to projects/roles.
Prior to joining Cognizant, you must successfully complete the prescribed Internship program. In event of non-completion of the Internship, Cognizant may at its sole discretion revoke this offer of employment.
Please also note that:

- The Internship Training will be done from Monday through Friday for 8 hours from 9 am to 6 pm (IST).
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with attendance requirements. Pre-approvals are to be sought towards unavoidable leave or break requests from the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship plan
- Cognizant reserves clauses regarding IT infra if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant GenC program terms and conditions from time to time

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority.
You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa

Cognizant

- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.
We wish you good luck.
Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**

Suresh Bethavandu
Global Head-Talent Acquisition

I accept the terms and conditions of the offer as mentioned above.

Signature: G. Tumbhu Dev Raj

Date: 22-01-2021

Collins Aerospace
A United Technologies Company

NAME	**Sai Sourab Ganti**
LEVEL	**P1**
Position Title	**Graduate Engineer**

	COMPENSATION & BENEFITS - DETAILS		RUPEES PER ANNUM	
A	**Basic (Base) Salary**			**199752.4**
B	**Flexible Benefits Plan**			**266050.2216**
C	**Statutory Benefits**			**33578.37844**
	Provident Fund (PF) - **Employer Contribution**		23970.288	
	Gratuity		9608.09044	
D	**Cost To Company (CTC)**	**A+B+C**		**499381**
E	**Incentive Pay Plan** (Notional Value) i.e. **(Target % (A+B)*100%)**			**25,619**
F	**Total Cost to Company(TCTC)**	**D+E**		**525,000**

NOTE

*	Flexible Benefit Plan (FBP) and Special Allowance will change based on your options selected for FBP. The FBP offers you the flexibility to design a part of your compensation within defined framework of a basket of allowance. If the employee fails to choose any of the above mentioned components then Flexible benefits will be taxable as per Income tax Standards.
*	Valid Reimbursements shall be drawn as per Company rules subject to submission of receipts, Any tax liability arising out of the payments/reimbursements now or in the future due to changes in income tax provision shall be borne by you.
*	LTA Payable on monthly basis. LTA will be taxed to the extent of bills not produced during the Financial Year.
*	You are eligible to participate in our non-encashable comprehensive benefit plans including Group Mediclaim, Personal Accident Insurance and Term Life Insurance.
	- Group Mediclaim floater policy : Applicable for self, dependent parents/in-laws, spouse and up to 2 children for total coverage of INR 5,00,000/- p.a.
	- Personal Accident Insurance covered is 5 times the Annual Base Salary.
	- Term Life Insurance coverage is Twice the Annual Base Salary.

*	Provident Fund and Gratuity will be as per the Statutory Compliances
*	**1)** You are eligible to participate in the Incentive Pay Plan (IPP) with a target payout of 5.5 % of your actual (Basic Salary, HRA, LTA, Medical Allowance, Special Allowance & Flexible Benefit Plan (FBP) earnings & Lump sum (if any)) for the fiscal year. The actual award can range from 0% to 100% of your target incentive. Your IPP payout will be based on your performance on the Job and the Company's performance on plan goals (Earning per share, sales, working capital as a percentage of sales and the achievement of key business goals).
	2) IPP targets are determined as per the governing rules of Rockwell Collins.

Sincerely,



Sanjukta Sarkar

Senior Director – Human Resources

August 16, 2021

Pranati Chevuturu
1-10, Kammakandriga, Gangireddy Palli, Tirupathi,
Chittor, Andhra Pradesh - 517561

Dear **Pranati,**

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Development Engineer 1** with Comcast India Engineering Center I LLP (**Comcast India**)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position**:

Your position will be as **Development Engineer 1** with Comcast India and you will be required to report to **Vidyavathi Devadoss**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary Performance Bonus shall be **INR 620,000** (Rupees Six Lakhs Twenty Thousand only).

Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid

monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of **5%** of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Works:**

Your hours of work will be as per the working hours policy of Comcast India, Monday through Friday. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work, unless required by applicable law.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **August 19, 2021** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

(a) You having validly terminated any pre-existing employment before the Start Date and having submitted appropriate release letters or such other documentation from the previous employers as may be requested by Comcast India;

(b) You having executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time; and

(c) You agreeing to and passing a background investigation conducted by Comcast India. By signing this letter you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter you hereby authorise Comcast India to send the necessary specimen collected from you to selected third

parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state or local laws and, to receive and use the results of the test. If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time-sensitive. This offer is made to you on the additional condition that you will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.

3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.

4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

_____

Kannan Subramaniam
Vice President & General Manager

Acknowledgement

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:
Name:
Date:

COMCAST INDIA OFFER		
Name	Pranati Chevuturu	
Comcast Title	Development Engineer 1	
Department	XRE	
Hiring Manager	Vidyavathi Devadoss	
Components	**Monthly**	**Annual**
Basic Pay (50% of Total Fixed pay)	25,833	310,000
Basket of Allowances		
House Rent Allowance (Capped at 50% of Basic)	12,917	155,000
Leave Travel Allowance *	2,153	25,833
Special Allowance	10,764	129,167
Total Fixed Pay	**51,667**	**620,000**
Target CIP Bonus Variable Pay %	-	**5%**
Target CIP Bonus Variable Pay	-	31,000
Total Cash	**51,667**	**651,000**
**Provident Fund ** **	3,100	37,200
Telephone Reimbursement	1,000	12,000
Cost to Company	**55,767**	**700,200**

Note:

- *Leave Travel Allowance is capped at 1 month of Basic
- **PF is contributed at 12% of Basic Salary (Employer's Contribution).
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card *(Optional Benefit)*.

August 16, 2021

Prabath Reddy
2/13, Ranga Apartments, Ganga Avenue, Perumal Koil Street, Aalapakkam, Chennai - 600116

Dear **Prabath,**

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Development Engineer 1** with Comcast India Engineering Center I LLP (**Comcast India**)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position**:

Your position will be as **Development Engineer 1** with Comcast India and you will be required to report to **Narotam Kumar**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary Performance Bonus shall be **INR 620,000** (Rupees Six Lakhs Twenty Thousand only).

Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid

monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of **5%** of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Works:**

Your hours of work will be as per the working hours policy of Comcast India, Monday through Friday. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work, unless required by applicable law.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **August 19, 2021** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

(a) You having validly terminated any pre-existing employment before the Start Date and having submitted appropriate release letters or such other documentation from the previous employers as may be requested by Comcast India;

(b) You having executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time; and

(c) You agreeing to and passing a background investigation conducted by Comcast India. By signing this letter you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter you hereby authorise Comcast India to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal

COMCAST India Engineering Center I LLP
Registered Office
Chennai One SEZ, 5th Floor, North Block in Phase II, , Module 7 & 8, “Chennai One”,
Pallavaram-Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai – 600 097, Tamil Nadu

under national, state or local laws and, to receive and use the results of the test. If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time-sensitive. This offer is made to you on the additional condition that you will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.

3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.

4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

_____

Kannan Subramaniam
Vice President & General Manager

Acknowledgement

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:
Name:
Date:

COMCAST INDIA OFFER		
Name	Prabath Reddy	
Comcast Title	Development Engineer 1	
Department	C&SP	
Hiring Manager	Narotam Kumar	
Components	**Monthly**	**Annual**
Basic Pay (50% of Total Fixed pay)	25,833	310,000
Basket of Allowances		
House Rent Allowance (Capped at 50% of Basic)	12,917	155,000
Leave Travel Allowance *	2,153	25,833
Special Allowance	10,764	129,167
Total Fixed Pay	**51,667**	**620,000**
Target CIP Bonus Variable Pay %	-	**5%**
Target CIP Bonus Variable Pay	-	31,000
Total Cash	**51,667**	**651,000**
**Provident Fund ** **	3,100	37,200
Telephone Reimbursement	1,000	12,000
Cost to Company	**55,767**	**700,200**

Note:

- *Leave Travel Allowance is capped at 1 month of Basic
- **PF is contributed at 12% of Basic Salary (Employer's Contribution).
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card *(Optional Benefit)*.

Ref: Offer letter/ DM India

APPOINTMENT LETTER
(Private and Confidential)

Date: 08 June 2021

Name ("Employee"): Venugopal Natukula

Address: 16/678 – 16 – 4, Masupeta, Siddavatam Road, Kadapa, Andhra Pradesh – 516001

Email: venugopal6282@gmail.com

Phone Number 9490956282

Dear Venugopal

CONGRATULATIONS!!

With great pleasure we invite you to be an integral part of Decision Minds India Pvt. Ltd., a fastest growing pure-play data science solutions and services company.

With reference to your recent application and the subsequent interview's you had with us, Decision Minds is pleased to confirm an offer of employment to you as " Junior Software Engineer "

The Terms & Conditions of the Employment offer are as follows:

1. Date of Commencement:

Your employment with the company shall commence on 09 June 2021

2. Compensation:

Your cost to company (CTC) will be Rs. 2,75,000/- (Rupees Rupees Two Lakh Seventy Five Thousand only) per annum. Please refer to the Compensation sheet in Annexure A.

3. Location:

You will be based in Bengaluru, however, you will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

4. Probation: You will be under Probation for a period of six months from the above Date of Commencement.

5. Confirmation:

On satisfactory completion of your Probation your services will be confirmed by the management in writing. The company reserves the right to extend the probationary period in the event that your performance is not up to expectation.

6. 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 the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company 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, in advance of initiating appropriate action.

7.1 Employment Mandatory Tenure:

You are liable to work with Decision Minds for a period 18 months from the date of appointment as a mandatory tenure, failing which you will be considered to be in breach of the agreement and the amount of INR 1,00,000/- will be payable by you. However, Decision Minds has full rights to terminate your employment for breach of conduct, poor performance, causing damage to company's infrastructure and assets.

7.2 Notice Period:

You or The Company may terminate your service at any time by giving 30 days' notice or basic salary in lieu thereof during the Probation period and by giving 60 days of notice or basic salary in lieu thereof, after confirmation of your services. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

7.3 Advance Payments Recovery Clause:

Amount paid in terms of Joining Bonus, Retention Bonus, Relocation Bonus and Accommodation is treated as an advance payment and nullified after completing 1 year of service from the date of joining. However, if the employee who has availed above benefits, resigns or is terminated from the Company within one year from their date of joining, the amount paid towards advance payment will be recovered.

8. Salary Review:

Your salary reviews and re-fitments will always be subject to the schedules as may be implemented by the company from time to time.

9. Working Hours:

The normal working hours of the company are from Monday - Friday (9.30 AM to 6.30 PM). However your working hours may vary according to the operational needs of different clients and projects and you may be required to work on a shift system, the details of which will be provided to you on joining. The Company reserves the right to amend hours of work as necessary to meet the requirements of the business and you hereby agree to the same.

10. Property Rights

You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by the Company for your use. On demand, you shall take steps to return such assets, properties etc., back to the Company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time, as may be required by the Company Failing this, Company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.

(i) **Conflict of Interest:** You shall not either directly or indirectly, either for yourself or for any person, firm or organization seek/ accept employment/consultancy contract/assignment with Customers and Prospective, Customers of the company (Prospector Customers shall mean and include all parties with whom the company has been negotiating with in the past twelve months) engage in any activity that it in conflict with the Company's business interests, solicit divert of take away any of

Company's Customers, employees, Contractors or Consultants, use for gain any information, contacts, relationships, or business opportunities that you become aware of during your service with the Company during your employment with Company or for a period of two years from the date of leaving the Company due to resignation or separation.

(ii) **Dual Employment/ Business activities**: During the term of employment with the company, you will not carry on any other employment or business activities directly or indirectly, which are competitive with or otherwise conflict with the interests of the company, for any part during or outside the working hours of the company with any person/organization, whether paid or honorary, of any type, for any purpose whatsoever except with the prior consent of the company in writing. You shall devote the whole time and attention to the duties assigned to promote the interests of the company. Your continuation in employment is subject to your maintaining clean criminal and financial records.

11. Confidentiality:

You acknowledge that certain confidential information of the Company, whether or not marked as such, may be disclosed or made available to you by virtue of your appointment. You shall not disclose or use at any time, such confidential information in the manner and to the extent as set forth in a separate Non-Disclosure and IP Assignment Agreement that is annexed hereto as "Annexure B" (which can be reviewed from time to time). Accordingly, you will be required to execute such agreement as a condition of your employment.

The following information and materials, whether oral, written, magnetic, photographic, optical or any other information whether now existing or created during the period of employment with the Company will also constitute "Confidential Information".

(i) **Trade Secrets:** Any and all proprietary and technical information of the company in the nature of computer programs, services, systems, know-how, discoveries, inventions, and the like employed by the company and/or its affiliates.

(ii) **Business Procedures:** Internal business procedures and business plans, licensing technique, technical data, vendor names, purchasing information, financial information, service and operational manual, employee salaries, bonus structure, ideas for new businesses and any such information, which relates to the way the company conducts its business and which is generally not known to the public.

(iii) **Marketing Plans and Customer Information:** Any and all non-public Customer lists or marketing information and material, such as Marketing and Business development plans, sales figures, profit margins, sales forecast, volumes, future plans, and potential strategies;

(iv) **Financial data:** including financial statements, management reports, income and cost projections, billing schedules, billing policies, discount procedures, quoting policies;

(v) **Customer/Client data:** Including lists, names and information about existing, past or prospective Customers/Clients and their representatives, data about the terms, any communication to or from a Customer/Clients conditions and expiration of existing contracts with Customers, the quantity and nature of services received by Customers and collections, discounts or any other information obtained by the Company in its capacity as consultant for any Customers.

(vi) **Third party Information:** Any and all information and material in the Company's possession or under its control from any other person or entity which the Company is obligated to treat as confidential or proprietary. All such confidential information is the sole property of the company. You will not disclose any Confidential Information to any person (Except solely in performing your duties as an employee of the company) and will otherwise keep all Confidential Information in strictest confidence and not used it for any purpose adverse to the Company. This obligation will persist even after your employment with the company or on entering the services of another Company. Any violation of this Agreement on your part will entitle the company to take appropriate legal action against you. On termination of your employment with the company, for whatever reason, you will be required to immediately return to the company and/or its Customers, all Confidential Information and all other material/ property belonging to the company /Customer in your possession. You will not make copies of the material in your possession and continue to keep all Confidential Information in strictest confidence.

12. Expectation of Privacy

You acknowledge that in consideration of the use of the Company's communication and information technology assets in the course and scope of your employment, the Company shall have the right to monitor and inspect any and all documents and communication contained therein or made thereon. In that regard, you acknowledge and accept that you have no reasonable expectation of privacy with respect to the use of the Company's communication and information technology assets.

13. Disciplinary action on account of misconduct or breach of any service condition, discrimination, Bias & Harassment

You will at any time be liable for the disciplinary action such as warning, suspension, discharge, dismissal or losing lien of employment for unsatisfactory performance, causing damage, financial loss to the company, committing breach of any service condition, misconducts such as irregular attendance, unauthorized absence, misbehaviour or any unworthy acts like theft, misappropriation/fraud, dishonesty, immorality, any act amounting to moral turpitude, conviction falsification of documents/records or information given in your

bio-data/application for securing job in the company or any undesirable acts which in the opinion of the company is prejudiced and detrimental to the interest of the company.
Employees are entitled to a work environment free of racial, sexual, ethnic, and religious bias and harassment. Racial, sexual, ethnic, or religious jokes or comments are subject to individual interpretation and may be offensive to some employees. Intimidation, coercion and threats, or actions leading to bodily harm are also unacceptable.

14. Term and Termination:

Either party may terminate your employment with the Company by giving a 30 day written notice of termination of employment. The contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

a. Breach of company's standards with respect to integrity, ethics, honesty, sincerity and loss of confidence.
b. Failure to follow the rules and regulations of the Company.
c. Notwithstanding the foregoing, the Company shall have the right to terminate this Agreement without liability for compensation or damages upon the happening of any of the following events:

i. Forthwith if you commit any false or misrepresented information or any wilfully suppressed material information.
ii. Forthwith if you are guilty of any grave misconduct or wilful neglect in the discharge of your duties hereunder; or
iii. Forthwith if you are convicted of any criminal offence other than an offence which in the reasonable opinion of the representatives of the Company does not affect your position as an employee of the Company; or
iv. Forthwith, if the company finds you to be inefficient, indiscipline and careless or guilty of misconduct, or acting against the interest of the Company's policies and procedures, the company will terminate your services immediately without pay.
v. Forthwith, if you fail to meet the performance standards, inefficiency in performing your duties, finds irresponsible, not productive and not able to achieve targets set by your manager for 3 consecutive months.

d. Further, the parties herein agree that the appointment under this Agreement is being made on the basis of the particulars such as qualifications etc., as given in your application for employment and if at any point of time it comes to the Company's notice that any information given is false or incorrect, your appointment will be deemed void and liable for termination without any notice or salary in lieu of notice.
e. In case of Termination due to above mentioned reasons, Company will not compensate for the duration worked, unpaid.

15. Consequences of Termination/On Separation

You agree that if your employment is terminated for any reason, or in case you resign from your employment, you shall immediately and without request deliver to the Company any and all physical assets entrusted to you by the Company and all records and papers and all matters of whatever nature which contain the Company's confidential information.

16. Publishing

You agree not to disclose any confidential information of the Company in any publication without prior written approval of the Company. The Company agrees that approval will not be unreasonably withheld, if the proposed release would not offer a potential competitive disadvantage to the Company, or a competitive advantage to the Company's competitors.

17. Law and Language

This Agreement constitutes the entire terms and conditions of your employment with the Company, besides any prevailing Company Regulations as may be applicable. It is understood and agreed by you that your employment with the Company and any ensuing relations and obligations shall be governed by the laws of India, and venue for any disputes arising from your employment will be Bangalore, Karnataka.

18. Modifications

This Agreement may not be amended or modified except by in writing, signed by Proprietor of the Company and by you.

19. Entire Agreement

This Agreement along with annexure sets forth the terms of your employment with the Company and supersedes any prior representations or agreements, whether written or oral. We enclose two sets of the Agreement duly executed by us. Kindly sign the same and return us one set in acceptance of the terms and conditions herein mentioned. We are looking forward to the prospect of you joining us and look forward to working with you. If you have any questions, please feel free to contact me.

20. Offer Acceptance & Reporting:

If the terms and conditions offered herein are acceptable to you, please revert with your acceptance and confirm your joining date. Please note that the offer acceptance email should reach us within 3 business days from the date of this offer, failing which this offer letter and its contents will stand withdrawn and cancelled automatically, without any further notice to you.

You will be required to report for duties on the specified joining date.
You will be required to submit to our HR department, the documents as mentioned in the below checklist mandatorily at the time of your joining.

In addition to this please send us the scan copies of below mentioned documents 3 days prior to your joining. Please note that in absence of the documents, we will unable to process your appointment on the same day.

21. Payment of gratuity: Eligibility and calculation

Gratuity shall be payable to an employee on termination of employment after he/she has rendered continuous service for not less than 5 years in a single organisation. The termination can be due to: Superannuation, Retirement or resignation, and Death or disablement due to accident or disease. Completion of continuous service of 5 years is not required where termination of employment is due to death or disablement. In such case mandatory gratuity is payable.
Gratuity is paid at a rate of 15 days' wages for every completed year of service or part thereof in excess of six months. The wages here mean wages last drawn by the employee. The "15 days' wages" will be calculated by dividing the last drawn wages by 26 and multiplying the result with 15.

If you have any query / clarification regarding this offer Letter or the joining please contact HR –Person at +91-7406790005.

The following documents are to be submitted on the date of joining	
1.	Proof of Age
2.	Copies of Educational and Experience Certificates
3.	Relieving Certificate from previous employer, if any
4.	Appointment Letter of previous Employer and Salary revision letters
5.	Last 3 months pay slips
6.	Form 16 (TDS Certificate) If any
7.	Copy of PAN Card
8.	Original Passport
9.	Four Passport sized Photographs
Please bring photocopies of all the above mentioned documents along with the originals. The originals will be returned to you immediately after the verification. Your appointment will be subject to verification of references.	

We welcome you to the Decision Minds family and wish you a rewarding career over the years to come.

For Decision Minds India Private Ltd.,

Vivek R: VP Engineering (Authorized Signatory & Title)

Vivek Raghunathan (Signature)

Jun 13 2021 (Date Signed)

Employee Confirmation:

I accept the offer and confirm that there have been no other commitments made during the hiring process other than the specified in the offer letter. (Example – on site opportunity, compensation, promotion and salary).

I accept the offer but would like to mention that the following discussion had during the hiring process (please mention the comments):

……
…… ……

……
…… ……

……
……
……

ACCEPTED AND AGREED TO THE TERMS AND CONDITIONS OF THIS LETTER.	
Name: Venugopal Natukula	N.Venu Gopal Signature
Date : Jun 08 2021	

Confidential
ANNEXURE – A

COMPENSATION STRUCTURE		
Emp. Name: Venugopal Natukula	**Designation :** Junior Software Engineer	
DISCRIPTION	**Monthly**	**Annual**
Basic	16,000	192,000
HRA	3,348	40,175
Medical Allowance	***	***
Gratuity	769	9,225
Gross Salary	20,117	241,400
Employer PF contribution	1,800	21,600
Group Health Insurance	1,000	12,000
Variable CTC**	***	***
Fixed CTC	22,917	275,000
Total CTC	22,917	275,000

Variable Pay:** Will be paid considering individual performance which is measured using assigned Key result areas (KRA) and overall company performance. Variable pay will be paid Bi Annually during the appraisal cycle based on your KRA achievement.

Your compensation details are strictly personal and confidential and should not be disclosed to others. I have read the contents of the offer letter and accept all the terms and conditions of this letter and the enclosed annexure. In their totality and also confirms that I shall not be legally or otherwise entitled to any other perquisites, facilities, benefits etc. than mentioned in the same, either monitory or otherwise, unless and until the company specifically agrees in writing, herein after.

ACCEPTED AND AGREED TO THE TERMS AND CONDITIONS OF THIS LETTER.	
Name: Venugopal Natukula	N.Venu Gopal
Date : Jun 08 2021	Signature

ANNEXURE "B"

EMPLOYEE NON-DISCLOSURE, INVENTIONS ASSIGNMENT AND NON-COMPETITION AGREEMENT

In consideration of my employment or continued employment by the Company, the compensation received earlier, now and hereafter to be paid to me, the intellectual input received by me from the Company and other good and adequate consideration, the receipt and sufficiency of which I hereby acknowledge, I hereby agree as follows:

1. NONDISCLOSURE

1.1 Recognition of Company's Rights

I recognize that any and all information that may be provided or disclosed to me by the Company, constitutes the valuable and proprietary intellectual property and confidential information, belonging to the Company and that I shall have no right, title or interest in such information, except to the extent specified in this Agreement.

1.2 Nondisclosure

At all times during my employment and thereafter, I will hold in strictest confidence and will not disclose, use, lecture upon or publish any of the Company's Proprietary Information (defined below), except as such disclosure, use or publication may be required in connection with my work for the Company, or unless an officer of the Company expressly authorizes such in writing. I will obtain the Company's written approval before publishing or submitting for publication any material (written, verbal, or otherwise) that relates to my work at Company and/or incorporates any Proprietary Information. I hereby assign to the Company any rights I may have or acquire in such Proprietary Information and recognize that all Proprietary Information shall be the sole property of the Company and its assigns. I have been informed and acknowledge that all Proprietary Information, trade secrets, Inventions, etc. is provided to me in trust for the purpose of use by me on behalf of the Company. Accordingly, any violation of the terms of this Agreement by me in relation to such Proprietary Information or the unauthorized taking of the Company's trade secrets shall be considered as a breach of trust by me and may subject me to any action whether under civil law, tort law, criminal law or otherwise.

2. NON-SOLICITATION OF EMPLOYEES, CONSULTANTS, CONTRACTORS OR CUSTOMERS.

I agree that for the period of my employment by the Company and for three (3) years after the date my employment by the Company ends for any reason, including but not limited to voluntary termination by me or involuntary termination by the Company, I will not, either directly or through others,

(i) Solicit or attempt to solicit any employee, independent contractor or consultant of the Company to become an employee, consultant or independent contractor to or for any other person or entity, and

(ii) Solicit any customers of the Company with whom I had contact or whose identity I learned as a result of my employment with the Company. The parties agree that for purposes of this Agreement, a customer is any person or entity to which the Company has provided goods or services at any time during the period commencing six (6) months prior to my employment with the Company and ending on the date my employment with the Company ends.

3. NON-CONFLICTING AGREEMENT OR OBLIGATION

I represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement or obligation of any kind made prior to my employment by the Company, including agreements or obligations I may have with prior employers or entities for which I have provided services. I have not entered into, and I agree I will not enter into, any agreement or obligation either written or oral in conflict herewith.

4. ENTIRE AGREEMENT

The obligations pursuant to this Agreement shall apply to any time during which I was previously employed, or am in the future employed, by the Company as a consultant if no other agreement governs nondisclosure and non-competition during such period. This Agreement is the final, complete and exclusive agreement of the parties with respect to the subject matter hereof and supersedes and merges all prior agreements or discussions between us on this subject matter. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing and signed by the party to be charged. Any subsequent change or changes in my duties, salary or compensation will not affect the validity or scope of this Agreement.

ACCEPTED NON-DISCLOSURE, INVENTIONS ASSIGNMENT AND NONCOMPETITION AGREEMENT	
Name: Venugopal Natukula	N.Venu Gopal
Name: Jun 08 2021	Signature

Signatures

Date: Jun 08 2021

Signature: Shalini Zulapi

Shalini Zulapi

Date: Jun 09 2021

Signature: Jeyganesh M

Jeyganesh M

Date: Jun 14 2021

Signature: Balaji Sridaran

Balaji

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Deloitte.

Deloitte Consulting India Private Limited

Building No.5, Tower 1, Block C1, 77 Degree Town Centre,
Survey No.123, 132/2, 133/2, 133/3 and 136/1,
Amani Bellandur Khane Village,
Varthur Hobli,
Bengaluru Rural, Karnataka – 560037

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

06/16/2021

Ms. Daggupati Sowmya Sree
17-89-4-10-1, Nvr Layout, Near Municipal Park
,
Madanapalle - 517325

Subject: Offer of Employment

Dear Daggupati Sowmya Sree:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **July 19, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.6,00,000**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.100,000**/- subject to your reporting for full-time employment on **July 19, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

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Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **July 19, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Daggupati Sowmya Sree, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:
Ramprasad Ramanathan
77A7A2E95F894A0...

Authorized Signatory

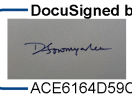
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Ms. Daggupati Sowmya Sree

Acceptance

I, **Daggupati Sowmya Sree**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:

ACE6164D59C9470...

Signature

06/17/2021

Date

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Annexure A

Ms. Daggupati Sowmya Sree **Analyst**

Description	**Monthly** (Rs. per month)	**Annual** (Rs. per Annum)
Basic Pay	**17,500**	**2,10,000**
House Rent Allowance (HRA)	**8,750**	**1,05,000**
Special Allowance[1a & 1b]	**11,867**	**1,42,404**
Leave Travel Allowance[2]	**1,750**	**21,000**
Meal Card[3]	**2,200**	**26,400**
Differential Allowance(L)	**5,833**	**69,996**
Employer's contribution to PF	**2,100**	**25,200**
Total Salary (in Rs.)	**50,000**	**6,00,000**
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium[4]	**1,870**	**22,440**

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-….

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Annexure A

[1] All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	[1a] *Communication Expenses*	[1b] *Fuel Expenses*
Employee in Level - Analyst	*Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.*	*Petrol /Insurance / Repairs & Maintenance*
	Rs.3,000/- per month	Rs.7,500/- per month

[1a] The internet/telephone/mobile bills should be in the Employee's name.

[1b] For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

[2] The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

[3] Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

[4] Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

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Deloitte.

Daggupati Sowmya Sree Bengaluru

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Block ''C'', Divyasree Technopolis Survey No. 123 & 132/2 Yemlur Post, Yemlur, Off Old Airport Road Bengaluru – 560 037** (the "Employer") as **Analyst** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.

2. ***Pre-existing Agreements or Arrangements*.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of *Proceedings*.** Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

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Signatory, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity.*

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

8. **Authorization to Access *Systems* and *Electronic Communications and use of Deloitte Property*.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems.* I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

   I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

   I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity,* transmitting *Deloitte Property* to me (*e.g.*, emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

   I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

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possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of *Works.***

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

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period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. ***Pre-existing Creations; Personal Creations.*** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B,** and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

12. **Post-*Employment* Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.

13. **Exceptions to Post-*Employment* Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3**)** years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

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remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: *Personnel* and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.

16. **Post-*Employment* Restrictions re: *Deloitte Property*.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-*EMPLOYMENT* OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

18. **Notification of Post-*Employment* Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

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Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15**,** to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.

22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **[HYDERABAD:** Hyderabad, Andhra Pradesh, India**] [MUMBAI**: Mumbai, Maharashtra, India**]** [**BENGALURU**: Bengaluru, Karnataka, India] [**GURGAON**: Gurgaon, Haryana, India**]** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

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the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.

28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.

29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

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I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of **July 19, 2021,** I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name

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EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity.*

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP**,** and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information, Systems,* equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

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Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

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including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

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EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED

OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

_____
Date

An *Authorized Signatory*'s signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

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EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

_____	_____	_____
Signature	Name	Date

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EXHIBIT D

Exceptions to Post-*Employment* Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client	Specified Kind of Services(s) Permitted

_____

Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

_____	_____	_____
Signature	Name	Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

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Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

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2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

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In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

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- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. https://deloittenet.deloitte.com/Pages/Home.aspx for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **July 19, 2021**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

_____ _____

Signature Name

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Deloitte.

Dear **Daggupati Sowmya Sree**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Analyst** pursuant to the terms and conditions of your offer letter dated **July 19, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department

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Deloitte.

Deloitte Consulting India Private Limited

Opposite to Meenakshi Tech park,
4th Floor, Survey No 41, Gachibowli village,
Ranga Reddy, Hyderabad,
Telangana – 500032

Tel: +91 040 67621000
www.deloitte.com

06/09/2021

Ms. Gandrotula Akhila
D.No:16-7-49, Municipal Quarters,
Ayodhya Ramapuram,
Samalkot - 533440

Subject: Offer of Employment

Dear Gandrotula Akhila:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **July 19, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.6,00,000**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.100,000**/- subject to your reporting for full-time employment on **July 19, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to

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make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **July 19, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Gandrotula Akhila, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:
Ramprasad Ramanathan
77A7A2E95F894A0...

Authorized Signatory

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Ms. Gandrotula Akhila

Acceptance

I, **Gandrotula Akhila**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:
G. Akhila
7E44E736CD92404...

Signature

06/09/2021

Date

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Annexure A

Ms. Gandrotula Akhila **Analyst**

Description	**Monthly** (Rs. per month)	**Annual** (Rs. per Annum)
Basic Pay	**17,500**	**2,10,000**
House Rent Allowance (HRA)	**8,750**	**1,05,000**
Special Allowance[1a & 1b]	**11,867**	**1,42,404**
Leave Travel Allowance[2]	**1,750**	**21,000**
Meal Card[3]	**2,200**	**26,400**
Differential Allowance(L)	**5,833**	**69,996**
Employer's contribution to PF	**2,100**	**25,200**
Total Salary (in Rs.)	**50,000**	**6,00,000**
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium[4]	**1,870**	**22,440**

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-….

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Annexure A

[1] All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	[1a] *Communication Expenses*	[1b] *Fuel Expenses*
Employee in Level - Analyst	*Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.*	*Petrol /Insurance / Repairs & Maintenance*
	Rs.3,000/- per month	Rs.7,500/- per month

[1a] The internet/telephone/mobile bills should be in the Employee's name.

[1b] For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

[2] The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

[3] Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

[4] Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

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Deloitte.

Gandrotula Akhila Hyderabad

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Analyst** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.

2. ***Pre-existing Agreements or Arrangements*.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of *Proceedings*.** Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

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Signatory, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity.*

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

8. **Authorization to Access *Systems* and *Electronic Communications and use of Deloitte Property*.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems.* I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

   I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

   I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity,* transmitting *Deloitte Property* to me (*e.g.*, emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

   I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

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possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of *Works.***

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

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period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. ***Pre-existing Creations; Personal Creations.*** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B,** and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

12. **Post-*Employment* Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.

13. **Exceptions to Post-*Employment* Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3**)** years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

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remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: *Personnel* and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.

16. **Post-*Employment* Restrictions re: *Deloitte Property*.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-*EMPLOYMENT* OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

18. **Notification of Post-*Employment* Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

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Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15**,** to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.

22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **[HYDERABAD:** Hyderabad, Andhra Pradesh, India**] [MUMBAI**: Mumbai, Maharashtra, India**]** [**BENGALURU**: Bengaluru, Karnataka, India] [**GURGAON**: Gurgaon, Haryana, India**]** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

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the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.

28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.

29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

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I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of **July 19, 2021,** I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name

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EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity.*

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP**,** and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information, Systems,* equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

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Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

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including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

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EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

_____
Date

An *Authorized Signatory*'s signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

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EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

_____	_____	_____
Signature	Name	Date

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EXHIBIT D

Exceptions to Post-*Employment* Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client	Specified Kind of Services(s) Permitted

_____

Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

_____	_____	_____
Signature	Name	Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

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Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

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2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

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In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

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- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. https://deloittenet.deloitte.com/Pages/Home.aspx for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **July 19, 2021**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

_____ _____

Signature Name

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Deloitte.

Dear **Gandrotula Akhila**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Analyst** pursuant to the terms and conditions of your offer letter dated **July 19, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department

IT SERVICES

GLOBAL BUSINESS SERVICES

Ref: GBS_ITS/OFFER/HO/2021 **19 August 2021**

Dwarampudi Pavankumar Reddy
Chennai

Sub: Offer

Dear **Pavankumar,**

This has reference to the meeting you had with us in connection with employment in our Organization. We are glad to inform you that you are selected for the post, details of which are given below:

Role Title **: Associate Application Support Analyst**
Department **: PDS**
Location **: Chennai**
Division **: GBS**

We would appreciate if you could join us on or before **August 23, 2021**. This contract will become invalid if you do not join the services of the Organisation as per the Date of Joining mentioned. For any change in Date of joining please contact the HR team.

DP-DHL uses the **Role Classification System (RCS)** for the evaluation and grading of all roles.
We would like to emphasize that an RCS Grade is neither linked to your person nor to your performance but merely based on the assessment of the role you are currently assigned. This means that the RCS Grade of your current role might change whenever the content of the role is subject to change (e.g. in the context of Organizational change). In any such situation you will be informed in writing of any change.

For the role you are assigned to, the following grade has been determined:

RCS Grade N

1.0 **Work Timings**

All employees are governed by the timings and the hours of work applicable to the establishment. This would include working in rotational shifts.

2.0 Leave

You will be entitled to leave as per the Organization rules.

3.0 Probation Period

Your Employment with Organization will be on probation for a period of **6 months** from your date of joining, which period may be either extended or reduced at the sole discretion of the Organization. Your employment will automatically be confirmed upon your successful completion of the probationary period, unless otherwise communicated to you.

4.0 Salary

4.1 The break-up of compensation is given in the Annexure.

4.2 You will be granted an annual increment based on your performance and contribution according to the policies.

4.3 Any employee who has joined after 30th September will not be eligible for Bonus in that particular year and no make-up payment will be made in the following year.

5.0 Gratuity

You will be entitled to Gratuity as per the provisions of the payment of Gratuity Act 1972 on completion of 5 years of continuous service with the Organization.
On separation, subject to the conditions mentioned above, you will be entitled to receive a gratuity @ 15 days of basic salary for every year of service completed with the Organization.
Gratuity amount is exempted from tax up to a maximum limit of Rs.20,00,000/- only once in an individual's career even though this might span multiple Organization.

6.0 General

6.1 You are required to adhere to the disciplinary requirements of the Organization.

6.2 It is an express condition that the Organization's personnel are whole-time employees and accordingly, you shall fully devote your time to the Organization's business. You shall not, without express permission, undertake any other Business, work, or public office, on payment or otherwise. In the event of breach of this condition on your part, you will liable for termination of your services with immediate effect.

6.3 You will be bound by the rules and regulations as declared by the Management hereafter, from time to time, in relation to conduct, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service.

6.4 You shall not give out to anyone in any manner whatsoever particulars, or any details of any of the matters pertaining to the Organization or its working, or any other confidential information.

In the event of breach of this condition on your part, you will be liable for termination of your services with immediate effect.

6.5 In the event you are absent for continuous period of 8 days from your duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Organization without notice.

6.6 You must return to Organization, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to the Organization or which refer to any confidential information and which are in your possession or under your control.

6.7 You shall keep the Organization informed in writing, of any change in your Name and Address.

7.0 Notice Period and Termination of Employment

The notice period / notice pay of **3 Months** will be applicable on either side, in case of resignation / termination of services after confirmation.

As an employee of the Organization, you will be required to give either (a) 90 calendar days' notice or (b) three month salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Organization's discretion. Similarly, the Organization can terminate your services by giving 90 calendar days' notice or salary in lieu thereof, at the Organization's sole discretion.

However, for breach of this appointment, misconduct, misbehavior, fraud, neglect of duty, or any other misconduct under the Organization's policies which is detrimental to the business or interests of the Organization, the Organization may terminate your services with immediate notice and no monetary liability is lieu of Notice.

Further the Organization reserves the right to terminate the service for your failure to pass the Organization training norms on internal training on soft skill and process.

You agree that if you resign from the Company within 24 months from the date of your joining then you shall pay a sum of INR 2,00,000 plus applicable GST as liquidated damages before your last working day:

You agree that the said amount has been calculated taking into consideration the grave and irreparable damages and losses arising from serious lapses on your part in the continuity of service, disruption of work and plans, loss of Company's reputation and morale, etc., and most importantly costs incurred directly by the Company in recruiting and training you.

8.0 Retirement

8.1 You will retire from the services of the Organization on the last day of the month in which you attain the age of 58 years.

8.2 For determination of age, the details in the documents furnished by you and verified by the Organization at the time of joining will be considered.

9.0 Transfer and Travel

Your services are transferable to any other office of the Organization in India or abroad & the decision with regard to this is solely on the management.
You may be required to travel on Organization work and you will be reimbursed expenses as per Organization policy.

10.0 Role Titles & Reporting Structures

Role Titles and Reporting Relationships are governed by prevailing policies, Organization designs and business requirements. The Management reserves the right to change, alter or modify the same if deemed necessary with changes in Organizational objectives and/or business requirements which may be called for in future.

11.0 Background Checks

As a part of joining formalities, the Organization will conduct background checks. Your appointment will be made on the basis of your particulars such as CV, qualification certificates, experience letters, salary details etc. as given in your application for employment and in case any information as given by you is found false or incorrect your appointment will be deemed void and the employee will be liable for termination without any notice or salary in lieu of notice.

12.0 Employee Handbook

Your employment with the Organization shall also be governed by the terms of the Employee Handbook as amended from time-to-time at the Organization's sole discretion.
You agree to familiarize with and adhere to the most recent version of the Employee Handbook. You shall follow in letter and in spirit the policies and practices detailed in Employee Handbook. If there is any policy or provision in the Employee Handbook that you do not understand, then you agree to seek clarification of the same from Organization's Human Resources.

You understand and agree that nothing contained in the Employee Handbook shall be construed as creating a promise of future benefits or a binding contract with Organization for benefits or for any other purpose. You are requested to inform the Organization on any change in your joining date.

Please sign the copy of this contract letter in token of your acceptance of the terms & conditions of service stated herein and return it to us.

The Organization reserves the right to vary, amend, substitute the benefits contained herein.
We welcome you to our Organization, and look forward to having a mutually beneficial long-term association.

Thanking you,
Yours faithfully,
For **DHL Information Services (I) LLP**



Elizabeth Shiney Abraham
Head - Human Resources
Global Business Services - ITS, Chennai
August 19, 2021

Annexure I

Dwarampudi Pavankumar Reddy
RCS Grade N, Associate Application Support Analyst

I. Fixed Compensation

Pay Elements	MONTHLY	ANNUAL
Basic	12,667	152,000
Flexible Benefits	13,820	165,839
Annual Wage Supplement	1,056	12,667
Annual Base Salary (Total Guaranteed Payment)	**27,542**	**330,506**

II. Performance Target Bonus: The Bonus system is a key motivational tool. The compensation is determined by agreeing and achieving the defined goals. Bonus System strengthens the focus on variable pay, with individual performance and the success of the Organization being determining factors for the actual payout.

You will be entitled for the **Target Bonus of INR 20,583/- at 100%** achievement of the goals. Maximum earning potential of Target Bonus is up to 133.33%. The bonus payout will be in the month of April.

III. Employer Statutory Contributions: The statutory contributions are the benefits offered by the employer to the employee according to the statutory norms which is subject to change as per the statutory regulations.

1. The Organization will contribute monthly an equivalent of 12% of your basic salary, **INR 21,600/-** towards the Provident Fund.
2. Gratuity **INR 7,311/-** (4.81% of Basic) as per the Payment of Gratuity Act 1972.

IV. Benefits: The Organization will provide the benefit of Insurance to the employee. This includes the Group Life Insurance, Personal Accident Insurance and Hospitalization coverage. Your spouse and maximum up to 2 children will be covered as per the Insurance Policy of the Organization. The premium amount will be borne by the Organization which will be over and above the compensation offered.

Hospitalization coverage for parents is a separate insurance policy governed by the terms as per the Organization Policy.

V. **Flexible Benefit Plan:** The FBP is the bouquet of components that an employee can choose based on their individual expenditure and investment pattern. The amount declared towards the components is subject to limits according to the Compensation and Benefit Policy. Please refer to the Annexure II to know the list of components and its description.

Thanking you,
Yours faithfully,
For **DHL Information Services (I) LLP**



Elizabeth Shiney Abraham
Head - Human Resources
Global Business Services - ITS, Chennai

Annexure II

DHL IT Services defined components for Flexible Benefits. Guidelines and policies are available in the intranet portal and please read before you opt.

Components	Description
House Rent Allowance	This component can be opted by an employee to the value of 40% to 50% of Basic. An employee is subject to submit the proofs to avail the tax benefit
Leave Travel Allowance	This component will be paid as a reimbursement for the tax benefit. Employee can submit bills during any time of the Financial year. Exemption is available in respect of domestic travel only for two journeys in the block of 4 calendar years as per the Income-Tax Act, 1961 (I.T. Act).
Meal Card	Meal card will be issued for the opted employees. No bills are required for this component to avail the tax benefit
Fuel Reimbursements (Employees owned vehicle)	For Two-Wheeler the reimbursement of Fuel and Maintenance expenses will be non-taxable up to INR 900/month; For Four-Wheeler, the reimbursement of Fuel and Maintenance expense will be non-taxable up to INR 1800 per month where cubic capacity of engine does not exceed 1.6L and INR 2400 per month where cubic capacity of engine exceeds 1.6L.
Telephone Expenses Reimbursement	To avail this benefit the Landline/ Mobile postpaid bills has to be in employee's name. Reimbursement for standalone broadband, prepaid Mobile and data card charges will not be permitted. Employee may claim up to two telephone bills (either landline or mobile or both) for a particular month.
Mobile Handset Laptop / Tab / Computer	1. Purchase of Mobile phone is allowed once in a year for an employee to the extent of his eligibility which will be considered for tax exemption. 2. Purchase of Laptop / Tab / Computer will be allowed once in 3 years with the reimbursement and tax exemption benefit
Professional Development Scheme	Tax Benefits can be availed for the expenses incurred for the career/professional development
Books & periodicals	Books related to professional course can be claimed as reimbursements with tax exemption
National Pension Scheme	10% of Basic can be availed. The employees of the corporate entity enrolled by the employer will be registered as subscribers under NPS.
Children Education Allowance	INR 100/- per month, per child is exempted from tax for maximum of two children and no proof of payment is required.

28 Sep, 2021

Jayana Vijay Suchit

Dear Jayana,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E−sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,
Yours Sincerely,

Lokendra Sethi
Lokendra Sethi (Sep 29, 2021 12:01 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources

28 Sep, 2021

Jayana Vijay Suchit

2-92,Veerannababu Centre,Old bandarulanka,Amalapuram mandal,East Godavari district,Andhra Pradesh

Amalapuram, 533221
India

Dear Jayana,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Associate Professional Software Engineer at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 30 Sep, 2021.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to DXC offices in Chennai based on the information provided by your manager.

1 PAY and BENEFITS

Your Fixed Gross Salary will be INR 360,000.00 per annum.

1.1 Basic Salary
You will be eligible for a Basic Salary. The amount towards the basic salary is INR 180,000.00.

1.2. Flexible Benefit Plan (FBP):
You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:
You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.5 Variable Pay Program
You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

1.6 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium equivalent to Rs 13,976 will be borne by the Company and is over and above your fixed gross salary, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.7. Leave
You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick−cum−casual leave per annum. You may utilize your leave as per the company policy.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1.Your job classification detail is as listed below:

Job Function: Technology Applications Group

Job Family: Software Engineering
Job Title (Internal): Associate Professional Software Engineer
Salary Grade: 51007431

2.2. Work Place
You are initially appointed to work in our office in Chennai. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Transfer
Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.4 Retirement
You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.5 Notice for Separation/ Termination
i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of three months in writing (hereinafter referred to as 'Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for three months in lieu of the Notice Period.

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to three month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

2.6 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.7 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.8 General Conditions

1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers

2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.

5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.

6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

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

Thanking You,

Yours Sincerely,



Lokendra Sethi

Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

Jayana Vijay Suchit
Jayana Vijay Suchit (Sep 29, 2021 14:44 GMT+5.5)

_____
Jayana Vijay Suchit

Sep 29, 2021

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

_____
First Name Middle Name Last Name

_____
Date

_____
Place

Annexure II

Flexible Benefits Plan (FBP)
Job Family: Software Engineering
Title: Associate Professional Software Engineer

1 a. House Rent Allowance
Maximum Limit: 50% Of Annual Basic
Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord
1 b. Actual Rent paid towards Company Leased premises
Maximum Limit: 100% of Annual Basic
Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)
Maximum Limit: 20% of Annual Basic subject to a maximum of Rs. 200,000
Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)
Maximum Limit: Rs. 2,400 per annum
Supporting Documentation: Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)
Maximum Limit: Rs. 7,200 per annum
Supporting Documentation: Declaration and submission of receipts

5a. Company Car Program
Lease rental as per vehicle of choice

5b. 40% of Transport Allowance or Rs. 3,60,000 per annum whichever is lesser

5c. Chauffeur Allowance is a sub limit of 40% of Transport Allowance or Rs. 3.6 lacs whichever is less with a maximum allowance of Rs.1,44,000 per annum

5d. Fuel and Maintenance Allowance: Balance of Total Entitlement less Chauffeur Allowance

6. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)
Maximum Limit: Rs.26,400
Supporting Documentation: As per program guidelines

7. Bonus/Exgratia − For those earning basic salary up to Rs. 21, 000/−pm, advance Bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

8. Transport Allowance through Payroll − Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year
Maximum Limit: 100% of FBP Declaration

9. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

Maximum Limit: INR 18,000 per annum

Supporting Documentation: Declaration and submission of receipts

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities
* Employees can purchase a vehicle with max ex−showroom price + Accessories of INR 9,00,000. The tenure of the lease is 3 years. Please refer to the policy for more details.

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.

2. The year for the purpose of this plan will be 1st April to 31st March.

3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.

a) Transfer of the employee from one city to another.
b) Change of grade/level.
c) Change of residential accommodation.
d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents

4. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:

a) 25% of the annual kitty in Q1
b) 25% of the annual kitty in Q2 & balance of Q1, if any
c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:

a) Q1 – April, May, June
b) Q2 – July, August, September
c) Q3 – October, November, December
d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro–rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer
Original Required for Verification: Yes
No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate
Original Required for Verification: Yes
No of Copies: Two

3 Salary details of previous Employment
Original Required for Verification: Yes
No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree
Original Required for Verification: Yes
No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied
Original Required for Verification: No
No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license
Original Required for Verification: No
No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license
Original Required for Verification: No
No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name
Original Required for Verification: Yes
No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.
Original Required for Verification: Yes
No of Copies: Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

Jayana Vijay Suchit

1. Consideration and Relationship to Employment. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I

understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know−how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

(a) to use such information only in the performance of Company duties;
(b) to hold such information in confidence and trust; and
(c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

(a) to disclose them promptly to Company;
(b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
(c) to assign any right of recovery for past damages to Company; and
(d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with

my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. Work Product. The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. Company Property. I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. Protective Covenants. I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) No Solicitation of Customers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business−related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) No Solicitation of Company Employees. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) No Solicitation of Company Suppliers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. Enforcement. I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post−employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments

and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. Relief; Extension. I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Lokendra Sethi
Lokendra Sethi (Sep 29, 2021 12:01 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources

FOR Employee

Name : Jayana Vijay Suchit

Jayana Vijay Suchit
Jayana Vijay Suchit (Sep 29, 2021 14:44 GMT+5.5)

Date : Sep 29, 2021

DATE: 24 SEP 2021

NAME: Sravan Reddy

MAIL ID: sravanprince494@gmail.com

SUB: **OFFER LETTER.**

Dear Sravan,

Greetings from Entransys.

With reference to our discussion, we are delighted to offer you the position of **Java fresher Trainee** with our organization.

We are confident that your contribution will take us further in our journey towards becoming world's most valued business technology company. We assure you of our support for your professional development and growth.

Entransys' entrepreneurial framework is non-hierarchical and provides associates the ability to perform different roles based on their capability and available opportunities. Associates in this position are expected to perform a role where they would ***integrate sizeable business function(s).*** Distinct career tracks have been defined and equivalence established for those playing specialist roles in technology / domain / process / support areas. Your role will be assigned to you upon joining. For external interfacing, the titles will be reflective of the role being played by you and can be chosen from a compendium of pre-approved titles.

You will be on probation period of 6 month(s). During the period your progress will be reviewed periodically, and the company has right to terminate for performance or breach of contract without any notice.

Your stipend for 6 months would be **Rs. 10,000** p/m and after your probation based on your performance your CTC would be between **Rs. 1,80,000 to Rs. 2,50,000.**

Your date of joining is on **27th Sep 2021,** and the offer stands withdrawn thereafter unless the date is extended or communicated to you in writing.

Clear background check verification is mandatory for all the Associates. We reserve the right to revoke this employment agreement with you, should the results of your background investigation not be successful.

At the time of joining, you are requested to submit the copies of the documents as per Annexure.

We welcome you to **Entransys** and look forward to a long and mutually beneficial association.

Sneha Sarah

(Employee)

(Authorized signatory)
ENTRANSYS PVT LTD

ANNEXURE
(Required Documents)

At the time of joining, you are requested to bring the following documents.

A) Certificates supporting your educational qualifications
   1) X Certificate & mark sheets
   2) XII Certificate & mark sheets
   3) Graduation Certificate & Semester/year-wise Mark sheets
   4) Master's/PG Certificate & Semester/year-wise Mark sheets
   5) Diploma/PG Diploma Certificate & Transcripts
   6) Any other Certificates with supporting documents
B) Copy of Entransys Offer Letter
C) 5 passport-sized colour photographs
D) Valid Passport/Proof of Identity
E) Pan Card, Aadhaar Card
F) Birth Certificate or any age proof Document (If any)

Please submit all the certificates supporting your educational qualifications in original only.

1. Basic Terms

a) Probation Period

You will be on probation for a period of **6 month(s).** During the Period of contract your progress will be reviewed periodically, and the company has right to terminate for performance or breach of contract without any notice.

b) Hours

Each working day from Monday through Friday will be nine-hour workday with one-hour lunch break. These timings are at the discretion of CEO/Managing Director and should normally consist of a 45 hours' work week.

2. Bond Agreement

You need to sign on a bond agreement on Date of Joining which consists of all terms and conditions for **Two-year** bond period.

3. Job Location

Remotely due to pandemic situation and once office reopens the job location would be Bangalore.

Sneha Sarah

(Employee)

(Authorized signatory)
ENTRANSYS PVT LTD

A Unit of Focus 4D career Education Pvt. Ltd

April 17, 2021

Mr Ayitha Venkata Subba Manikanta
mani47617@gmail.com
Candidate Id:CN20210114

Dear **Ayitha Venkata Subba Manikanta**

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance upto **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

A Unit of Focus 4D career Education Pvt. Ltd

Annexure I: Annual Compensation Structure			
Name	**Mr. Ayitha Venkata Subba Manikanta**	Position & Department	**Placement Expert**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/ -
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/ -**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date ofacceptance

17th August 2021

KontemukkulaKoushik
Chennai

E-mail ID - koushik4078369@gmail.com

Offer Letter

Dear Kontemukkula Koushik,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of employment:

1.	Designation	:	**IT Trainee / InP - IT Trainee**		
2.	Company	:	**FIS Global Business Solutions India Private Limited**		
3.	Place of Posting	:	Kotapadu,khammam,Telangana-507182		
4.	Date of Joining	:	**30th August 2021**		
5.	Compensation & Benefits	:	Annual Base Pay	: Rs.	**465,116** /-
			Performance Pay	: Rs.	**34,884** /-
			Total Compensation (TC)	: Rs.	**500,000** /-

Break up of above Compensation details are provided in Annexure 1.

7. **Background Checks** :- Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer.
8. **Confidentiality** : You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
9. **Notice Period**: Notwithstanding anything stated herein, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days Notice or salary in lieu of Notice. Salary for this purpose will be computed on Monthly Base pay excluding Employer PF contribution.
10. **Probation Period**: You will be on probation initially for a period of six months during which time your progress will be monitored. At the end of this period, your employment will be deemed confirmed, provided you achieve performance standard. In the event of unsatisfactory progress, appropriate procedures will be implemented which may either result in extension of your probationaryperiod or termination of your employment either during or at the end of probation.

11. **Cause for Termination means**: A wilful failure by You to substantially perform your duties and responsibilities, breach of Company policies and Code of Business Conduct and Ethics and the commission by You of theft, fraud, breach of trust or any material act of dishonesty involving the Company or its Affiliates.

12. **Hours of work** : Your normal working hours shall be 9 hours per day and 45 hours per week, including applicable intervals for rest. The Company also reserves the right to vary your hours of work and days of attendance, either on a permanent or temporary basis, dependent on business requirements. In the event of this you will be provided with reasonable notice.

    The company follows a flexible working time system, which will enable You to choose your arrival and/or departure time from a range of available hours, subject to approval from your Reporting Manager. Further, You may be required to work in shifts or in a different weekly work schedule due to business reasons. You will be communicated about such differential schedule and work timings by your Reporting Manager.

    You will be required to devote the whole of your time, attention and skill to the business and affairs of the Company both during normal business hours and during such additional hours, as permitted by Law as are necessary for the proper performance of your duties or as the Company may reasonably require from time to time.

Sharing of this information will result in withdrawal of your letter of offer

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

The Annexure II needs to be accepted and signed along with this offer letter.

We look forward to having you on board with Team FIS.

Yours sincerely



Amol Gupta
People Leader – India & Philippines

ANNEXURE I
Compensation and Benefits

Name: **Kontemukkula Koushik** **DOJ** **30-Aug-21**

FIXED PAY

Particulars	**Amount (PM)**	**Amount (PA)**
Basic Salary	19,380	232,560
House Rent Allowance	9,690	116,280
Flexi Benefit Plan^	7,364	88,364
Employer's contribution to Provident Fund	2,326	27,912
BASE PAY (FIXED PAY)	**38,760**	**465,116**
Performance Bonus*		34,884
TOTAL COMPENSATION (TC)		**500,000**

ANNUAL BENEFITS

Benefit Particulars	**Amount (PA)**
Gratuity (As per payment of Gratuity Act)	11,187
Premium paid by the employer for Group Health Medical Insurance**	24,145
COST TO COMPANY (CTC)	**535,332**

* Your Performance Bonus represents the target amount (at 100% payout). Actual payouts can vary depending on performance and subject to the terms and conditions of the Incentive plan policy. Plan details are at the sole discretion of the company and subject to change.

Taxes and other statutory deductions/payments as per applicable law.

** To know your eligibilities for Group Health Medical Insurance, please refer to the policy

**You will also be covered as part of Group Term Life Insurance & Group Personal Accident policy. To know your eligibility please refer to the respective policy.

^ Please refer to FBP Policy for details

Your compensation can be restructured at any time protecting Total Compensation (TC)

All salary components are governed by the company policies and statutory guidelines

This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Kontemukkula Koushik**, confirm that I am voluntarily sharing my Personal Information with **FIS Global Business Solutions India Private Limited** for the following purposes:

a) Validating my Curriculum Vitae and retaining records on the same for any future reference/verification

b) Processing my job application including background verification checks and medical checks

c) Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with **FIS Global Business Solutions India Private Limited**.

In this context, I also agree to the retention of such Personal Information by **FIS Global Business Solutions India Private Limited** for any future reference/verification and authorize **FIS Global BusinessSolutions India Private Limited** to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with **FIS Global Business Solutions India Private Limited** and is capable of identifying me.

Name: Kontemukkula Koushik

Signature:_____

Date:

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Date:22/07/2021

Dear Candidate,

Sub**: Provisional Offer letter for Trainee Tutor position**

We are pleased to offer you the provisional position for a "**Trainee Tutor**" on the following Terms and conditions and your date of joining is 26/07/2021.

1. You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.

2. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.

3. 100% attendance is compulsory during the Online 'Training and Certification' Program.

4. You will be eligible for stipend of Rs. 6000/- P.M during this 'Training and Certification' Program which will be paid after your successful completion of the same.

5. Prerequisite for the above 'Training and Certification' program & WFH Employment: Trainee should have Laptop or Desktop with UPS + Broadband Internet.

6. Internet reimbursement will be provided to you by the Company after your successful completion of Certification with us and start WFH.

7. Your WFH employment option would continue for a few months in view of the ongoing COVID Pandemic, but you may be asked to Work-from-office once this situation improves and as per the MH&FW guidelines. You can continue to work-from-home if you are interested and the approval is based on your performance.

8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore / Bangalore office only for Female Employees.

9. You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of 'Training & Certification' and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer's emails, messages and calls.
- Completing the assigned tasks and assignments daily before the deadline.
- Attending webinars and practice mock sessions as per the training schedule.
- Improving typing skills by practicing daily.
- Getting the required help from the Trainers at any point during & after the training period without any hesitation.
- Clearing the certification process by mastering all the key tutoring skills during the training period.

Work-from-Home Employment Terms & Conditions

a) Your total annual compensation package will be Rs. 1,80,000/- (Rupees One Lakh Eighty thousand Only) per annum on Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining us.

b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

c) Your services are liable for transfer/deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.

e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

f) You would be required to work with our Company for a minimum period of 1 year. In the case of earlier separation, the Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum up to or equivalent to your notice-period gross salary.

You would also be required to submit your original marks card, which will be in our safe-custody during the agreed-upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgment to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

The "Rules of Employment" and "Code of Conduct" of the company will govern you, currently in force and as amended from time to time. You will sign a "Confidentiality Agreement "and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust. You shall be entitled to leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with/without assigning any reasons thereof.

Important Notes:

- The duration of the training may vary from 30-45 weekdays based on the trainee's performance and there will be no change in the training salary.
- A trainee is eligible to attend certification only if he/she shows consistent performance improvements during the training.
- Failure in completing the assigned tasks before the deadline will result in termination.
- Absence in webinars & practice mock sessions will result in termination after a warning.
- The certification results will be declared based on the trainees' performance during the certification process solely.
- Training salary will be paid only to the Trainees who clears the certification process.
- Training salary will be paid only after an employee completes 1 month of service in the production as a Tutor from the date of certification.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.
We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

Thanking you,
Yours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Kindly do read the terms and conditions as per the 'Provisional Offer Letter' issued to you and accept the same and the joining with effect from 26, July 2021..

With regards,
Sudharrsana
Human Resource
Focus Edumatics Pvt. Ltd.
Coimbatore.

10 September 2021

Ref No: 50313BR

Muthu Revanth M
17, Angannan Street,
Thuraiyur, Thiruchirappalli - 621010,
Tamil Nadu.

Dear Muthu Revanth,

Congratulations!

We take immense pleasure on your provisional appointment as **Junior Engineer** and welcoming you as a member in our ONE FORD family.

We are sure that you will find your career with Ford to be exciting. At Ford, we offer tremendous opportunities for you to make the best use and Go Further in the journey. Ford has always been a fun, safe and rewarding place to work. We encourage you to embrace yourself in our workplace initiatives to ensure we continue to be one of the great places to work in the country.

Important

Read all the employment terms mentioned in this letter as provisional employment. Final appointment is subject to the following conditions:

- You should have successfully completed your graduation/post-graduation course in the academic year 2020-2021 with 60% aggregate or 6.0 CGPA.
- Submission of course completion certificate or equivalent document and final semester or consolidated mark sheet as a proof for your successful course completion is mandatory within 6 months of your Date of Joining, else it is deemed that your probation is extended further. Refer probation clause for more details.
- Your final appointment confirmation is subject to you fulfilling the above-mentioned conditions. In case if you fail to do so, your provisional appointment shall be terminated as per the discretion of Ford with or without prior notice.

Wishing you all the best!
Digitally signed by PADMINIs RANGANATHAN
Date: 2021.10.09 18:24:49 +05:30
Reason: Approved
Location: Chennai

Authorized Signatory
For Ford Motor Private Limited

Great Place To Work. Certified APR 2021–MAR 2022 INDIA

WORKING MOTHER AVTAR The Power of Diversity
100 BEST COMPANIES FOR WOMEN 2020

PRIVATE AND CONFIDENTIAL

LETTER OF APPOINTMENT (PROVISIONAL)

Muthu Revanth M
17, Angannan Street,
Thuraiyur, Thiruchirappalli - 621010,
Tamil Nadu.

It gives us great pleasure to confirm to you our offer of provisional employment and set out its terms and conditions with **Ford Motor Private Limited** (the company). We extend this offer, along with the opportunities it represents, with full confidence in your capabilities.

We would like to welcome you aboard as a **Junior Engineer** in **SG04** and you will report to **Manager – IT** or to such other person nominated by him / her in the Company. Your Manager will communicate details of your role and work responsibilities in the initial weeks of you joining the Company.

Your initial place of work will be at **Chennai**. However, it is expressly agreed that your services are transferable, and you can be seconded or deputed based on business contingencies by the company to any operations in India or abroad; whether existing as on date of your appointment or to be established under the management and/ or ownership of Ford Motor Company.

COMPENSATION AND BENEFITS:

- Your remuneration will be as elaborated in Annexure A, which forms an integral part of this offer of employment. Your remuneration has been arrived at, based on your background and merit. You are expected to keep this information and any changes made therein from time to time as personal and strictly confidential. In case you have any queries, you may discuss the matter with your human resource representative. The company in accordance with its prevailing policy and practices will review your compensation periodically.

- Your remuneration will be subject to statutory and other deductions as per company policies and practices. You will be responsible for your tax liabilities and compliance under applicable tax laws and regulations.

- The company reserves the right to discontinue or modify any compensation, incentive, benefit, perquisite plan, program or practice. Moreover, the very brief summaries contained herein are subject to the actual terms and conditions of such plans, programs and practices.

- In addition, you will be reimbursed all official expenses incurred during the course of employment as per company policy, as laid down from time to time.

WORKING HOURS:

- The normal working hours will be for a duration of not exceeding 48 hours a week. Subject to the prevailing statutory provisions, the company may require you to work on any shift or public / weekly holidays based on business requirements.

PROBATION:

- You will be on probation for a period of six (6) months from the date of your commencing work. Unless notified to the contrary, you will be deemed to have been confirmed as a regular employee of the company on completion of the period of probation. This period may be extended at the absolute discretion of the company. During probation or at any time before confirmation, your services shall be liable to be terminated by either side giving one month’s notice in writing or payment of salary in lieu thereof.

TERMINATION:

- Either party may terminate your employment at any time by giving to the other party Two (2) months written notice or payment of salary in lieu thereof. The decision on waiver of notice period or accepting notice pay in lieu of notice period will be at the management's discretion.

- Notwithstanding the above, the company reserves the right at all times to terminate your employment forthwith, without notice or payment in lieu of notice, if you are involved in gross negligence, misrepresentation, misconduct or any criminal offense or any other moral breach of your responsibilities.

RETIREMENT:

- Upon attaining the retirement age, your employment with the company will terminate. The present retirement age for this position is 60 (SIXTY) years. However, the employment can be extended for maximum period of two years with a consent from the employer / employee.

OTHER TERMS AND CONDITIONS:

- You will be governed by the rules and regulations of the company as applicable, enforced, amended or altered from time to time during the course of your employment. You are expected to comply with all directions given to you by the company and faithfully observe all the rules, regulations and arrangements applicable to you.

- While in the employment of the company, you are in no way allowed to be employed by any other company on a permanent, temporary, full time or part-time basis or offer your services, with or without pay, to any physical person, legal entity or public authority or to be occupied in your own business without the prior knowledge and consent of the company.

- You are required to disclose fully to the company all your business interests whether or not they are similar to or in conflict with the business(es) or activities of the company, and all circumstances in respect of which there is, or there might be, a conflict of interest between the company and you or any immediate relatives.

CONFIDENTIALITY:

- The terms of this offer is strictly confidential in nature and you shall not disclose to any unauthorized person, either during or after your employment with the company, for any reason, any information about the interest or business of the company or any affiliated Companies.

- You are not expected to disclose any information or documents, official or otherwise relating to the company without prior approval from the management in public papers, journals, pamphlets, leaflets and in virtual media.

- Any invention, development, discovery, formulae, plan, specification, program, design, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be subject matter of copyright whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of the company, in connection with or in any way affecting or relating to the business of the company or capable of being used or adapted for use therein or in connection therewith shall be disclosed to the company and shall belong to and be the absolute property of the company.

- Upon termination of your employment with the company, you will be required to return to the company, all the assets and property of the company (including any leased properties), documents, files, books, papers, memos or any other property of the company in your possession or under your control.

GENERAL:

- Your employment is contingent on the results of a background check, which may include a personal history check and reference checks, and can include verification of education and work history. If the results of these investigations reveal information that is inconsistent with our standards, this offer may be cancelled or your employment with the company may be subject to immediate termination.

- This appointment will be contingent on you declaring your medical condition, which is deemed fit. Please submit your medical declaration to the company prior to you actually joining the services of the company.

- This offer letter, together with the annexures, constitutes the offer of employment, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the company or its affiliates.

- You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter at the earliest. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. In the event of us not hearing from you within a reasonable time period, it will be assumed that you have declined our offer of employment and the offer will automatically stand withdrawn.

We would like you to join the Company on **14 September 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned in your welcome email.

We welcome you to our company and wish you a long-lasting and rewarding association with us.

For Ford Motor Private Limited

Digitally signed by PADMINIs RANGANATHAN
Date: 2021.10.09 18:24:50 +05:30
Reason: Approved
Location: Chennai

_____

Authorized Signatory

Acceptance

I have read the terms and conditions set out in this offer of employment and its annexures. I, **Muthu Revanth M**, hereby accept this employment and will adhere to the company policies, procedures, instructions, etc. as may be communicated to me from time to time by the management.

Name: Muthu Revanth M

Signature:

Date:

This Is Our
Moment
To Deliver
Ford+

ANNEXURE – A

Name : Muthu Revanth M

Grade : SG04

Designation: Junior Engineer

	Rs (Per Month)	Rs (Per Annum)
Salary Break up		
Base Salary	15533	186400
Flexible benefit allowance	23300	279600
Total Cash (A)	**38833**	**466000**
Retirals (Employer Contribution)		
Provident Fund @ 12% on the base salary (B)	1864	22368
Gratuity @ 4.81% on the base salary (C)	~747	~8966
Total Pay (A+B+C)	**41445**	**497334**
Performance based Variable Pay		~74113

@ 15% of average total cash of your grade and

is linked with Individual and Company performance.

Digitally signed by PADMINIs RANGANATHAN
Date: 2021.10.09 18:24:50 +05:30
Reason: Approved
Location: Chennai

Authorized Signatory
For Ford Motor Private Limited

Employee

ANNEXURE – B

Additional Benefit Information – GSR

A. Reimbursements and Allowances in the Flexible Benefits Plan:

1. **Telephone Reimbursement**: You can claim reimbursement of telephone expenses, at actuals, and subject to a maximum of INR 24,000/- per annum for SG01 to SG04, FCG; and INR 36,000/- per annum for SG05 to SG08.

2. **National Pension Scheme (NPS)**: NPS is a voluntary scheme introduced by the Government of India to enable individuals to save for their retirement. Employees can contribute towards NPS corporate Model through FBA module in ADP with a minimum contribution of INR.500 per month and without any upper limit. Only up to maximum of 10% basic salary is tax exempted out of the amount contributed towards NPS Corporate Model. This tax exemption is over and above 80C limit of INR 150,000/-.

3. **Leave Travel Allowance**: You can claim reimbursement of your holiday travel expenses incurred for self, spouse, dependent children, siblings and parents up to a maximum of INR 50,000 per annum for SG01 to SG04, FCG; and INR 100,000/- per annum for other grades. As per the prevailing tax rules, leave travel allowance can be claimed twice in a block of four calendar years.

4. **Meal Allowance**: This is a voluntary program and is applicable to employees based in non-plant locations only. You can choose to allocate up to INR 26,400 per annum from your FBA to meal allowance, which will be subject to tax exemptions as per prevailing income tax rules. All claims for reimbursement of expenses should be supported by appropriate bills/ receipts. Please note that these reimbursements/ allowances will be considered for tax calculations based on prevailing tax rules that may change from time to time. Retirement Benefits:

B. Incentive or Performance Incentive:

You will be eligible for Performance Incentive and / or bonus only if you are an employee on the rolls of the company as on 31st December of the performance year for which the annual Performance Incentive and / or bonus is declared or as per the applicable statute. Further you will be eligible to receive this payment only if you are on the rolls of the Company on the date on which the annual performance incentive and / or bonus is notified. At target performance level, your bonus payout will be equivalent to 15% of the average total cash for your grade. Bonus payments are based on company and individual performance and will vary based on these parameters. In case of a grade change during the year, the target bonus will be pro-rated for the number of months worked in the prior salary grade. Any employee drawing monthly basic salary less than or up to INR 21,000 will be eligible for INR 16,800 Bonus per year as per Bonus legislation. Bonus will be paid to eligible employees on monthly basis and this will be prorated based on working months/days. This will be part of FBA.

C. Retirement Benefits:

1) **Provident Fund** : The Company will contribute 12% of your base salary towards PF. The company contribution to PF will be in line with and compliant with the prevailing statutory provisions.

2) G**ratuity** : The Company will make provision for payment of gratuity in accordance with the Payment of Gratuity Act. You will be eligible for gratuity on leaving the services of the company at the rate of 15 days of Base salary for every year of service. This will be capped to a maximum of INR 2,000,000 in case of employees joining on or after 1st October 2018.

D. Life & Medical Insurance Benefits:

1) **Life Insurance:** You will be provided a life insurance cover based on your grade. The coverage available by grade is as below

Grade	Insurance coverage (Rs.)
GSR 1, 2 & 3	**6,00,000**
GSR 4, 5 & 6	**7,50,000**
GSR 7 & 8	**10,00,000**

2) **Hospitalization Insurance:** You, your spouse and two dependent children; or You and your LGBTQ partner will be covered under the company's hospitalization insurance policy. The annual medical insurance cover is INR 350,000/- per family insured. You can opt to cover your parents and a third child under our hospitalization insurance policy by paying the stipulated premium.

3) **Personal Accident Insurance:** You will be provided a personal accident insurance cover for a sum equivalent to sixty times of your monthly basic salary.

4) **Employee Deposit Linked Insurance:** Sum insured INR 602,000**.**

5) **Dependent Benefit Scheme:** This is paid in the event of death of the employee enrolled in this scheme, due to any reason including accident. The amount paid to the beneficiary(ies) depends on the contribution from all employees who have enrolled in this scheme, which is further matched by Ford to a max of INR 500,000**.**

6) **Gratuity Risk Cover:** Varies by Age and Tenure**.**

E. Vehicle Benefits:

1) **Employee Car A plan:** As a Ford employee, you and your eligible relatives receive special discounts on selected Ford vehicles. For more details on the plan, please access Employee Car A Plan.

2) **Smilestone**: As a Ford employee, you and your eligible relatives receive additional discount above the existing Employee 'A' Car Plan upon completing long-term milestones with Ford. For more details on the plan, please access Smilestone – Plan under My Vehicle Programs.

F. Other Benefits:

1) Long Service Awards **:** You are eligible to receive service awards on completion of five, ten and fifteen and twenty years of service.

2) AP Recognition Program **:** You are eligible to receive awards under this program. This program aims to recognize employees who have exhibited an enterprise view, displayed an innovation mindset, behaviours in line with our Truths and a Go Further attitude. You could refer to the AP recognition Policy in Life@Ford for more details.

3) Transport **:** Depending on the location of work, you may have access to subsidized transportation facilities.

4) Crèche **:** Depending on the location of work, you may have access to the Crèche facility. The Crèche is provided for children in the age group, of 4 months to 4 years.

5) Non-Standard Shift Allowance: Depending on your work timings, you may be eligible for non-standard shift allowance of Rs.350/- per day.

6) Variable Location allowance **:** Depending on the location of work and grade, you may be provided with Variable Location Allowance.

- Please refer to the policy documents or reach out to your HR representative for more details on the above allowances, reimbursements and benefits.

- The above-mentioned benefits are provided at this point of time and will be subject to revision from time to time based on Company's discretion.

Genome International India Pvt Ltd
383, 1st Cross Street, Nehru Nagar,
Old Mahabalipuram Road, Kottivakkam, Chennai 600 096
✆ +91 44 4359 3750 ✉ info@genome.com
www.genome.com

OFFER LETTER

28th May 2021

Mr. Muthu Mani D
#9/6 Loganathan Nagar
2nd Street, Choolaimedu
Chennai – 600 094
Tamilnadu, India

Dear Muthu Mani,

Thank you for your interest in working for our organization. Based on the credentials set forth and subsequent interviews with us, we are pleased to offer you the position of **Junior Software Programmer** with Genome International India Private Limited (Company).

You will be joining a dynamic and multidisciplinary team to play a key role in diverse projects across different research areas leading to Translational Genomics and biomarker discovery in human, plants, animals and microbial world to derive meaningful outcome from vast Genomic research.

Please see below, the terms and conditions of the Offer:

1. **Date of Joining:** You are requested to join us on or before **June 1, 2021**. At the time of joining, please bring originals and photocopy of the documents listed in Annexure – A. The Originals shall be returned to you immediately after verification.

2. **Place of Work:** You will be required to work at our office in Chennai. However, in the event that the Employer considers that a secondment (such as to a client or customer or project within India or abroad) would be in the best interests of the Employer, the Employee shall comply with all reasonable requests to carry out that secondment. Relocation and Secondment are subject to discussions and mutual agreement.

3. **Travel:** You may also be required to travel within and outside of India as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

4. **Annual Cost to Company:** Your total annual Cost to Company will be **Rs.3,60,000** (Rupees Three Lakhs Sixty Thousand only), Please refer to Annexure – B for the break-up of your compensation package. Your compensation will be subject to income tax deductions at designated rates every month.

5. **Probationary Period:** You will be on a probation period for 6 months from the date you join the Company.

6. **Duties and Responsibilities:** The detailed list of your responsibilities will be shared with you on the first day of your employment with us. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly.

7. **Appointment Letter and Non-Disclosure Agreement:** Your Appointment Letter will be provided to you on your date of joining. At the time of joining, you will be required to sign and agree to be bound by the Employee Confidentiality and Intellectual Property Agreement.

8. **Increments and Promotions:** Your career growth at the Company will depend solely on your performance and your capability. Your individual performance will be reviewed on an annual basis by your managers and by your peers providing the criteria for your increments and promotions.

9. **Policies and Procedures:** On your first day of employment, you will be given additional information about the Company's Policies and Procedures.

10. **Reference Checks and Background Screening:** Your appointment is contingent upon satisfactory completion of background and reference checks that may be concluded either before or after the date at which your employment with the company commences.

We take great pleasure in welcoming you to Genome International and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We hope you will find this offer acceptable and wait to welcome you.

If you have any questions about the contents of this letter, please do not hesitate to contact us.

To accept this offer of employment, please sign and return the duplicate of this letter within two days of receipt of this letter.

Yours sincerely,

For Genome International

Periannan Senapathy
CEO

I, MUTHU MANI D accept the terms of this offer letter and the annexure, and agree to commence employment on Genome International.

Employee Signature: _____ Date: 05/06/2021

ANNEXURE-A: LIST OF DOCUMENTS

Welcome to Genome International India Private Limited!

The documents mentioned below are mandatory and need to be submitted on or before the joining day.

Documents Required	**Please Tick**
Identity Proof (copy of any one of the following)	
Permanent driving license	✓
Voter's ID Card	
Bank Passbook with attested photo	
Passport Copy (first and last page)	
Residence Proof (copy of any of the following)	
Permanent driving license	✓
Voter's ID Card	
Bank Passbook with attested photo	
Passport Copy (first and last page)	
Ration Card / latest Gas Bill	
Latest Mobile Phone Bill	
Latest Landline Phone Bill	
Education Proof (photocopy as applicable)	
Degree Certificates of all courses along with Mark Sheets	✓
Diploma Certificate (if any)	
Certificate courses (if any)	
Previous Employment (Photocopy as applicable)	
Pay Slip from Previous Employer (last 3 months)	
Relieving Letter / Experience Certificate from all previous employers	
Income Tax (Photo Copy) -	
PAN Card	✓

Note: All original documents shall be returned immediately after verification

ANNEXURE – B: COMPENSATION BREAK-UP

SALARY BREAKUP:

A. Monthly Salary	**Amount**
Basic Salary	15,000.00
House Rent Allowance (60% of Basic)	9,000.00
TPT Allowance	1,600.00
Medical Allowance	1,250.00
Other Allowance	3,150.00
Gross Monthly Salary	**30,000.00**
Annual Cost to Company	**3,60,000.00**

Date: 10/12/2021
Gunda Sushanth

Genpact Proprietary
Private & Confidential

House No:- 31-103/6/A/1, Gowri shankar colony, , , Jadcherla, Telangana, India - 509301

Dear Gunda

Sub: Appointment Letter

We are pleased to offer you an appointment with **Genpact** ("Company") as an **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your Cost to the Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will be **India, Hyderabad** However, your services are transferable, and you may be assigned after reasonable notice, 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.

3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office - except while travelling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & Company policies.

5. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

6. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject

7. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for **3** month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

8. Notice to terminate the services will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement.

Sushanth
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10/12/2021

9. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, upskilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

10. The company reserves the right to terminate your employment on grounds of breach of policy,misconduct or where your performance has been found to be unsatisfactory.

11. You will automatically retire on attaining the age of 60 years.

12. Whilst employed by the Company:

a. You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
c. Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause 8.
d. You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
e. You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the company and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
f. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

13. Any violation of the above mentioned or any other Company procedures and policies wouldattract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice period.

14. Upon separation from the Company on account of either resignation or termination or for any other reason, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard or soft copy which is in your possession or custody.

15. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

16. You are required to submit your relieving letter in original from your previous employer (ifapplicable) within 60 days of your joining the

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10/12/2021

Company failing which your employment with the Company shall be liable for termination without prior notice.

17. All terms and conditions will be governed by the Company's policies as stated from time totime and the Company may in its sole discretion as it deems fit revoke or change such policies without any prior notice.

18. The terms of this offer shall be kept strictly confidential. You shall execute all other documentsas may be required to give effect to this offer.

19. Any and all disputes arising in connection with the appointment letter and services shall bereferred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Hyderabad** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of Courts at **Hyderabad**.

Your assignment is effective from **10/12/2021.**

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 09:15 am at **India, Hyderabad**.

Warm Regards,

For Genpact

Akhilesh KVD
Senior Vice President – Human Resources

Accepted and Agreed

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Gunda Sushanth

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10/12/2021

Annexure II

COMPENSATION DETAILS

Name	Gunda Sushanth	
Band	5B	
Designation	Senior Associate	
Location	Hyderabad	
Components	**Amount (per month)**	**Amount (per annum)**
Basic	INR 16,500/-	INR 1,98,000/-
Company Contribution to Provident Fund (PF)	INR 1,980/-	INR 23,760/-
Housing Rent Allowance	INR 6,520/-	INR 78,240/-
FIXED PAY	**INR 25,000/-**	**INR 3,00,000/-**
ANNUAL PERFORMANCE BONUS*	**INR 7,200/-**	
Performance Linked Incentive**	**Amount (per Annum)**	
Best Performer	INR 38,000/-	
Average Performer	INR 23,000/-	
Low Performer	INR 0/-	
Total Earning Potential	**Amount (per Annum)**	
Best Performer	INR 3,45,200/-	
Average Performer	INR 3,30,200/-	
Low Performer	INR 3,07,200/-	
Benefits	**Amount (per Annum)**	
Life Insurance	INR 14,00,000/-	
Employee Deposit Linked Insurance Scheme (EDLIS)	As per Act	
Personal Accident/Disability Insurance (For Employee)	INR 14,00,000/-	
Medical Insurance covering hospitalization (For Employee)	INR 1,00,000/-	
Interest Free Soft Loan (Post 6 Months)	INR 10,000/-	
Out Patient Medical Facilities at Office	Free	
Company Contribution ESIC	As per Act	
Gratuity	INR 9,519/-	
Other Attractions		
Parichay (Employee Referral Scheme)	As per scheme	
Rewards & Recognition	As per Performance	
Education@work : Professional advancement programmes	As per scheme	
Concierge Services	Subsidized Rates	

Notes:

* Employees not on Performance Linked Incentive Plan will be eligible for a different Annual Performance Bonus Plan than mentioned above. In such cases, Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above. Annual Performance Bonus payout however is ultimately determined based on company / individual Performance and

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10/12/2021

prevailing company guidelines.
** Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with Business/Process.

The above mentioned components/benefits are as per the prevalent company policy and/or applicable law and are subject to change.

- The aggregate of all bonus payouts paid to you during an accounting year including Annual Performance Bonus (APB), VIC (if any), and other bonus payouts (if any) shall be in lieu of profit based bonus (if any), payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("PBA") (if applicable)
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.

Warm Regards,

For Genpact



Akhilesh KVD
Senior Vice President – Human Resources

Accepted and Agreed

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10/12/2021

Gunda Sushanth

Sushanth
Sushanth (Dec 10, 2021 12:27 GMT+5.5)
10/12/2021

Global Medical Systems

27, Model House, II Street,
Basavanagudi, Bengaluru - 560 004
Phone : 080-26617623, 26611679
Tele/Fax : 080-26611679
E-mail : globalmedicalsystem@gmail.com

APPOINTMENT LETTER

Ref: EMPSL/GMS/20-21/4992 ***Dated: 01/10/2021***

Dear Mr Balamurugan G

Mr Balamurugan G
No. 223, South Ramadevanallur,
Meensurutti (P.P), Ariyalur d.t,
Tamilnadu - 612903
Mob: 9597427932
Email: balasmail13m@gmail.com

Ref: Your application for job & subsequent interview.

- *You are appointed and designated as **Trainee Service engineer**. You will report to **Service manager.***

- *Your duties and responsibilities shall be as assigned to you by the company From time to time.*

- *Your appointment will commence from the date of your joining duties i.e. on 4th October 2021*

- *You will be on probation for a period of six months at the end of which your performance and conduct will be reviewed and based on the same your services are liable to be confirmed on the permanent rolls of the company or extended/terminated, at the sole discretion of the company. Confirmation of services will not be deemed to have taken place unless and until, informed to you, in writing until such confirmation letter is issued to you, you will be deemed to continue your appointment on probationary basis.*

- *You will be entitled to the emoluments as per the Annex. and you will receive benefits and reimbursements as applicable under the Rules of the Company in the level in which you have been placed.*

- *The compensation mentioned in Annexure is a personal and confidential matter between you and Company. Any queries in relation to it can be discussed with only the undersigned. Serious action would be taken if the same were violated.*

Global Medical Systems
27, Model House, II Street,
Basavanagudi, Bengaluru - 560 004
Phone : 080-26617623, 26611679
Tele/Fax : 080-26611679
E-mail : globalmedicalsystem@gmail.com

- *Your present posting will be based out of Bengaluru.*

- *In the event the Company / Yourself desires to terminate your services for any reason whatsoever, the same can be done by giving **two month** clear notice in writing*
- *Any rules regulations and orders promulgated by the company and applicable to employees of your level/cadre will also be applicable to you as though these rules, regulations and orders were a part of this contract of employment. This appointment is subject to the express condition that no claim is made for compensation for over time attendance, nature of work, holiday and accidents or hazards of occupation except according to statutes.*

- *You will not, during your employment with the company in terms of this letter, except so far as may be proper in the ordinary course of business and for the interest of the company - or at any time thereafter, divulge or make known any information, secret process or any information in any way whatsoever relating to the company or its business and/or any of its customers and/or any other information or data and materials and/or any sketches, drawings, specifications etc., which come to your knowledge relating to the company's manufacturing / Marketing process or any products or goods, and in the course of your employment, you shall always maintain strict secrecy regarding any technical or other business information gained or acquired by you or imparted to you in the course of your employment both during or after your employment with the company in terms of this letter.*

- *The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of your employment with the company.*

- *You will not acquire any patent rights in relation to any of the company's products, or designs, layout or any other aspect of its business activities in the course of your employment and/or if you as a result of any research work come to know any better process then you will pass on to the company all the benefits or formula which you may develop, to enable the company to have the same patented and the same will be the property of the company. For that purpose you will have to enter into an agreement and/or execute a deed with the company at a later date.*

Global Medical Systems

27, Model House, II Street,
Basavanagudi, Bengaluru - 560 004
Phone : 080-26617623, 26611679
Tele/Fax : 080-26611679
E-mail : globalmedicalsystem@gmail.com

- *This appointment is subject to your being certified medically fit at the time of joining.*

- *Your appointment will be subject to the general service rules and conditions of the company at present in force, which have been explained to you and also to the modified service conditions as and when they are brought into the effect.*

- *Any change in your residential address must be communicated to us in writing.*

- *This appointment will cease immediately if and when any of the statements made or particulars given in your application are found to be non-factual or incorrect.*

- *The training provided will be extensive and expensive, The training charges will be borne by us, and in return we need a committed service of 2 years from the date of completion of probationary period.*

Please signify your acceptance of this appointment on the above mentioned terms and conditions by signing and returning the duplicate copy of this letter in the space provided below.

We welcome you to this organization and wish you a successful career with us.

Yours truly,

For Global Medical Systems



(Authorised Signatory)

Global Medical Systems

27, Model House, II Street,
Basavanagudi, Bengaluru - 560 004
Phone : 080-26617623, 26611679
Tele/Fax : 080-26611679
E-mail : globalmedicalsystem@gmail.com

PAY AND EMOLUMENTS

You will be entitled to the following:

- ***Salary Package:*** *You will start on Monthly Salary of Rs. 18000/- (Consolidated) on completion of* probation period *salary will be revised as per the performance along with PF and ESI /Insurance (whichever is applicable)*

Incentive:

- *On completion of your 100% Target you will be entitled for Performance incentive on completion of training from GE.*

- *On completion of your stretched target by more 50%, you will be entitled for Bonus Performance incentive over and above your Performance Incentive. Company will roll out the Incentive scheme accordingly.*

- *No other* ***BENEFITS/ ALLOWANCES*** *will be applicable unless sanctioned by the company.*

- *Reimbursement will based on approval from GMS Manager & Finance Manager.*

- *Possessing two wheeler with valid documents and License and should be ready to travel within the city.*

General Rule & Terms and Conditions of Services

Roles and responsibilities

Nature of duties will primarily include co-ordination in installation, commissioning, preventive maintenance and demonstration or any other assignments connected to the service , service sales activities as required. As specified you will confirm to all the policies and guidelines issued by organization and abide by them in spirit and letter.

Global Medical Systems

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Phone : 080-26617623, 26611679
Tele/Fax : 080-26611679
E-mail : globalmedicalsystem@gmail.com

Leave:

- Service engineer of the company shall be allowed apart from National Holidays, 10 days of casual & sick leave during the period of one year. Any leave beyond 10 days shall be without pay.
- Service engineer are entitled one leave only in a month. If leave are more than one in a month so salary will be deducted (per leave) in a month.
- Service engineer leave application should be in advance with approval. Applying through **SMS** for leave on same day will not be accepted.

Please sign and return the copy as a token of your acceptance.

Global Medical Systems



(Authorized signatory)

You are requested to submit the following to the organization.

- Two passport size Photo
- Photo copies of your last education degree certificates.
- Photo copies of your license/voter card.
- Reliving certificate from the previous employer.
- Your bank account details.
- Photo copies of Aadhaar copy with DOB

Hyderabad,
3rd April 2021

Dear Mr. MUKESH KUMAR V,

Sub: Offer Letter

With reference to the evaluation of your application with us for an employment, we are pleased to offer you a role of "**Trainee, System Development**" in Hansa Solutions India Private Limited.

Your initial place of reporting will be in Hyderabad. However, your work location will be at client place i.e., Mumbai or any other location as decided by the company from time to time. The date of joining will be communicated to you eventually.

You will be on Internship for six (6) months from the date of joining, during which you will be entitled to receive a stipend of Rs. 15,000/- per month (Fifteen thousand rupees only). On successful completion of internship without any backlogs and satisfactory progress made during Internship, your Annual Total Compensation (ATC) will be as mentioned in Annexure-A.

You agreed to sign a bond with the Company guaranteeing to serve the company for 3 years. The guarantee amount will be equal to your initial annual gross salary.

Your appointment will be governed by the terms and conditions of employment rules of the company, regulations and practices in vogue in the company and those that may change from time to time. Your compensation is **highly confidential** and if the need arises, you may discuss it only with your Project Manager or HR Manager.

At the time of joining, please submit the following documents:

- ✓ Photocopy of your education certificates and mark sheets from 10th onwards.
- ✓ Photocopy of your Passport. If not available, should acquire at the earliest.
- ✓ Relieving letter from your previous employer and last drawn pay slip OR Conduct Certificate from the last educational institute, whichever is applicable.
- ✓ Three recent passport size and two stamp size color photographs.
- ✓ Permanent Account Number (PAN) along with the original card
- ✓ Duly signed acknowledged copy of the offer letter.

After accepting this offer, you are required to be registered with the National Skills Registry (NSR) and provide the ITPIN number within 3 months of your joining.

We look forward for your excellent contribution and support to build your career in our Company and growth of the Company as well. Should you have any further questions or clarifications, please reach us at hrteam@hansasolutions.com.



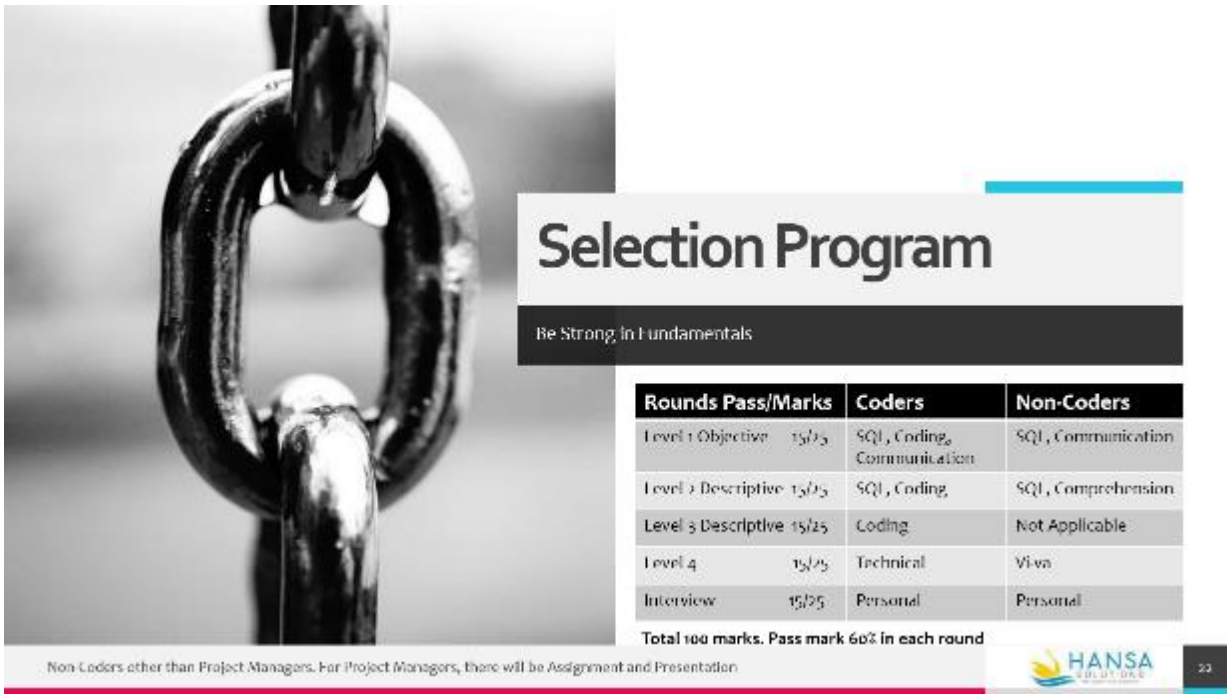
For Hansa Solutions India Private Limited,

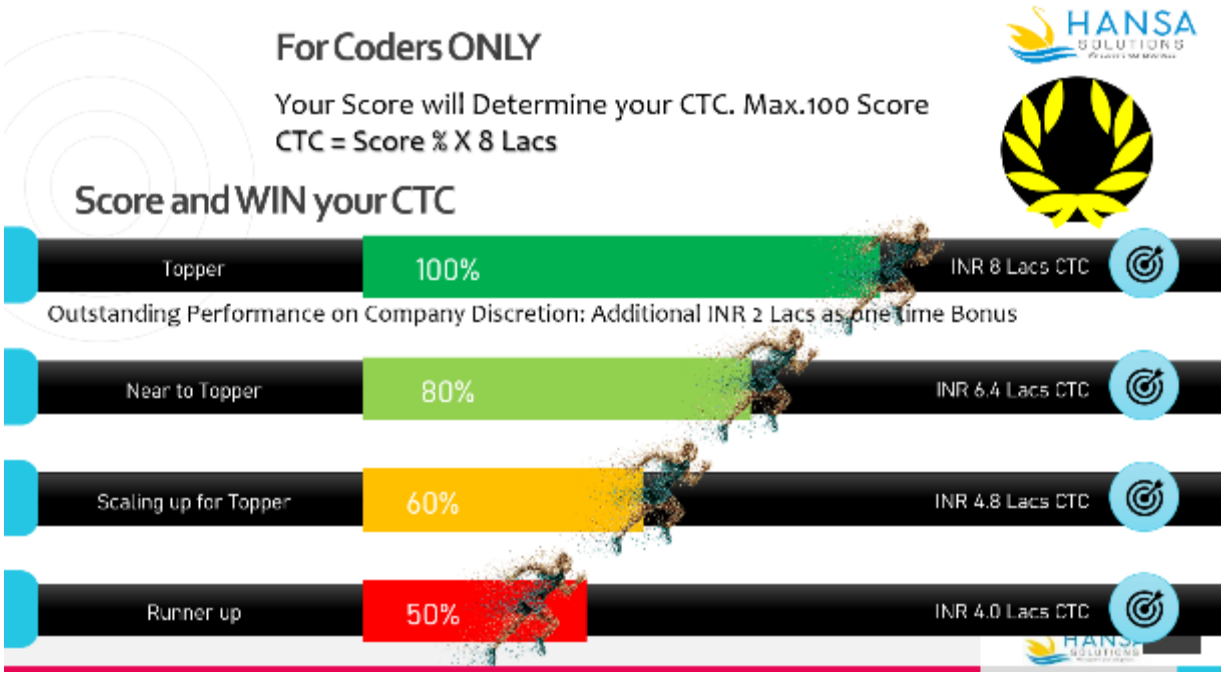
Acceptance Signature
Date:

Annexure A

Campus Drive Performance Score Board

Round 1	Round 2	Round 3	Round 4	Round 5	Total Score	Eligible CTC
15.5	15.5	15.5	13	17	**61.2%**	**4.89 Lakhs**





CTC BREAKUP

Name	Mr. MUKESH KUMAR V
Designation	**Trainee, System Development**
Joining Date	05th April 2021
Internship Period	5th April 2021 to 4th October 2021.
Post Internship Probation Period	06 months

Salary Components	Per Month	Per Annum
Basic	13,653	1,63,840
HRA	6,827	81,920
Life Style Allowance	5,803	69,632
Conveyance Allowance	4,096	49,152
Food Allowance	3,755	45,056
Monthly Gross Salary	**34,133**	**4,09,600**
Performance Incentive		**20,480**
Provident Fund		**19,661**
Medical Insurance		**5,000**
Gratuity		**7,881**
Joining Bonus		**50,000**
Cost to the company		**5,12,622**

Performance Incentive Evaluation & Payment Criteria:-

Your performance will be reviewed every month and payment will be released every quarter. The percentage of performance incentive will be determined through KPA/KRA processes.

We take this opportunity to thank you for joining Hansa Solutions & wish a long lasting mutually beneficial association.

For Hansa Solutions India Private Limited

Acceptance Signature
Date:

Note: Your appointment is subject to satisfactory professional reference checks.

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
Technology Hub, Special Economic Zone
Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
T +91 120 6125000 F +91 120 4683030
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.
www.hcltech.com
www.hcl.com

OFFER & APPOINTMENT LETTER

7th September, 2021

Deepa. S
G-3, Adroit Avenue,
Jayabheri Par
Kompally

Dear Deepa. S,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd **(herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in band **E1**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **7th September, 2021** at **9:00 A.M** at the following address **HCL Technology Ltd, BengaluruSEZ-Tower1-GF to 3F**joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR **4,75,000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs.** This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

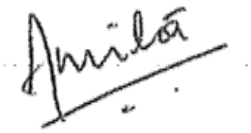
Please share your acceptance to offer as a confirmation within **3 days** of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
Technology Hub, Special Economic Zone
Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
T +91 120 6125000 F +91 120 4683030
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.
www.hcltech.com
www.hcl.com

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Limited



Amrita Das
Vice President, Head-Global Rewards

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
Technology Hub, Special Economic Zone
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www.hcltech.com
www.hcl.com

Annexure I

COMPENSATION PLAN	
NAME	**Deepa S**
BAND	**E1**
DESIGNATION	**Software Engineer**
CITY	**Bengaluru**
Monthly Components (in INR)	
Basic Salary	15,316.00
House Rent Allowance	7,658.00
Holiday Allowance	4,166.00
Food Wallet	2,000.00
Compensatory Allowance	2,682.00
TOTAL: Monthly	31,822.00
TOTAL: Monthly Components : Annualized	**3,81,864.00**
Retirals & Other Benefits (in INR)	
Provident Fund	22,055.04
Medical Insurance Premium	10,000.00
Gratuity	8,836.15
TOTAL : Retirals	**40,891.00**
Variable Components (in INR)	
Performance Bonus (in Rs.)	28,500.00
Engagement PB (paid monthly) @ 100% achievement levels	23,750.00
TOTAL: Variable Components	**52,250.00**
COST TO COMPANY	**4,75,005.00**
Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	3,60,000.00
Term life Insurance Cover	20,00,000.00
Disability cover due to accident (upto)	18,00,000.00

NOTE:

1. All salary components are governed by the company policies and statutory guidelines.
2. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
3. Any personal tax liability arising out of compensation will be borne solely by the employee.
4. Gratuity to be payable as per act

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting – **Bengaluru.**

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

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. **12 months** from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

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You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- 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 III 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.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

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b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

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Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
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 – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. 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 (Hard Copies)		
S. No	**Document Name**	**Number of Photocopies**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10th Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- 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.

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- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- 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.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) **Tuesdays, Wednesdays and Fridays**: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
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,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore- 560100
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
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, 2nd Floor – Induction Room, 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

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads 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.

MONTHLY ALLOWANCES

- **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.

- **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.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

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

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

- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

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Performance Bonus (PB): Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).
.

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

- **Coverage under ESI:** 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.

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- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

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.

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!

HCL Technologies will correspond with you on the address & contact details mentioned below:-

Permanent Address: Sh1/4D Unchawa Lodge, Gilat Bazar,Shivpur, Varanasi
Email ID : ishasinghacc8699@gmail.com
Telephone Number: 8006019181

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OFFER & APPOINTMENT LETTER

7th September, 2021

Janani. E
2/147 ragava nagar,11th street,
Chennai.

Dear Janani. E,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd **(herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in band **E1**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **7th September, 2021** at **9:00 A.M** at the following address **HCL Technology Ltd, BengaluruSEZ-Tower1-GF to 3F**joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR **4,75,000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs.** This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

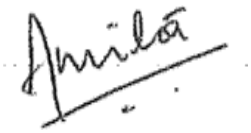
Please share your acceptance to offer as a confirmation within **3 days** of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

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Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Limited



Amrita Das
Vice President, Head-Global Rewards

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Annexure I

COMPENSATION PLAN	
NAME	**Janani. E**
BAND	**E1**
DESIGNATION	**Software Engineer**
CITY	**Bengaluru**
Monthly Components (in INR)	
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1. All salary components are governed by the company policies and statutory guidelines.
2. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
3. Any personal tax liability arising out of compensation will be borne solely by the employee.
4. Gratuity to be payable as per act

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting – **Bengaluru.**

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

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. **12 months** from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

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You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- 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 III 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.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

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b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

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Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
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 – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. 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 (Hard Copies)		
S. No	**Document Name**	**Number of Photocopies**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10th Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- 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.

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- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- 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.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) **Tuesdays, Wednesdays and Fridays**: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
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,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore- 560100
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
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, 2nd Floor – Induction Room, 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

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads 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.

MONTHLY ALLOWANCES

- **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.

- **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.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

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

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

- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

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Performance Bonus (PB): Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).
.

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

- **Coverage under ESI:** 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.

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- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

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.

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!

HCL Technologies will correspond with you on the address & contact details mentioned below:-

Permanent Address: 2/147 ragava nagar,11th street,Chennai.
Email ID : jananielumalai04@gmail.com
Telephone Number : 9787253066

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OFFER & APPOINTMENT LETTER

7th September, 2021

Pavithra M
107/114, Pillayar Kovil street,
Kappai, Gingee,
Villupuram

Dear Pavithra M,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd **(herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in band **E1**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **7th September, 2021** at **9:00 A.M** at the following address **HCL Technology Ltd, BengaluruSEZ-Tower1-GF to 3F**joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR **4,75,000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs.** This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

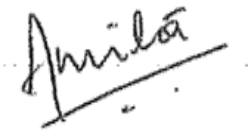
Please share your acceptance to offer as a confirmation within **3 days** of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

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Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Limited



Amrita Das
Vice President, Head-Global Rewards

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Annexure I

COMPENSATION PLAN	
NAME	**Pavithra M**
BAND	**E1**
DESIGNATION	**Software Engineer**
CITY	**Bengaluru**
Monthly Components (in INR)	
Basic Salary	15,316.00
House Rent Allowance	7,658.00
Holiday Allowance	4,166.00
Food Wallet	2,000.00
Compensatory Allowance	2,682.00
TOTAL: Monthly	31,822.00
TOTAL: Monthly Components : Annualized	**3,81,864.00**
Retirals & Other Benefits (in INR)	
Provident Fund	22,055.04
Medical Insurance Premium	10,000.00
Gratuity	8,836.15
TOTAL : Retirals	**40,891.00**
Variable Components (in INR)	
Performance Bonus (in Rs.)	28,500.00
Engagement PB (paid monthly) @ 100% achievement levels	23,750.00
TOTAL: Variable Components	**52,250.00**
COST TO COMPANY	**4,75,005.00**
Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	3,60,000.00
Term life Insurance Cover	20,00,000.00
Disability cover due to accident (upto)	18,00,000.00

NOTE:

1. All salary components are governed by the company policies and statutory guidelines.
2. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
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4. Gratuity to be payable as per act

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ANNEXURE II

Welcome aboard...

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Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

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1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting – **Bengaluru.**

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

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. **12 months** from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

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You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- 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 III 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.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

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b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

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Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
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 – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. 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 (Hard Copies)		
S. No	**Document Name**	**Number of Photocopies**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10th Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- 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.

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- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- 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.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) **Tuesdays, Wednesdays and Fridays**: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
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,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore- 560100
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
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, 2nd Floor – Induction Room, 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

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads 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.

MONTHLY ALLOWANCES

- **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.

- **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.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

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

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

- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

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Performance Bonus (PB): Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).
.

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

- **Coverage under ESI:** 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.

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- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

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.

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!

HCL Technologies will correspond with you on the address & contact details mentioned below:-

Permanent Address: 107/114, Pillayar Kovil street, Kappai, Gingee, Villupuram
Email ID : pavithramahadevan21@gmail.com
Telephone Number: 6380673123

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OFFER & APPOINTMENT LETTER

7th September, 2021

Pranjit Das
Dhekenabari,Chhaygaon,,
Kamrup,Assam781124

Dear **Pranjit Das**,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd **(herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in band **E1**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **7th September, 2021** at **9:00 A.M** at the following address **HCL Technology Ltd, BengaluruSEZ-Tower1-GF to 3F**joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR **4,75,000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs.** This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

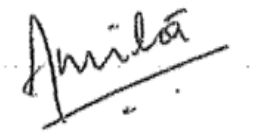
Please share your acceptance to offer as a confirmation within **3 days** of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

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Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Limited



Amrita Das
Vice President, Head-Global Rewards

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Annexure I

COMPENSATION PLAN	
NAME	**PRANJIT DAS**
BAND	**E1**
DESIGNATION	**Software Engineer**
CITY	**Bengaluru**
Monthly Components (in INR)	
Basic Salary	15,316.00
House Rent Allowance	7,658.00
Holiday Allowance	4,166.00
Food Wallet	2,000.00
Compensatory Allowance	2,682.00
TOTAL: Monthly	31,822.00
TOTAL: Monthly Components : Annualized	**3,81,864.00**
Retirals & Other Benefits (in INR)	
Provident Fund	22,055.04
Medical Insurance Premium	10,000.00
Gratuity	8,836.15
TOTAL : Retirals	**40,891.00**
Variable Components (in INR)	
Performance Bonus (in Rs.)	28,500.00
Engagement PB (paid monthly) @ 100% achievement levels	23,750.00
TOTAL: Variable Components	**52,250.00**
COST TO COMPANY	**4,75,005.00**
Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	3,60,000.00
Term life Insurance Cover	20,00,000.00
Disability cover due to accident (upto)	18,00,000.00

NOTE:

1. All salary components are governed by the company policies and statutory guidelines.
2. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
3. Any personal tax liability arising out of compensation will be borne solely by the employee.
4. Gratuity to be payable as per act

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting – **Bengaluru.**

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

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. **12 months** from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

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You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- 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 III 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.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

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b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

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Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
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 – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. 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 (Hard Copies)		
S. No	**Document Name**	**Number of Photocopies**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10th Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- 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.

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- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- 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.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) **Tuesdays, Wednesdays and Fridays**: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
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,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100
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
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, 2nd Floor – Induction Room, 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

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads 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.

MONTHLY ALLOWANCES

- **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.

- **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.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

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

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

- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

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Performance Bonus (PB): Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).
.

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

- **Coverage under ESI:** 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.

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- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

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.

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!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: **Dhekenabari,Chhaygaon,,Kamrup,Assam781124**
email ID: pranjitd108@gmail.com
Telephone Number: 8638737042

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OFFER & APPOINTMENT LETTER

7th September, 2021

Santhosh.S
38,A Mettu Street,
Karungalikuppam,Kilpennathur(T.K),
Thiruvannamalai (Dist),604601

Dear **Santhosh.S**,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd **(herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in band **E1**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **7th September, 2021** at **9:00 A.M** at the following address **HCL Technology Ltd, BengaluruSEZ-Tower1-GF to 3F**joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR **4,75,000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs.** This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

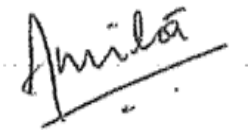
Please share your acceptance to offer as a confirmation within **3 days** of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

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Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Limited



Amrita Das
Vice President, Head-Global Rewards

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Annexure I

COMPENSATION PLAN	
NAME	**Santhosh.S**
BAND	**E1**
DESIGNATION	**Software Engineer**
CITY	**Bengaluru**
Monthly Components (in INR)	
Basic Salary	15,316.00
House Rent Allowance	7,658.00
Holiday Allowance	4,166.00
Food Wallet	2,000.00
Compensatory Allowance	2,682.00
TOTAL: Monthly	31,822.00
TOTAL: Monthly Components : Annualized	**3,81,864.00**
Retirals & Other Benefits (in INR)	
Provident Fund	22,055.04
Medical Insurance Premium	10,000.00
Gratuity	8,836.15
TOTAL : Retirals	**40,891.00**
Variable Components (in INR)	
Performance Bonus (in Rs.)	28,500.00
Engagement PB (paid monthly) @ 100% achievement levels	23,750.00
TOTAL: Variable Components	**52,250.00**
COST TO COMPANY	**4,75,005.00**
Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	3,60,000.00
Term life Insurance Cover	20,00,000.00
Disability cover due to accident (upto)	18,00,000.00

NOTE:

1. All salary components are governed by the company policies and statutory guidelines.
2. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
3. Any personal tax liability arising out of compensation will be borne solely by the employee.
4. Gratuity to be payable as per act

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting – **Bengaluru.**

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

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. **12 months** from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

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You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- 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 III 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.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

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b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

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Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
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 – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. 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 (Hard Copies)		
S. No	**Document Name**	**Number of Photocopies**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10th Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- 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.

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- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- 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.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) **Tuesdays, Wednesdays and Fridays**: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
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,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore- 560100
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
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, 2nd Floor – Induction Room, 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

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads 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.

MONTHLY ALLOWANCES

- **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.

- **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.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

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

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

- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

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Performance Bonus (PB): Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).
.

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

- **Coverage under ESI:** 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.

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- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

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.

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!

HCL Technologies will correspond with you on the address & contact details mentioned below:-

Permanent Address: 38,A Mettu Street, Karungalikuppam,Kilpennathur(T.K)
Email ID : s.santhoshsri14@gmail.com
Telephone Number: 7604873748

HEXAWARE

Letter of Intent

27 September 2020

Cibi Aswanth. V.S
Sathyabama University
CHENNAI

Dear Cibi Aswanth. V.S,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee".**

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Mavericks Learning Program at our Hexaware office in Siruseri, Chennai.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.3.50 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment

Idea Elan

Sep 15th, 2021

Dear **Mr.Sai Durgesh Attili,**

It is with great pleasure that, we are able to offer you “Jr. Software Engineer position” at Idea Elan India Private Limited starting from 20th Sep 2021.

You should undergo training for 90 days. We will compensate you at INR 10,000 per month during your training period.

After successfully completion of training period, based on your performance we will convert you as a permanent employee and provide a CTC package INR 2.4 LPA.

Aftersuccessful completion of one year, based on your performance we will provide increment every year and bonus for every 6 months. The employee policies &benefits will be share once you join with Idea Elan. You will be directly reporting to Sridhar Reddy Nallu during this period.

You will be responsible for filling out the timesheets and will also be responsible for providing weekly report on activities.

We are very pleased to offer you the position and are sure you will make a superb addition to our firm. If you have any questions, please contact HR at any time.

Sincerely,



Masilamani Elangovan

CEO, Idea Elan

13800 Coppermine Rd, Herndon – VA 20171

Accept Job Offer: By signing and dating this letter below: I, Sai Durgesh Attili, accept the job offer of Jr. Software Engineer at Idea Elan India Private Limited.

Signature:_____ Date: _____

IMAGE
INFOSYSTEMS

www.imageinfosystems.com

29.07.2021

LETTER OF INTENT

Dear Subbara Ganesh,

We are pleased to offer you the position of **"Software programmer trainee"** with your base location at **Kalkaji, New Delhi**. Your employment will be governed by the terms and conditions of the employment agreement, which will be issued to you along with the employment letter, at the time of joining.

Your monthly stipend will be **INR 20,000.00 (Twenty Thousand Only).**

This employment offer letter is open and valid up to the date of joining. Your appointment is subject to you submitting the following documents (for personal records) to the HR department on the date of joining.

Please note that the Letter of Intent is not an Appointment Letter. The final letter of appointment will be handed over to you upon joining the services of the company, which shall be on **09.08.2021.** The date of joining could be Changed as per the demand of the business.

This offer of appointment is subject to your successful completion of reference check and submission of following documents.

- Passport size photographs (8 copies) - for personnel records and opening of Salary A/c.
- Passport, voter ID, ration card, SC/ST/OBC Certificate /Government Residential proof Certificate and Birth Certificate issued under RBD act.
- Highest Educational Proofs (Original and copies Degree Certificates and Mark sheets).
  (In case if results or issue of qualification certificates (based on which you are recruited) are awaited from your University / Institute, the documents are to be submitted within 6 months of your joining. Your confirmation, post completion of probation period, will be subject to receipt of these documents).
- Relieving letter from all past employers.
- Your detailed Curriculum Vitae (in case not submitted earlier).
- Copy of Form 16 / Tax deduction Certificate from past employer.
- Copy of Pan Card.
- Cancelled cheque/ photocopy of passbook.
- Current Address Proof (Ration Card/Electricity Bill/Telephone Bill/Water Bill).
- Last Three month's Salary slip / Relieving Letter from previous organization.

Image InfoSystems Private Limited
B-38, Kalkaji, New Delhi-110 019, India
P: +91-11- 4053 6653 F: +91-11- 4101 5495
E: info@imageinfosystems.com

- In case of foreign nationals/Nationals of Indian origin with a different country passport the validity of the work visa /OCI registration (color scanned copies) is checked as per advice of the profession legal services firm specializing in global migration law.

  The candidate with valid work permit/person of Indian origin card needs to be registered with FRRO/FRO if he /she intend to work in the country. The check needs to be done before the candidate joins the organization. Legal right to work proof

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer.

Anand Natarajan
Chief Technology Officer

Image Infosystems Private Limited
DELHI

HRD/3T/1002719014/21-22 December 13, 2021

Ms. Varsha S
7/163, West Street,
Navalady,
Thiruninravur-627657
India

Ph: +91-7358764862

Dear Varsha,

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: 2021.12.13 22:29:02 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

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1002719014/21-22 December 13, 2021

Ms. Varsha S
7/163, West Street,
Navalady,
Thiruninravur-627657
India

Ph: +91-7358764862

Dear Varsha,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **20-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.

Agreement

Our offer to you as **Systems Engineer** 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.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

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.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

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 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** 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 250** .

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 a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as 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.

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: 2021.12.13 22:29:02 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 during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Varsha S**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

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 (without security)	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

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Varsha S**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

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 (without security)	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

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HR

Ingram Micro India SSC Private Limited
CIN: U5110MH2012PTC237694
Registered Office:
Unit No. 202, 2nd Floor, Akruti Corporate Park
L.B.S Marg, Next G.E. Gardens,
Kanjurmarg (West), Mumbai 400078

Tel + 91-22-6687 2100
+ 91-22-6687 2200

LETTER OF EMPLOYMENT

July 15, 2021

Atyam Vinay
15-16-8,Opp Veeramma Park Gate,N B Road, Bhimavaram,
West Godavari,Andhra Pradesh - 534201

Dear Vinay,

We are pleased to confirm with this letter of employment (hereinafter "**letter**"), Ingram Micro's offer of employment to you for the position of **Associate Engineer, Software Development.** You will be based in **Chennai SSC.** We will expect you to commence your employment on a mutually agreed upon date but no later than **July 19, 2021.** This offer is contingent upon you providing valid documentation as per the Company's requirements. Your appointment shall be governed by terms and conditions as mentioned in **Annexure "A"** attached herewith.

Your compensation package is attached as **Annexure "B".** The same is subject to deduction of tax and other statutory payments as may be applicable.

Ingram Micro is a value-based company which employs the highest ethical standards and demonstrates honesty and fairness in every action we take. The Code of Conduct (attached) affirms the company's commitment to these high standards. By accepting Ingram Micro's offer of employment, you agree to comply with our Code of Conduct and will be asked to annually provide affirmation to these standards.

Please also note that the Company believes in 'Re-engineering' as a continuous process, and therefore, designations, responsibilities and location are subject to modifications in line with the business objectives. You shall also be required to comply with the Company's Policies with regard to your terms of employment.

If the above confirms your understanding of the position offered, please sign a copy of this letter and return the same to us.

We look forward to you joining our team and are confident that you will make significant contributions to the continued growth and financial success of our Company.

Sincerely,

For Ingram Micro India SSC Private Ltd.

DocuSigned by:
Suman Chakraborty
FB2F843E03AC4E7...
Authorized Signatory

I have received a copy of this letter along with the terms and conditions governing my employment (Annexure A) and I hereby accept the offer of employment and also agree to abide with the terms and conditions governing my employment.

DocuSigned by:
A. Vinay
BBF64CE80FDA48F...
Atyam Vinay

7/17/2021
Date

DocuSign Envelope ID: 80814825-F820-4E3E-A593-87F5C8FD2F31

ANNEXURE A

Standard Terms and Conditions of Employment

1. Employment Status

Following the successful completion of your probation period of 6 months you will be confirmed in services in writing. If the Probation performance review is not satisfactory it will be extended for another 3 months. During the probation period your services can be terminated with thirty days notice on either side.

2. Compensation

a. You shall be entitled to an all-inclusive annual gross compensation (CTC) as per Annexure B. The same is subject to deduction of all taxes and other statutory deductions as may be applicable. The compensation structure is subject to change from time to time.

b. Your performance will be evaluated on an annual basis for salary review and /or advancement. The salary increase, if any, will be prorated based on length of your employment from date of joining to date of review.

3. Code of Conduct and other Company Policies

a. Your adherence to the Company's Code of Ethics is vital to the Company and to your success at the Company. When you sign this Letter of Employment, you are agreeing to thoroughly familiarize yourself with the Company's Code of Conduct and you are agreeing to abide by it. You also agree to take Company's Code of Conduct course available on-line through Company's intranet.

b. You also agree to access the Human Resources Website and ensure compliance with the same. Additionally, from time to time, the Company will communicate important information about its policies by way of electronic mail notification and/or the Company intranet. By signing this agreement, you agree to thoroughly review these policies communications and to abide by them.

4. General Terms of Employment

a. This employment offer is contingent upon, your actually joining the Company and on receipt of the requisite documentation as requested by the company.

b. Your work hours will be 9.00am to 6.00pm Monday through Friday. However, if you are subject to shift duties (either temporarily or permanently) then your office hours shall be decided accordingly and subject to provision of applicable laws. The employee shall be entitled for flexible hours as per the policy of the Company in this regard.

c. You must obtain the MD's written approval prior to accepting any additional temporary job or any consulting assignment or entering into a business venture. In the event of evidence showing dual / self-employment, your services will be terminated immediately and all amounts and benefits owed to you will be forfeited without recourse.

d. Your employment with the Company is bound by a non-compete clause. You are prohibited from seeking part/full time employment or accepting any unpaid or paid projects or create any interest with any of the Company's competitors / customers / suppliers /principals. You must refrain from soliciting and/or establishing a competing or similar business in your individual capacity or in collaboration with others during your tenure of Employment with the Company or for six months immediately after your last day with the Company on your termination or resignation of your Employment with the Company.

e. You may be required to travel on Company's business within India and Overseas. You will be reimbursed all travel expenses in accordance with the Company's Policies. You may also be relocated to any location within India or overseas.

f. You will keep the Management informed of any change in your residential address, telephone numbers and emergency contact number.

g. Your employment will be governed by the terms and conditions of this letter and the Company's rules and regulations as applicable, enforced, amended or altered from time to time during the course of your employment.

h. You will be provided paid maternity/ paternity leave in accordance with the Law.

i. You hereby consent and authorize the Company to collect, use, process, store, transfer, export, share and deal with personal information, (including personal data), documents/images , furnished by You at the time of appointment and during the course of your employment with the Company.

j. The Company believes in 'Re-engineering' as a continuous process and therefore, designations, roles, responsibilities and location are subject to modifications in line with the re-engineering process.

k. The terms of this Appointment Letter are governed by the Laws of India until such time your place of work is within the geography of India. In the event of any dispute between the employee and the Company the same shall be decided by the Arbitration. The employee hereby allows the Company to appoint sole Arbitrator. Pursuant to this, the Company, can appoint either CEO or MD or Director or any other person nominated by the Company to act as an Arbitrator. The Arbitration shall take place pursuant to provisions of Arbitration and Conciliation Act 1996. The Arbitration shall be conducted in Mumbai and in English Language. The Courts in Mumbai shall have exclusive jurisdiction for any dispute between Company and the employee.

5. Transferability

a. You are liable to be transferred by the Company at its discretion to any of its departments/offices, any Associate Companies, whether existing now or which may be established later in any part of India or outside India.

6. Assignment of Intellectual Property

a. "***Intellectual Property***" means any idea, concept, design, suggestion, discovery, invention, copyright, patent, trademark, trade secret, or other intellectual property of any nature, including computer graphics, programs, and/or algorithms, processes, diagrams, know-how, drawings, notes, memoranda, digital representations, illustrations, videos, photographs, and/or pictorial representations of any nature. "Inventions" means all discoveries, developments, designs, improvements, formulas, and processes that may be patentable.

b. You understand and agree that if you have not identified your Intellectual Property and Inventions fourteen (14) days after beginning your employment with the Company, all such Intellectual Property and Inventions will not be reserved and will be considered part of your background training and experience that you are providing to the Company as consideration for your employment.

c. You acknowledge and agree that all works that you may create for or author during the period of your employment with the Company which relate or are useful to the business, or demonstrably anticipated business of the Company, whether or not created during your working time, are within the scope of your employment relationship with the Company and are works for hire, and that the Company owns all rights in such works of authorship. To the extent that such works of authorship are not works for hire, you hereby assign them to the Company as set out in subparagraph (e), below.

d. You will fully and promptly disclose to the Company, and you hereby assign to the Company as set out in subparagraph (e), below, any and all Intellectual Property that is related or useful to the business, or demonstrably anticipated future business, of the Company which you may solely or jointly conceive, design, develop, create, or suggest or cause to be conceived, designed, developed, created, or suggested during your employment with the Company, whether or not conceived, designed, developed, created, or suggested during your working time. However, the foregoing sentence will not apply to any Invention that qualifies fully under the provisions of the laws of the country where you are employed or any similar laws of another jurisdiction, namely any Invention that you develop entirely on your own time without using Company's equipment, supplies, facilities, or trade secret information, unless such Invention either: (i) relates at the time of its conception or reduction to practice to Company's business, or to actual or demonstrably anticipated research or development of the Company; or (ii) results from any services provided by you for the Company.

e. Any works of authorship referred to in subparagraph (c), above, and any Intellectual Property referred to in subparagraph (d), above (except to the extent excluded from the scope of subparagraph (d) by virtue of the statutes of the country where your employed or any similar laws), are referred to as "***Company-Related Intellectual Property***." All right, title, and interest

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in and to the Company-Related Intellectual Property, including any renewal and extension rights, shall be the sole and absolute property of the Company. You agree that, without additional consideration or compensation of any kind, you will assign and you hereby do assign to the Company all your right, title, and interest in and to any Company-Related Intellectual Property now or hereafter existing and all renewal and extension rights, and you agree to execute any documents necessary to evidence Company's proprietary interest in any Company-Related Intellectual Property. You acknowledge and agree that new rights to the results and proceeds of your services may come into being in the future under law and/or in equity, and you hereby assign, grant, and convey to the Company any and all such rights, renewals, and extensions thereof in and to such results and proceeds. In the event the Company is unable for any reason whatsoever to secure your signature to any lawful and necessary document required to apply for protection of, or enforce any action with respect to, Company-Related Intellectual Property, you hereby irrevocably designate and appoint the Company and its duly-authorized officers and agents as your agent and attorney-in-fact to act for and in your behalf to execute such documents and to do all other lawfully permitted acts to protect Company's interest in any Company-Related Intellectual Property with the same legal force and effect as if executed by you.

f. You will not knowingly do anything to imperil the validity of any intellectual property rights of the Company, and will not do or omit to do any act which may invalidate any application for the same or in any way publish or cause to be published any material relating to Company-Related Intellectual Property.

7. Confidential Information of the Company

a. You hereby acknowledge that during your employment with the Company, the Company has provided and/or will actively provide you access to certain confidential and/or proprietary information regarding the Company and its business (collectively, "Confidential Information") that is not generally known outside the Company and that would not otherwise be provided to you without your execution of the letter agreement of which this Annex A forms a part. Confidential Information includes, without limitation, the following materials and information (whether or not reduced to writing and whether or not patentable or protected by copyright): trade secrets; inventions; processes; formulae; programs; technical data; financial information; Ingram Micro-developed software; engineering designs and documentation; customer proposals, specifications, requirements, as well as marketing and advertising plans and strategies; customer identities, lists, and confidential information about customers and their buying habits; confidential information about prospects, suppliers, vendors, and key employees; personal information relating to the Company's employees; mailing and email lists; and any other confidential or proprietary information relating to Company's business. You understand that the Confidential Information has economic value because it is not generally known to the public or to other persons who can obtain economic value from its disclosure or use and you further understand that the Company expends considerable efforts to maintain the secrecy of the Confidential Information. You understand and agree that you are authorized to access and use Confidential Information solely for the Company business and that you are not authorized to access any computer systems containing Confidential Information except in furtherance of Company's business.

b. You agree not to remove Company's property or Confidential Information from the Company premises without express written permission, and you agree to return all Company property and Confidential Information, in any form, at the time your employment with Company ends for any reason or upon the earlier request of the Company. To the extent that you possess any Confidential Information in digital or other electronic form, you will work with the Company to secure said Confidential Information in accordance with Company's direction. Upon the request of the Company, you will execute a document confirming your agreement to honor your responsibilities contained in this **Annexure A** after your departure.

8. No Misappropriation

During the term of your employment and thereafter, you hereby promise not to disclose or use, or induce or assist in the disclosure or use of, any Confidential Information except for the benefit of the Company. In addition, at no time after the end of your employment with the Company will you seek to obtain or misappropriate, or induce or assist in the obtaining or misappropriation, any of the Company's trade secrets or other Confidential Information from any current or former Ingram Micro employee, independent contractor, consultant, or any other source.

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9. Restriction on joining Vendors / Clients / Competitors

a. You are required, on behalf of Company, to provide services to, or solicit business from, or deal in the course of your Employment, with various clients / vendors of the Company (each such constituent hereinafter referred to as 'Client' or 'Vendor').

b. In consideration of your employment with the Company, you shall agree, for a period of six months following the termination of your employment with the Company for any reason, you shall not :

I. Accept any offer of employment from any Client or Vendor, where you would have worked in a professional capacity for and/or on behalf of the Company or its Reseller, Partners, Vendors, Client in the twelve months immediately preceding the termination of your employment with the Company.

II. Accept any offer of employment or employment from any competitor of the Company, if your employment with such named competitor would involve you to work with a Customer or a Reseller Partner with whom you would have worked in the twelve months immediately preceding the termination of your employment with the Company.

10. Non Solicit

a. Agreement Not to Solicit Customers. You further agree that, during your employment with the Company and for a period of one (1) year after the end of your employment relationship with the Company for any reason, you will not, directly or indirectly, either on your own behalf or on behalf of any other person or entity, use any Confidential Information to attempt to persuade, induce, or solicit any customer of the Company to cease to do business or to reduce the amount of business which the customer of the Company has customarily done or contemplates doing with the Company or to expand its business with a competitor of the Company and that you will not use Confidential Information to directly or indirectly assist others in doing so. "Customer" means any person, entity, or institution, including individuals, agents, or representatives who control, direct, or influence the purchasing decisions of such entities or institutions, as to which you had or supervised business contact on behalf of IMI or about which you obtained Confidential Information in the two (2) years prior to the end of your employment with IMI for any reason.

b. Agreement Not to Solicit Employees. You further agree that, during your employment with the Company, and for a period of one (1) year after the end of your employment relationship with the Company for any reason, you will not, directly or indirectly, either on your own behalf or on behalf of any other person or entity, employ, solicit for employment, or otherwise seek to employ or retain any employee of the Company or in any way assist or facilitate any such employment, solicitation, or retention effort.

11. Conflict of interest

All Employees shall be required to report to the Company if any member of his/her family or close relatives is engaged in any type of trade or business or services which supplies goods and/or services to the Company or having any other type of business relationship.

12. Discipline and disciplinary action

Your service, conduct and discipline are governed by this Appointment Letter, Company's rules and regulations and policies as applicable, enforced, amended or altered from time to time during the course of your Employment, and you shall abide by all applicable Laws and rules made thereunder, as may be in force from time to time. If you commit breach of any of the terms and conditions of this Appointment Letter, rules & Regulation and Policies of the Company or if, you are dishonest, negligent, calls insubordination, disobedience, theft, misappropriation of Company's funds, property, resources or if you are found drunk while on duty, unruly behavior, unpunctual in attendance etc., you are liable for appropriate disciplinary action, which may also lead to termination of your Employment. If need be, you may be placed under suspension pending inquiry into the charge of misconduct.

13. Disassociation

a. You will automatically retire from the services of the Company on your completing the age of 60 years, based on the proof of age document furnished by you.

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b. If you abstain yourself from duty for three consecutive days without approval of leave, you will lose your lien on the job, as having been voluntarily terminated by you, without any notice / termination.

c. The Management may terminate your employment, by giving, two month's notice or salary in lieu of that, if you are in Grade 7 or below and 3 month's notice or salary in lieu of that, if you are in Grade 8 or above. However, if you were to be dismissed from the employment for an act of misconduct, mis-representation, and fraud then you will not be entitled for such notice or payment in lieu of notice period.

d. In case you wish to terminate your employment with the Company, you will have to give at least two months advance written notice, or salary in lieu thereof if you are in Grade 7 and below at the time of you terminating your employment and three months advance written notice, or salary in lieu thereof if you are in Grade 8 and above at the time of you terminating your employment.

e. However, if you were to be dismissed from the employment for an act of misconduct, mis-representation, fraud then you will not be entitled for such notice or payment in lieu of notice period.

f. The notice period during probation from either side is 30 days.

g. The discretion to accept pay in lieu of notice period will rest with the Management. Such notice pay will be adjusted from your last earnings or if the earnings are insufficient, you will have to deposit the required amount with the Company before being relieved from the Employment. If you terminate your employment with us, the Management reserves the right to waive your notice period at its sole discretion.

h. During the tenure of the employment, the Company may initiate background verification through its employees or through third party/ies having necessary expertise as required and should the report be negative, then the Company may be constrained to take action as deemed fit including termination of employment without notice. In that case you are not entitled to claim any compensation due to termination. You hereby affirm that Company shall share your sensitive personal data or information with third party/ies for the purpose of background verification or such other purpose as the Company may deem fit.

i. For the purpose of the above, 'salary' means total annual compensation.

14. Confidentiality of your terms of hire

a. The matter of your compensation is confidential information of the Company. Any discussion or disclosure of your compensation with anybody other than your Departmental Head or Human Resources will be termed as breach of agreement by you.

b. Your compensation package is unique to you and not liable for comparison with any other Associate of the Company.

Kindly sign the copy of this letter of employment in acceptance of the terms and conditions set out herein.

Sincerely,

DocuSigned by:
Suman Chakraborty
FD2F843E03AC4E7...

Authorized Signatory
Ingram Micro India SSC Pvt. Ltd.

Agreed & Accepted

DocuSigned by:
A. Vinay
BBF64CE80FDA48F...

Signature:
Date : 7/17/2021

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ANNEXURE B

Atyam Vinay			
Date of Offer	July 15, 2021	**Date of Joining**	July 19, 2021
Department	IM Software	**Designation**	Associate Engineer, Software Development
Commission Plan	Non-Sales	**Location**	Chennai SSC
Components		**Monthly Compensation**	**Annual Compensation**
Salary	Basic	12375	148500
Allowances	House Rent Allowance*	6188	74256
	Conveyance Allowance	1600	19200
	Personal Pay	9525	114300
	Medical	1250	15000
Fixed Compensation (A)		**30938**	**371260**
Total Retirals (B)		**2395**	**28740**
Provident Fund Contribution		1800	21600
Gratuity #		595	7140
Total Compensation (A+B)		**33,333**	**4,00,000**

*Bills/Supporting's to be produced to avail Tax Exemption, subject to IT rules.
Gratuity as per The Gratuity Act 1972.

DocuSigned by:
Suman Chakraborty
FB2F843E03AC4E7...
Authorized Signatory

DocuSigned by:
A Vinay
BBF64CE80FDA48F...
Atyam Vinay

DocuSign Envelope ID: 49A59584-D6E5-4D9C-91AA-0641DF4B5A6F

HR

Ingram Micro India SSC Private Limited
CIN: U5110MH2012PTC237694
Registered Office:
Unit No. 202, 2nd Floor, Akruti Corporate Park
L.B.S Marg, Next G.E. Gardens,
Kanjurmarg (West), Mumbai 400078

Tel + 91-22-6687 2100
+ 91-22-6687 2200

LETTER OF EMPLOYMENT

July 15, 2021

Dundigalla Achyuth Kumar
H No:28-37,Road Number-4,Gandhinagar,Chintal Post,
Near Idpl,Quthubullapur Mandal,Medchal District,Hyderabad,Telangana-500037

Dear Achyuth Kumar,

We are pleased to confirm with this letter of employment (hereinafter "**letter**"), Ingram Micro's offer of employment to you for the position of **Associate Engineer, Software Development.** You will be based in **Chennai SSC.** We will expect you to commence your employment on a mutually agreed upon date but no later than **July 19, 2021.** This offer is contingent upon you providing valid documentation as per the Company's requirements. Your appointment shall be governed by terms and conditions as mentioned in **Annexure "A"** attached herewith.

Your compensation package is attached as **Annexure "B".** The same is subject to deduction of tax and other statutory payments as may be applicable.

Ingram Micro is a value-based company which employs the highest ethical standards and demonstrates honesty and fairness in every action we take. The Code of Conduct (attached) affirms the company's commitment to these high standards. By accepting Ingram Micro's offer of employment, you agree to comply with our Code of Conduct and will be asked to annually provide affirmation to these standards.

Please also note that the Company believes in 'Re-engineering' as a continuous process, and therefore, designations, responsibilities and location are subject to modifications in line with the business objectives. You shall also be required to comply with the Company's Policies with regard to your terms of employment.

If the above confirms your understanding of the position offered, please sign a copy of this letter and return the same to us.

We look forward to you joining our team and are confident that you will make significant contributions to the continued growth and financial success of our Company.

Sincerely,

For Ingram Micro India SSC Private Ltd.

DocuSigned by:
Suman Chakraborty
FB2F843E03AC4E7...
Authorized Signatory

I have received a copy of this letter along with the terms and conditions governing my employment (Annexure A) and I hereby accept the offer of employment and also agree to abide with the terms and conditions governing my employment.

DocuSigned by:
3FA0116D8887423...
Dundigalla Achyuth Kumar

7/16/2021
Date

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ANNEXURE A

Standard Terms and Conditions of Employment

1. Employment Status

Following the successful completion of your probation period of 6 months you will be confirmed in services in writing. If the Probation performance review is not satisfactory it will be extended for another 3 months. During the probation period your services can be terminated with thirty days notice on either side.

2. Compensation

a. You shall be entitled to an all-inclusive annual gross compensation (CTC) as per Annexure B. The same is subject to deduction of all taxes and other statutory deductions as may be applicable. The compensation structure is subject to change from time to time.

b. Your performance will be evaluated on an annual basis for salary review and /or advancement. The salary increase, if any, will be prorated based on length of your employment from date of joining to date of review.

3. Code of Conduct and other Company Policies

a. Your adherence to the Company's Code of Ethics is vital to the Company and to your success at the Company. When you sign this Letter of Employment, you are agreeing to thoroughly familiarize yourself with the Company's Code of Conduct and you are agreeing to abide by it. You also agree to take Company's Code of Conduct course available on-line through Company's intranet.

b. You also agree to access the Human Resources Website and ensure compliance with the same. Additionally, from time to time, the Company will communicate important information about its policies by way of electronic mail notification and/or the Company intranet. By signing this agreement, you agree to thoroughly review these policies communications and to abide by them.

4. General Terms of Employment

a. This employment offer is contingent upon, your actually joining the Company and on receipt of the requisite documentation as requested by the company.

b. Your work hours will be 9.00am to 6.00pm Monday through Friday. However, if you are subject to shift duties (either temporarily or permanently) then your office hours shall be decided accordingly and subject to provision of applicable laws. The employee shall be entitled for flexible hours as per the policy of the Company in this regard.

c. You must obtain the MD's written approval prior to accepting any additional temporary job or any consulting assignment or entering into a business venture. In the event of evidence showing dual / self-employment, your services will be terminated immediately and all amounts and benefits owed to you will be forfeited without recourse.

d. Your employment with the Company is bound by a non-compete clause. You are prohibited from seeking part/full time employment or accepting any unpaid or paid projects or create any interest with any of the Company's competitors / customers / suppliers /principals. You must refrain from soliciting and/or establishing a competing or similar business in your individual capacity or in collaboration with others during your tenure of Employment with the Company or for six months immediately after your last day with the Company on your termination or resignation of your Employment with the Company.

e. You may be required to travel on Company's business within India and Overseas. You will be reimbursed all travel expenses in accordance with the Company's Policies. You may also be relocated to any location within India or overseas.

f. You will keep the Management informed of any change in your residential address, telephone numbers and emergency contact number.

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g. Your employment will be governed by the terms and conditions of this letter and the Company's rules and regulations as applicable, enforced, amended or altered from time to time during the course of your employment.

h. You will be provided paid maternity/ paternity leave in accordance with the Law.

i. You hereby consent and authorize the Company to collect, use, process, store, transfer, export, share and deal with personal information, (including personal data), documents/images , furnished by You at the time of appointment and during the course of your employment with the Company.

j. The Company believes in 'Re-engineering' as a continuous process and therefore, designations, roles, responsibilities and location are subject to modifications in line with the re-engineering process.

k. The terms of this Appointment Letter are governed by the Laws of India until such time your place of work is within the geography of India. In the event of any dispute between the employee and the Company the same shall be decided by the Arbitration. The employee hereby allows the Company to appoint sole Arbitrator. Pursuant to this, the Company, can appoint either CEO or MD or Director or any other person nominated by the Company to act as an Arbitrator. The Arbitration shall take place pursuant to provisions of Arbitration and Conciliation Act 1996. The Arbitration shall be conducted in Mumbai and in English Language. The Courts in Mumbai shall have exclusive jurisdiction for any dispute between Company and the employee.

5. Transferability

a. You are liable to be transferred by the Company at its discretion to any of its departments/offices, any Associate Companies, whether existing now or which may be established later in any part of India or outside India.

6. Assignment of Intellectual Property

a. "***Intellectual Property***" means any idea, concept, design, suggestion, discovery, invention, copyright, patent, trademark, trade secret, or other intellectual property of any nature, including computer graphics, programs, and/or algorithms, processes, diagrams, know-how, drawings, notes, memoranda, digital representations, illustrations, videos, photographs, and/or pictorial representations of any nature. "Inventions" means all discoveries, developments, designs, improvements, formulas, and processes that may be patentable.

b. You understand and agree that if you have not identified your Intellectual Property and Inventions fourteen (14) days after beginning your employment with the Company, all such Intellectual Property and Inventions will not be reserved and will be considered part of your background training and experience that you are providing to the Company as consideration for your employment.

c. You acknowledge and agree that all works that you may create for or author during the period of your employment with the Company which relate or are useful to the business, or demonstrably anticipated business of the Company, whether or not created during your working time, are within the scope of your employment relationship with the Company and are works for hire, and that the Company owns all rights in such works of authorship. To the extent that such works of authorship are not works for hire, you hereby assign them to the Company as set out in subparagraph (e), below.

d. You will fully and promptly disclose to the Company, and you hereby assign to the Company as set out in subparagraph (e), below, any and all Intellectual Property that is related or useful to the business, or demonstrably anticipated future business, of the Company which you may solely or jointly conceive, design, develop, create, or suggest or cause to be conceived, designed, developed, created, or suggested during your employment with the Company, whether or not conceived, designed, developed, created, or suggested during your working time. However, the foregoing sentence will not apply to any Invention that qualifies fully under the provisions of the laws of the country where you are employed or any similar laws of another jurisdiction, namely any Invention that you develop entirely on your own time without using Company's equipment, supplies, facilities, or trade secret information, unless such Invention either: (i) relates at the time of its conception or reduction to practice to Company's business, or to actual or demonstrably anticipated research or development of the Company; or (ii) results from any services provided by you for the Company.

e. Any works of authorship referred to in subparagraph (c), above, and any Intellectual Property referred to in subparagraph (d), above (except to the extent excluded from the scope of subparagraph (d) by virtue of the statutes of the country where your employed or any similar laws), are referred to as "***Company-Related Intellectual Property***." All right, title, and interest

in and to the Company-Related Intellectual Property, including any renewal and extension rights, shall be the sole and absolute property of the Company. You agree that, without additional consideration or compensation of any kind, you will assign and you hereby do assign to the Company all your right, title, and interest in and to any Company-Related Intellectual Property now or hereafter existing and all renewal and extension rights, and you agree to execute any documents necessary to evidence Company's proprietary interest in any Company-Related Intellectual Property. You acknowledge and agree that new rights to the results and proceeds of your services may come into being in the future under law and/or in equity, and you hereby assign, grant, and convey to the Company any and all such rights, renewals, and extensions thereof in and to such results and proceeds. In the event the Company is unable for any reason whatsoever to secure your signature to any lawful and necessary document required to apply for protection of, or enforce any action with respect to, Company-Related Intellectual Property, you hereby irrevocably designate and appoint the Company and its duly-authorized officers and agents as your agent and attorney-in-fact to act for and in your behalf to execute such documents and to do all other lawfully permitted acts to protect Company's interest in any Company-Related Intellectual Property with the same legal force and effect as if executed by you.

f. You will not knowingly do anything to imperil the validity of any intellectual property rights of the Company, and will not do or omit to do any act which may invalidate any application for the same or in any way publish or cause to be published any material relating to Company-Related Intellectual Property.

7. Confidential Information of the Company

a. You hereby acknowledge that during your employment with the Company, the Company has provided and/or will actively provide you access to certain confidential and/or proprietary information regarding the Company and its business (collectively, "Confidential Information") that is not generally known outside the Company and that would not otherwise be provided to you without your execution of the letter agreement of which this Annex A forms a part. Confidential Information includes, without limitation, the following materials and information (whether or not reduced to writing and whether or not patentable or protected by copyright): trade secrets; inventions; processes; formulae; programs; technical data; financial information; Ingram Micro-developed software; engineering designs and documentation; customer proposals, specifications, requirements, as well as marketing and advertising plans and strategies; customer identities, lists, and confidential information about customers and their buying habits; confidential information about prospects, suppliers, vendors, and key employees; personal information relating to the Company's employees; mailing and email lists; and any other confidential or proprietary information relating to Company's business. You understand that the Confidential Information has economic value because it is not generally known to the public or to other persons who can obtain economic value from its disclosure or use and you further understand that the Company expends considerable efforts to maintain the secrecy of the Confidential Information. You understand and agree that you are authorized to access and use Confidential Information solely for the Company business and that you are not authorized to access any computer systems containing Confidential Information except in furtherance of Company's business.

b. You agree not to remove Company's property or Confidential Information from the Company premises without express written permission, and you agree to return all Company property and Confidential Information, in any form, at the time your employment with Company ends for any reason or upon the earlier request of the Company. To the extent that you possess any Confidential Information in digital or other electronic form, you will work with the Company to secure said Confidential Information in accordance with Company's direction. Upon the request of the Company, you will execute a document confirming your agreement to honor your responsibilities contained in this **Annexure A** after your departure.

8. No Misappropriation

During the term of your employment and thereafter, you hereby promise not to disclose or use, or induce or assist in the disclosure or use of, any Confidential Information except for the benefit of the Company. In addition, at no time after the end of your employment with the Company will you seek to obtain or misappropriate, or induce or assist in the obtaining or misappropriation, any of the Company's trade secrets or other Confidential Information from any current or former Ingram Micro employee, independent contractor, consultant, or any other source.

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9. Restriction on joining Vendors / Clients / Competitors

a. You are required, on behalf of Company, to provide services to, or solicit business from, or deal in the course of your Employment, with various clients / vendors of the Company (each such constituent hereinafter referred to as 'Client' or 'Vendor').

b. In consideration of your employment with the Company, you shall agree, for a period of six months following the termination of your employment with the Company for any reason, you shall not :

I. Accept any offer of employment from any Client or Vendor, where you would have worked in a professional capacity for and/or on behalf of the Company or its Reseller, Partners, Vendors, Client in the twelve months immediately preceding the termination of your employment with the Company.

II. Accept any offer of employment or employment from any competitor of the Company, if your employment with such named competitor would involve you to work with a Customer or a Reseller Partner with whom you would have worked in the twelve months immediately preceding the termination of your employment with the Company.

10. Non Solicit

a. Agreement Not to Solicit Customers. You further agree that, during your employment with the Company and for a period of one (1) year after the end of your employment relationship with the Company for any reason, you will not, directly or indirectly, either on your own behalf or on behalf of any other person or entity, use any Confidential Information to attempt to persuade, induce, or solicit any customer of the Company to cease to do business or to reduce the amount of business which the customer of the Company has customarily done or contemplates doing with the Company or to expand its business with a competitor of the Company and that you will not use Confidential Information to directly or indirectly assist others in doing so. "Customer" means any person, entity, or institution, including individuals, agents, or representatives who control, direct, or influence the purchasing decisions of such entities or institutions, as to which you had or supervised business contact on behalf of IMI or about which you obtained Confidential Information in the two (2) years prior to the end of your employment with IMI for any reason.

b. Agreement Not to Solicit Employees. You further agree that, during your employment with the Company, and for a period of one (1) year after the end of your employment relationship with the Company for any reason, you will not, directly or indirectly, either on your own behalf or on behalf of any other person or entity, employ, solicit for employment, or otherwise seek to employ or retain any employee of the Company or in any way assist or facilitate any such employment, solicitation, or retention effort.

11. Conflict of interest

All Employees shall be required to report to the Company if any member of his/her family or close relatives is engaged in any type of trade or business or services which supplies goods and/or services to the Company or having any other type of business relationship.

12. Discipline and disciplinary action

Your service, conduct and discipline are governed by this Appointment Letter, Company's rules and regulations and policies as applicable, enforced, amended or altered from time to time during the course of your Employment, and you shall abide by all applicable Laws and rules made thereunder, as may be in force from time to time. If you commit breach of any of the terms and conditions of this Appointment Letter, rules & Regulation and Policies of the Company or if, you are dishonest, negligent, calls insubordination, disobedience, theft, misappropriation of Company's funds, property, resources or if you are found drunk while on duty, unruly behavior, unpunctual in attendance etc., you are liable for appropriate disciplinary action, which may also lead to termination of your Employment. If need be, you may be placed under suspension pending inquiry into the charge of misconduct.

13. Disassociation

a. You will automatically retire from the services of the Company on your completing the age of 60 years, based on the proof of age document furnished by you.

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b. If you abstain yourself from duty for three consecutive days without approval of leave, you will lose your lien on the job, as having been voluntarily terminated by you, without any notice / termination.

c. The Management may terminate your employment, by giving, two month's notice or salary in lieu of that, if you are in Grade 7 or below and 3 month's notice or salary in lieu of that, if you are in Grade 8 or above. However, if you were to be dismissed from the employment for an act of misconduct, mis-representation, and fraud then you will not be entitled for such notice or payment in lieu of notice period.

d. In case you wish to terminate your employment with the Company, you will have to give at least two months advance written notice, or salary in lieu thereof if you are in Grade 7 and below at the time of you terminating your employment and three months advance written notice, or salary in lieu thereof if you are in Grade 8 and above at the time of you terminating your employment.

e. However, if you were to be dismissed from the employment for an act of misconduct, mis-representation, fraud then you will not be entitled for such notice or payment in lieu of notice period.

f. The notice period during probation from either side is 30 days.

g. The discretion to accept pay in lieu of notice period will rest with the Management. Such notice pay will be adjusted from your last earnings or if the earnings are insufficient, you will have to deposit the required amount with the Company before being relieved from the Employment. If you terminate your employment with us, the Management reserves the right to waive your notice period at its sole discretion.

h. During the tenure of the employment, the Company may initiate background verification through its employees or through third party/ies having necessary expertise as required and should the report be negative, then the Company may be constrained to take action as deemed fit including termination of employment without notice. In that case you are not entitled to claim any compensation due to termination. You hereby affirm that Company shall share your sensitive personal data or information with third party/ies for the purpose of background verification or such other purpose as the Company may deem fit.

i. For the purpose of the above, 'salary' means total annual compensation.

14. Confidentiality of your terms of hire

a. The matter of your compensation is confidential information of the Company. Any discussion or disclosure of your compensation with anybody other than your Departmental Head or Human Resources will be termed as breach of agreement by you.

b. Your compensation package is unique to you and not liable for comparison with any other Associate of the Company.

Kindly sign the copy of this letter of employment in acceptance of the terms and conditions set out herein.

Sincerely,

DocuSigned by:
Suman Chakraborty
FD2F843E03AC4E7...

Authorized Signatory
Ingram Micro India SSC Pvt. Ltd.

Agreed & Accepted

Signature: DocuSigned by:
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Date : 7/16/2021

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ANNEXURE B

Dundigalla Achyuth Kumar			
Date of Offer	July 15, 2021	**Date of Joining**	July 19, 2021
Department	IM Software	**Designation**	Associate Engineer, Software Development
Commission Plan	Non-Sales	**Location**	Chennai SSC
Components		**Monthly Compensation**	**Annual Compensation**
Salary	Basic	12375	148500
Allowances	House Rent Allowance*	6188	74256
	Conveyance Allowance	1600	19200
	Personal Pay	9525	114300
	Medical	1250	15000
Fixed Compensation (A)		**30938**	**371260**
Total Retirals (B)		**2395**	**28740**
Provident Fund Contribution		1800	21600
Gratuity #		595	7140
Total Compensation (A+B)		**33,333**	**4,00,000**

*Bills/Supporting's to be produced to avail Tax Exemption, subject to IT rules.

Gratuity as per The Gratuity Act 1972.

DocuSigned by:
Suman Chakraborty
FB2F843E03AC4E7...
Authorized Signatory

DocuSigned by:
3FA0116D8887423...
Dundigalla Achyuth Kumar

OFFER LETTER

Date: 1st September 2021

Subject: Offer Letter

Dear Akash. I,

We are pleased to hire you, through our campus hiring process with **Innolabz Ventures Private Limited**. Your Employment shall be governed according to the Service Agreement signed by you with the company for a period of 2 years.

The terms and conditions of employment are as follows:

Date of Joining and location:
The Date of Joining will be 1st September 2021. Reporting location will be **C-108, Sector-2, Noida, Uttar Pradesh, 201301**. Your place of work for 3 months training period will be Noida, but during the course of the service, you may be posted/transferred anywhere to serve any of the company's project or any other established in India or outside, at the sole discretion of the Management.

Hours of Work:
The normal working days are Monday to Friday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company.

Salary/Compensation:

a) During the first 3 months of training, you will not be provided any stipend. After completion of initial training, during the course of project-training/internship, you will be entitled for a compensation of Rs. 10,000/- per month.
b) After successful completion of the training period, i.e., 6 months, you will be entitling to earn compensation of Rs. 25,000/- per month.
c) After successful completion of 1 year of the Employment, you will be entitling to earn compensation of Rs. 30,000/- per month.

Leaves:
You will be entitled to reasonable period of leave as per company policy. However, during probation period, you will only be entitled for one leave per month.

Duties and Responsibilities:
Company will expect you to work with high standard of initiative, efficiency and economy. Further you'll not take up any other employment or assignment of any office, honorary or of any company.

Non-Disclosure, Non-Compete, Non-Solicitation
Your employment is conditioned upon your execution of Non- Disclosure Agreement, Non-Competition Agreement, Non- Solicitation Agreement and the terms and conditions of employment. Failure to abide by the terms of the Agreements may result in your Termination, and you will be subject to their terms even after the termination of your employment. You agree that during the term of your employment and for further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in adjoining states of Delhi at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties ("Restricted Business"), other than through the Company. You agree that during the term of your employment and a further period of 24 (twenty-four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other Person to solicit or hire or entice away from the Company, any Company employee. You certify not to share your salary or any company details with any competitor and you will not join any competitor an employee or contractor or solicit any employee from the company to join a company.

Transfer & Relocation:
You may be transferred in such capacity as the company may from time to time determine to any other location, department, establishment, factory or branch of the company or its affiliate, associate or subsidiary companies. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.

Employee Code of Conduct:
As an employee, all company policies mentioned above apply to you. We have some additional expectations about your behavior at work, which we outline here. We can’t cover every single case of conduct, but we trust you to always use your best judgement. Reach out to your manager or HR if you face any issues or have any questions.

Service Agreement (Opportunity for company sponsored MBA):
To protect the interest of the company you will have to sign a service agreement for 2 years at the time of joining.
Upon successful completion of Service Agreement, you will also be paid a Retention bonus of maximum of Rs. 1,00,000/- (Rupees One Lakh only) (lump sum amount).
Also, upon successful completion of the service agreement, you will become eligible for Executive MBA, which will completely be sponsored by the company.
In the breach of the Service Agreement, you shall be liable to pay an amount of Rs. 30,000/- (Rupees Thirty thousand only) to the company. In case of the breach amount is not deposited, the Company is not liable to provide experience certificate to the candidate,

Please confirm that this letter sets forth the terms of your employment with the Company by countersigning a copy of this letter below. Your signature below indicates that you fully understand the terms of your employment with the Company and that you enter this Agreement knowingly and of your own accord.



For
INNOLABZ VENTURES PRIVATE LIMITED
Director

OFFER LETTER

Date: 1st September 2021

Subject: Offer Letter

Dear Akash Singh,

We are pleased to hire you, through our campus hiring process with **Innolabz Ventures Private Limited**. Your Employment shall be governed according to the Service Agreement signed by you with the company for a period of 2 years.

The terms and conditions of employment are as follows:

Date of Joining and location:
The Date of Joining will be 1st September 2021. Reporting location will be **C-108, Sector-2, Noida, Uttar Pradesh, 201301**. Your place of work for 3 months training period will be Noida, but during the course of the service, you may be posted/transferred anywhere to serve any of the company's project or any other established in India or outside, at the sole discretion of the Management.

Hours of Work:
The normal working days are Monday to Friday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company.

Salary/Compensation:

a) During the first 3 months of training, you will not be provided any stipend. After completion of initial training, during the course of project-training/internship, you will be entitled for a compensation of Rs. 10,000/- per month.
b) After successful completion of the training period, i.e., 6 months, you will be entitling to earn compensation of Rs. 25,000/- per month.
c) After successful completion of 1 year of the Employment, you will be entitling to earn compensation of Rs. 30,000/- per month.

Leaves:
You will be entitled to reasonable period of leave as per company policy. However, during probation period, you will only be entitled for one leave per month.

Duties and Responsibilities:
Company will expect you to work with high standard of initiative, efficiency and economy. Further you'll not take up any other employment or assignment of any office, honorary or of any company.

Non-Disclosure, Non-Compete, Non-Solicitation
Your employment is conditioned upon your execution of Non- Disclosure Agreement, Non-Competition Agreement, Non- Solicitation Agreement and the terms and conditions of employment. Failure to abide by the terms of the Agreements may result in your Termination, and you will be subject to their terms even after the termination of your employment. You agree that during the term of your employment and for further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in adjoining states of Delhi at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties ("Restricted Business"), other than through the Company. You agree that during the term of your employment and a further period of 24 (twenty-four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other Person to solicit or hire or entice away from the Company, any Company employee. You certify not to share your salary or any company details with any competitor and you will not join any competitor an employee or contractor or solicit any employee from the company to join a company.

Transfer & Relocation:
You may be transferred in such capacity as the company may from time to time determine to any other location, department, establishment, factory or branch of the company or its affiliate, associate or subsidiary companies. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.

Employee Code of Conduct:
As an employee, all company policies mentioned above apply to you. We have some additional expectations about your behavior at work, which we outline here. We can’t cover every single case of conduct, but we trust you to always use your best judgement. Reach out to your manager or HR if you face any issues or have any questions.

Service Agreement (Opportunity for company sponsored MBA):
To protect the interest of the company you will have to sign a service agreement for 2 years at the time of joining.
Upon successful completion of Service Agreement, you will also be paid a Retention bonus of maximum of Rs. 1,00,000/- (Rupees One Lakh only) (lump sum amount).
Also, upon successful completion of the service agreement, you will become eligible for Executive MBA, which will completely be sponsored by the company.
In the breach of the Service Agreement, you shall be liable to pay an amount of Rs. 30,000/- (Rupees Thirty thousand only) to the company. In case of the breach amount is not deposited, the Company is not liable to provide experience certificate to the candidate,

Please confirm that this letter sets forth the terms of your employment with the Company by countersigning a copy of this letter below. Your signature below indicates that you fully understand the terms of your employment with the Company and that you enter this Agreement knowingly and of your own accord.



For
INNOLABZ VENTURES PRIVATE LIMITED
Director

iOPEX [Business Optimized]∞ TECHNOLOGIES

23rd Feb 2021
Ref: iOPEX/RRF4165.CAN7885/8321

APPOINTMENT LETTER

Mr.Clifford Jesudoss A R
Malaiappan Street, Rapuram,
Chennai,Tamil Nadu,600028.

Dear Clifford,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Technical Support Engineer** with iOPEX Technologies in **Grade D1**.

Your Total CTC Salary will be **180,000/- per annum [Rupees one lakh eighty thousands only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on February 23, 2021.

2. **Location:**

Your current location of employment shall be Chennai , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), 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.

Scanned with CamScanner

Ms KAVITHA
ANNAI THERASA STREET,
16 THANDALAM, PARUKKAL
CHEYYUR TALUK,
CHENGALPATTU-603301

August 18, 2021

TRAINEE APPOINTMENT LETTER

Dear Kavitha,

Welcome to our innovative and dynamic team!

We are pleased to extend an appointment to you as **Trainee – Developer** at Kryptos Infotech LLP., by way of and under the terms of this letter, and the attachments and documents referenced herein.

Your employment will commence on **August 18, 2021** and you will work in the Kryptos Technologies Pvt Ltd located at No.29 Sarathy Nagar, 1st floor, Narayana Complex, Velachery 600042 as per the terms and conditions in Annexure A

We are confident that we will offer you many challenges and rewards and we know that you will bring talent and ideas as well.

For **Kryptos Infotech LLP**.,



Dr. Sharda Aiyer
Vice President – Human Resources

ANNEXURE A

1. **Appointment**

   a. You shall be in Training for a period of 6 months. Your efficiency shall be reviewed and assessed periodically during your Training period. Upon satisfactory completion of the Training, you shall be confirmed in the Company rolls. After completion of the Training, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on Training.
   b. Your place of posting shall be in Chennai, Tamil Nadu, India. During your employment with the Company, you may be required to travel.
   c. Office of Kryptos works 24/7 and you will work 6 days a week with 1 day off which would be on rotational basis. You many, however, be required to work extra hours (as required by the exigencies of the work).

2. **Leave**

   a. As per Company policy, you shall be eligible for one Sick leave per month during the Training period. Subsequently, on confirmation, you shall be entitled for 12 days of casual leave and 12 days of sick leave, which shall be intimated at the time of confirmation.

3. **Medical**

   a. You are required to maintain yourself in a state of medical/physical/mental fitness. Any neglect on your part in this regard may render you medically unfit during service which in turn would render your services liable for termination with immediate effect, notwithstanding anything else in this letter.

4. **Responsibility**

   a. In view of your position in organization, you must effectively, diligently and to the best of your ability perform all the responsibilities and ensure results. In this regard, you are required not to engage in activities that has an adverse impact on the reputation/image of the Company, whether directly or indirectly.
   b. You need to comply with the Policies of the Company as they form an integral part of the terms of employment with the Company. Consequently, you are required to understand the scope and intent behind the policies and comply the same. These policies are updated/modified and new policies may be introduced from time to time. As and when this happens, the Company shall notify you and you shall be required to comply with the same.
   c. We trust you have not provided us with any false declaration or willfully suppressed any material information. Please note that you are required to inform us if there are any

agreements, oral or written, which you have entered into and which relate to your commitments under this agreement.

d. This appointment is based on the information given by you to us in your employment/personal data form and otherwise and shall be considered null and void if a material error/suppression of false details is discovered therein at any time which in turn would render your services liable for termination with immediate effect, notwithstanding anything else in this letter.
e. You shall always maintain Company property in good condition which may be given to you for official use during your service and shall return all such Company properties to the Company immediately on relinquishment of your services, failing which the cost of such properties shall be recovered from you.

5. Confidentiality

a. You shall observe utmost confidentiality and secrecy of all information received by you or entrusted to you during your employment and you shall at all times, whether during or after separation from the Company, act with utmost fidelity and do not disclose or divulge either written or orally, either through private or public any such data or information.
b. You may in the future, come into the possession of certain confidential information belonging to us including but not limited to trade secrets, customer lists, supplier lists, reports, documents, prices, pricing schedules, methods, processes, Knowledge data base or marketing plans and You at no time, shall reproduce, store in a retrieval system or transmit in any form or by any means – electronic, photocopying, scanning or otherwise any copyrighted material which is the property of the Company.
c. Cyber Crime - You hereby expressly agree that you shall not either directly/indirectly commit any cybercrime and not gain unauthorized access to the computer system or computer network, downloads, copies nor extract any information or data from such system. Access is denied to any unauthorized person due to risk of tampering of any system/network with the object of operating the account. Alteration or deletion of any information residing in a computer resource by diminishing the value or utility of the function of the computer system or network through any means or anything which has the effect of adversely affecting the performance of a computer network or the services or contravenes any provision of the Information Technology Act 2000 is punishable.
d. Violation of this agreement by you shall entitle us to other legal remedies, including attorney's fees and costs and this shall be governed by the laws of India and any disputes shall be settled through Chennai Court.

6. Notice Period

In the event of your resignation, if you wish to resign from the services of the Company during

the period of Training, you are to give one month's notice or compensation in lieu of notice as decided by the Company. However, the Company can terminate your services during probation without any notice.

7. Compensation

a. Your cost to the Company shall be INR **250,000/- (Two Lakh Fifty Thousand only)** per annum as stipend.
b. Your performance and contributions will be reviewed at the ends of 6 months and compensation will be revised based on the achievements
c. You are required to strictly maintain the secrecy and not divulge or communicate information regarding your remuneration/terms of employment to any other employee of the Company. Any such disclosure is a serious case of indiscipline and would render you liable for termination with immediate effect notwithstanding other
d. terms and conditions mentioned in the appointment letter.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Sincerely,

For **Kryptos Infotech LLP.**,



Dr. Sharda Aiyer
Vice President – Human Resources

L1 Supply Networks PVT Ltd.
1st floor , No.3, Second West Street, Kamaraj Nagar,Thiruvanmiyur, Chennai - 600041. Tel : 044-49525655.

11th Feb 2021

Mr. Ambati Venkata Bharath

6/81,Ramalayam Veedhi, Yerraguntla, Kadapa District, Andra Pradesh.
9989029739

Final Year Student of B.E. Civil Satyabhama University

*Dear Mr.***Ambati Venkata Bharath**

Sub: Offer Letter

Congratulations! *With reference to your application and the subsequent campus interview you had with us, we are pleased to Offer you the post of "**Business Development Executive**" at **L1 Supply Networks Pvt. Ltd.***

*Your Base Location will be **Chennai – Thiruvanmiyur Office***

Tentative Date of joining will be in July/August 2021. Date of Full Time Onboarding & part time training program will be communicated separately

This Offer will be valid subject to you submitting all educational related documents as communicated earlier.

General:

Your reporting relationship and responsibilities shall be assigned to you time to time.

Your employment will be on probation for a period of 6 months after the completion of training.

On completion of the successful probationary period, your employment will be regularized.

During the training and probationary period, the management reserves the rights to terminate the employment without any prior notice as an action upon unsatisfactory performance, misbehavior, wrong attitude towards work and any such non-suitable findings

Compensation:

-Your Yearly compensation – total cost to company (CTC) shall be maximum of **Rs.2,40,000/- (Rs. Two Lakhs Forty Thousand)**
(Fixed salary of Rs.15,000/month + Variable Component of Maximum additional 5000/Month +Petrol allowance)

-You shall be governed by the Service Regulations of the Company as amended from time to time and administrative orders of the Company and any such other rules / orders that may be in force.

Job Responsibilities:

The listed job responsibility is inclusive but not an exhaustive list of requirements

- Identify Potential Prospects in your defined territory & reach out to right people in person and over the phone and deliver a sales pitch.
- Identify the customer need & offer them the customized solution suiting their need in order to convert them as a L1 Supply Customer.
- Responsible for end to end sales from identifying & nurturing lead to payment collection
- Work Collaboratively with the other team members to ensure company objective is met

While this is intended to be a broader reflection of the current job, management reserves the right to revise the responsibilities or to require that other or different tasks be performed as assigned.

Working days and working hours:

Monday to Saturday will be the regular working days. However, in case of any special need arises such as trainings, review meetings, etc., Sunday will be announced as a working day with a prior notice and with a compensatory day off.

9.30a.m to 6.30p.m will be the regular working hours.

Leave Policy:

During the probationary period, every non – working day, other than the listed holidays will be treated as loss of pay.

It is advisable to avoid taking leaves from the duty unnecessarily.

However, on any unavoidable circumstances employee can request for leave by producing a duly filled in leave request form upon which the immediate supervisor will decide after due consideration.

Taking leave frequently will lead to the termination of the employment

Transfer and Deputation:

-Your services are liable to be transferred or deputed, temporarily or permanently to any of the units or branches of the company in India or abroad at the discretion of the management.

-In the event of your transfer/deputation, the rules relating to transfer / deputation will be applicable to you and you will be governed by the rules and regulations applicable of the management.

Confidentiality:

During the course of your employment with us you will have access to business information, which is confidential in nature. It is clearly understood and expressed that you shall not divulge any such information to anyone outside of the company during or after leaving the services of the company.

Other norms:

-You will abide by the rules and regulation of the company, which are in existence or framed from time to time. Your will not provide any false or wrong information to the company and thereby derive any financial or other benefits or advantages for yourself.

-On your taking up the employment with us you will have to produce the necessary certificates (Photocopies) in support of qualifications, experience and age for the purpose of verification in addition to two passport size photographs.

-You will Successfully complete your graduation & produce your provisional/degree certificate

Please sign the duplicate copy of this offer letter as a token of you having read, understood and accepted the appointment.

Welcome to the L1 Supply's family and look forward to a long, fruitful and exciting association with you.

Yours faithfully,
for L1 Supply Networks Pvt Ltd.,

R.Ganesh Kumar
Director

I have read and understood the terms and conditions of this appointment letter and accept the same

Mr. Ambati Venkata Bharath

L&T Technology Services

Ref.:LTTS-Mysore/HR/298070

Date:22/09/2021

Mr. Shaik Mohammed Feroz
H.no 86/297/1,mahalakshmi nagar,housing board last,b camp kurnool

Dear Shaik,

APPOINTMENT AS ASSOCIATE ENGINEER (TRAINEE)

"**Congratulations!** With reference to the interview you had with us, we have great pleasure in appointing you as an **Associate Engineer (Trainee)** with **L&T Technology Services Limited** (referred as 'Company' henceforth) on the following terms and conditions:"

1. Medical Fitness and Academic Requirement:

The offer is valid subject to you –

a. Being found medically fit by the Company's authorized Doctor;

b. Scoring minimum aggregate marks of 60% and above in 10th,12th & Diploma (if applicable), 60% and above in Graduation and successfully completing final year degree examination in the first attempt.

2. Period of Training

The Period of training will be for **up to 15 months** from the date of commencement of training.

The training commences on **01/10/2021** and it is essential that you join on this date. Please report to Ms **Jyothsna Dechamma Biddanda (Human Resources – Employee Relations & Compliance)** at the following address:

L&T Technology Services Limited SEZ Unit II, L&T Special Economic Zone, Module 9, Plot no 324-330, KIADB Industrial Area, Hebbal - Hootagalli, Mysore - 570018, Karnataka GST No 29AACCL4310P3Z7

Your exact department / location of posting will be decided solely by the Company after the orientation programme. You may be placed at any Location/ including project sites / Department, Function, or Offices of the Company and /or its Associate / Subsidiary Companies.

After accepting our offer, if you do not report on the date of joining, this letter of appointment stands automatically withdrawn. However, the Company reserves its right to change the date of joining at anytime.

The Company may, at its discretion, extend the period of training by such other period/s as it may deem fit based on the evaluation of your learning at any time during the said period. You may also note that the training period will not be reckoned as `Service'.

3. Signing of a Training cum Service Agreement:

You will be required to execute a Training cum Service Agreement to serve the Company for the period as determined by the Management.

4. Absorption

On successful completion of your training to the satisfaction of the Company, of which the Company shall be the sole judge, you will be placed in the Executive Cadre or an equivalent grade in any of the Departments / Offices of the Company. You will be treated as confirmed employee only when your services are confirmed in writing by the Company.

5. Salary
The remuneration comprising of Base Pay, Bonus and other elements, is subject to an annual review as may be decided by the Management Policy based on performance of individuals, team and company. Bonus Compensation earned and payable at a future date may be deferred or reduced, notwithstanding the achievements of the performance metrics, for unforeseen circumstances such as a pandemic like Covid-19, natural disasters or an act of God, that would adversely affect the business. The Base Pay amount may similarly be subject to deferment or reduction during the employment term subject to agreement by the Parties.

6. Provident Fund
You will be enrolled as a member of the Regional Provident Fund Organization from the day of your joining the Company.

7. Leave
You will be eligible for 'Leaves' as per the existing Leave Policy of the Company and as amended from time to time.

8. Working Hours
You will observe the working hours and holidays normally observed by the Department / Location you are assigned to. This may include working hours and holidays observed by the client.

9. Conduct
During the course of your training, you will carry out all directions and instructions issued to you by the Company, its officers and representatives. You will have to carry out your duties and obligations diligently and faithfully. The course and manner of your training will be decided solely by the Company at its discretion, and you may be required to work, as part of your training, in any other Location/ including project sites / Department, Function, or Offices of the Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

You shall not at any time engage in or be concerned with or be interested, directly or indirectly, in any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business.

You shall abide by the internal regulations specified in the Company's **'Code of Conduct'** which includes policies such as Confidentiality policy, Gift policy, Insider Trading and Policy on Prevention of Sexual Harassment and any future amendments and /or other policies which may become applicable from time to time. Any violation /breach of the above, shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors and may result in your services being terminated, without any notice, notwithstanding any other terms and conditions stipulated in this Offer letter.

Any invention or discovery made by you during the course of your training as ET/employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

Ref.:LTTSLTTS-Mysore/HR/298070

Date:22/09/2021

10. Termination of Appointment

a) The Company may at its discretion give 30 days' notice, or an amount equivalent to stipend and allowances in lieu thereof and terminate this Appointment of training. You may terminate this Appointment by giving 30 days' notice in writing together with concurrent payment of the amount of liquidated damages to the Company as provided in your "Service Agreement". In the event of your giving a shorter notice, the Company shall have the discretion to adjust any leave due to you or will recover from you such amount from your dues towards the shortfall in notice period. In any event you will be required to complete the handing over process as may be reasonably required by the Company.

b) The Company shall have the right to terminate this Appointment forthwith without any notice in the event of any of the following:

i) Breach of any of the conditions of this Appointment;
ii) Any misconduct on your part;
iii) Failure to carry out any of your duties and obligations.
iv) Unauthorized absence from or abstaining from attendance during training period.
v) If in the sole discretion of the Company, your continued association is / will be detrimental to the interests of the Company.

Provided further that, in the event of termination under Clause 10b, the trainee shall not be entitled to payment of any stipend, benefits or allowances except the statutory dues under applicable law.

11. Upon the determination of this Appointment of training for any of the reasons specified hereinabove in Clause 10 you shall be forthwith liable for performance of your obligations under the provisions of the "Service Agreement" furnished by you to the Company and the Company shall be entitled to forthwith enforce its rights there under at its discretion, without prejudice to any other rights that may be available to the Company.

12. Confidentiality of Contract

a. You are required to treat, as `strictly confidential' the affairs of the Company and its customers, of which you may be cognizant. The confidentiality has to be maintained particularly about drawings, quotations, specifications and other manufacturing information, which you may have access to.

b. You will treat the terms of this Appointment as confidential.

13. Disputes & Arbitration

Any dispute or difference or claim arising in connection with this Appointment shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T Technology Service at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T Technology Services or the Trainee / Employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Trainee / Employee may in its discretion deem fit. The venue of arbitration shall be at Mumbai and the Courts at Mumbai shall have exclusive jurisdiction. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.

14. Joining
On the date of joining please bring following documents in **Original** for verification along with **two sets of attested copies** [from a to i] of all the documents.

a. Proof of age - either S.S.C. Certificate or School Leaving Certificate (Please note that no document other than the above will be acceptable for verification of Date of Birth)

b. S.S.C & H.S.C or equivalent examination marks-sheets.

c. Mark sheets of all the semesters / years of Diploma in Engineering. (This is applicable to those who have done their Engineering Degree after passing Diploma examinations)

d. Mark sheets of all the examinations appeared (separately for each semester) 1st semester onwards, of Degree in Engineering

In case you are unable to produce marksheet pertaining to your final year engineering degree course, you will have to give a written declaration to produce the same within one month of your joining date failing which your training is liable to be terminated.

e.**Service Agreement and Guarantee documents along with** address proof of guarantors duly completed in accordance with the instructions provided in the instruction sheet.

f. A Self-certified copy of your **Aadhar Card**

g. Four copies of your recent colour photograph in passport size with Background in red colour and two copies in stamp size.

h. A Self-certified copy of your PAN Card

i. Name of your Bank, IFSC Code, bank Account Number where your stipend & allowances have to be credited. Please provide a cancelled cheque leaf of your bank in support of this.

You will not be permitted to join if you fail to complete any of the other requirements specified above.

15. All communications / notices should be addressed to:

L&T - Technology Services Ltd.,
SEZ Unit II, Hazel-Block L3,
Ground Floor, Manyata Embassy Business Park,
Nagawara, Bangalore 560045

Ref.:LTTSLTTS-Mysore/HR/298070 Date:22/09/2021

16. Acceptance Letter

If this offer is acceptable to you, please sign and return to us immediately the duplicate copy of this letter in token of your acceptance of the terms and conditions. In case your acceptance is not received within 3 days from the date of issue of this letter, the letter of appointment will automatically stand withdrawn.

You will keep us informed of your local / contact address & Email ID whenever there is any change.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,
For L&T Technology Services Ltd.,

I have read, understood and accept the terms and conditions herein and affix my signature hereunder in confirmation of acceptance of my appointment.

_____
(SIGNATURE & DATE)

L&T Technology Services

Ref.:LTTSLTTS-Mysore/HR/298070

Date:22/09/2021

Annexure

Shaik Mohammed Feroz	**Designation: Associate Engineer(Trainee)**
Grade:	**LTTS-2**

Salary Components	MONTHLY (INR)	ANNUAL (INR)
Basic Salary	15,500	1,86,000
Flexible Benefit Plan (FBP)	14,975	1,79,700
Allowances & Reimbursements under FBP - House Rent Allowance - Meal Card - Education Allowance - Mobile Expense Reimbursement - Leave Travel Assistance (LTA) - FBP Balance	Eligibility under each of these components is mentioned in the attached FBP	
Gross ==>	30,475	3,65,700
Provident Fund (@ 12% of basic salary)	1,860	22,320
Total fixed compensation ==>		3,88,020
Bonus		12,000
Total compensation ==>		**4,00,020**

L&T Technology Services

Ref.:LTTSLTTS-Mysore/HR/298070

Date:22/09/2021

Flexible Benefit Plan for LTTS-2

Under the Company's Flexible Benefit Plan (FBP), you are eligible for the following allowances and reimbursements:

Components	Explanation	Eligibility
Flexible Benefit Plan (FBP)	FBP is a menu of allowances and reimbursements available to an employee within her / his Total Compensation. Employees may choose the components as per their requirements and manage their taxes within the ambit of prevailing Income tax rules.	
House Rent Allowance (HRA)	Employee can claim HRA as a %age of the Basic Salary. Subject to the production of original rent receipts and fulfilment of other terms & conditions as per the prevailing Income Tax rules, employees can claim tax exemption in case they stay on a rental accommodation	Min HRA – 10% of Basic Max HRA – 40% or 50% of Basic as per the city of residence
Meal Card	Employees can opt for a Meal Card. An Amount of INR 2,200 per month will be allocated from your FBP eligibility and credited to your Meal Card. Employees have a choice not to opt for Meal Card. In that case, no allocation from your FBP eligibility will be made to the Meal Card.	Meal Card Amount INR 2,200 p.m. Employee to choose either 'Yes' or 'No'
Children Education Allowance	Employees can opt for Children Education Allowance up to a maximum of 2 children from their FBP eligibility and the same will be tax-exempt as per prevailing Income Tax rules.	INR 100 per child p.m. Self-Allocated by employee
Mobile Expenses Reimbursement	Employees can opt for Mobile Phone Expenses reimbursement from their FBP eligibility, subject to the maximum amount eligible for their grade. Actual expenses incurred on official calls will be tax-exempt as per prevailing Income Tax rules subject to production of bills.	Max INR 2,000 p.m. Employee to choose any amount upto INR 2,000
Leave Travel Assistance (LTA)	LTA is tax-exempt twice in a block of 4 years subject to the prevailing Income Tax rules. The current block being 2018 - 2021. Employees can opt for LTA from their FBP eligibility subject to a maximum amount eligible as per their grade. Actual tax exemption will be provided based on actual expenses incurred on production of bills/tickets and within the overall purview of Income Tax rules.	Max – INR 4,000 p.m. Employee to choose any amount from '0'to INR 4,000
FBP Balance	The unallocated FBP portion will be disbursed on a monthly basis as 'FBP Balance' and will be fully taxable. Any allocated component as above, but unclaimed at the year end will be paid as 'Unclaimed FBP' component and will be fully taxable.	Automatically Paid

Ref.:LTTSLTTS-Mysore/HR/298070

Date:22/09/2021

Notes:

1. **Bonus** – You will be eligible for Bonus based on the Company Performance for the respective financial year. This amount is inclusive of bonus payable, if any, under the Payment of Bonus Act (1965), including any amendments thereto. The actual amount of Bonus Payable will also depend upon the period served by you in the financial year.

Employees who are active and on the rolls of the Organization as on 31st March of the respective financial year will be eligible for Bonus. However, this clause is applicable to employees who have joined on or before 1st October of the respective financial year.

2. **Hospitalization Insurance and Group Personal Accident Insurance** - You will be covered under the Company's Hospitalization Insurance and Group Personal Accident Insurance Policy as per the applicable terms and conditions.

3. **Group Term Life Insurance** – You have an option to cover yourself under the Company's Group Term Life Insurance Policy by paying a nominal premium. The terms and conditions for Group Term Life Insurance will be as per the Group Term Life Insurance Policy of the Company and in case of death of an employee, the proceeds of the Term Insurance are paid to the family member of the employee.

4. Only Basic Salary shall attract retiral benefits.

5. The eligibility for payment of Gratuity is a minimum of 5 years of continuous service in the Company.

6. Tax Liability, if any, on the above payments will be borne by the employee.

Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowance will be governed by the rules and regulations of the company as may be applicable from time to time.

DirectCore/RH7730087/250391/Pune/June/V0

PRIVATE AND CONFIDENTIAL

June 18, 2021

Nandhini M
2-1-34, thiruvalluvar colony, 2nd street, jakkampatti,
Aundipatti.
Dear Nandhini M,

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Associate Software Engineer**,** in **Band** 5 and **Level** 2 with our organisation. The gross compensation will be **INR** 4,00,000/- (Four Lakhs **rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/-(Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/-(Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

At Mphasis we believe we have a historic opportunity of building a global world class company. We also believe we are very unique in several ways – our equal strengths in Applications, BPO and ITO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards empowerment; initiative; flawless execution and leadership. In return, we promise to provide you a platform to grow and fulfill your personal and professional goals. We look for professionals like you who would partner the future growth of the Organization. We are confident that with your skills, competencies and capabilities you would be a valuable addition to the team.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us on June 24, 2021 at Pune. The reporting time is **9:00 AM.** You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

Mphasis
The Next Applied

ANNEXURE – 1

Name	**Nandhini M**
Band	**Band 5**
Level	**Level 2**
Title	**Associate Software Engineer**
Total Compensation / CTC	4,00,000
Band	Band 5
Level	Level 2
Salary Component	**Amount (in Rs./Month)**
Basic	13,333
House Rent Allowance	8,242
Leave Travel Allowance	NA
Special Allowance	3,333
Ex-Gratia / Bonus*	4,500
Total Fixed Cash	29,408
Variable Pay	1,667
Provident Fund Contribution (PF)	1,800
Mediclaim Insurance Premium	458
Target Cost to Company	33,333
Target Cost to Company (per annum)	**4,00,000**

Note:

* As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as “Ex- Gratia".

** Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

Mphasis
The Next Applied

ANNEXURE - 2

TERMS OF EMPLOYMENT

Your employment at Mphasis Limited. ("The Company") will be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

1.1. A working day shall comprise of nine hours.

1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance.

1.3. At times you may be required to work beyond 8 working hours.

1.4. Employees at the client site shall follow the working hours as applicable at client site.

2) Place of Employment

2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.

2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company's policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4) Salary and Benefits

4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.

4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is the Company policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.

4.4. The term 'financial year' denotes the period starting from 1st November to 31st of October of the following calendar year

5) Relocation

You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

6) Group Insurance, Provident Fund and Gratuity

6.1. From the month following the month of joining, the Company will provide you coverage under the following Policies at no cost to you up to the date of cessation of employment:

6.1.1. Group Mediclaim Policy (for all employees)

6.1.2. Group Gratuity- scheme (all employees)

7) Leave Entitlement Policy

As per the Company's existing Leave policy you will be entitled to twenty four working days of Privilege leave annually which is calculated at 2 days for every month of completed service. This is an earned leave and included any other form of casual or medical leave.

8) Termination

8.1. Your employment with the Company is subject to termination on:

8.1.1. Three month's prior notice by either side

8.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

8.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.

8.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

8.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or

8.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc.) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or

8.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.

8.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you.

In the event of termination under Clause 8.4.2, you shall not be entitled to any benefits whatsoever.

9) Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

10) Confidentiality

10.1. You agree at all times during the term of your employment and thereafter (without limit of time);

10.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and

10.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.

10.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis IT Services.

10.2. For the purposes of Clause 10.1, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

10.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.

11) Intellectual Property

11.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.

11.2. You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment with Mphasis (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

12) Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

12.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;

12.2. In particular, you expressly consent to:

12.2.1. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;

12.2.2. The transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

12.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to the Company by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.

12.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Company policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

13) Non-Compete

You will certify to maintain Customer exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by the Company to such client, either directly or indirectly with any of 'Mphasis' client or any third party exposed to you. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to Mphasis as damages.

14) Non Solicitation of Employees and Clients

You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:

(A) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of the Company; or

(B) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as

an Employee of the Company for any purpose related in any manner to the business of the Company.

(C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.

15) Warranty

15.1. You warrant that your joining the Company will not violate any agreement to which you are or have been a party to.

15.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Company.

15.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.

15.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services

16) Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

17) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month of your 60th birthday.

18) General

18.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure

18.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).

18.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.

18.4. Should any part of this agreement be declared illegal or unenforceable, the arties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of

the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

Contact Us:
T : +91 080 6750 1000
F : +91 080 6695 9943
E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited
Registered Office:
Bagmane World Technology Centre,
Marathahalli Outer Ring Road, Doddanakundi Village,
Mahadevapura, Bangalore 560 048, India
CIN: L3007KA1992PLC025294

Mphasis
The Next Applied

Acknowledgement and Acceptance of Appointment with Mphasis

I,_____have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on_____(Date).

Signature : _____

Name : _____

Date : _____

Place : _____

Contact Us:
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CIN: L3007KA1992PLC025294

Annexure - 3

At the time of joining Mphasis the following documents and information must be made available to us.

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process.

Sl.No	Sl.No Documents
1	To process your salary - PAN card copy is mandatory, in case you do not have a PAN Card - apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html or apply on your day of joining at our helpdesk
2	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
3	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
4	Your latest salary slips or salary certificate*
5	Experience proof - Relieving letter from previous employers (if previously employed) *. The relieving letter or resignation acceptance need to be submitted in original
6	Service certificate from present Employer
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable income with break up) till the last date of your employment with them along with PAN number if available.
8	5 Passport Size Photographs
9	Copy of passport (All sheets)
10	Copy of your updated resume
11	Joining kit duly filled in by you
12	Signed - Non Disclosure Agreement

- *Originals need to be submitted. These original certificates will be returned to you after due verification.

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.

- Being an ISO certified company, it is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.

- It is mandatory for all Mphasis employees to possess a valid passport. Else, please apply for one. You are expected to have a valid passport within 60 days from the time you join Mphasis.

- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.

    - DOB and Name of Father, Mother, Spouse, Child/ Children
    - Educational details with the passing year
    - Your past experience details with the exact years and role played to be mentioned.
    - Blood Group
    - 1 Passport size photograph of all your dependents
    - Your Citibank account number, if existing already.
    - Your PF account number with current employer
    - Your PAN number
    - Passport number, Place of issue, Date of issue, Validity: From and to date.

Digitally signed by DS MPHASIS LIMITED 1
Date: 2021.06.18 11:43:46 UTC
Reason: Authorised by Srikanth Karra
Location: Bangalore

DirectCore/RH7729186/243398/Pune/June/V0

PRIVATE AND CONFIDENTIAL

June 18, 2021

Ontela Anuja

3-41 DURGASAMUDRAM,TIRUPATI(Rural mandalam),CHITTOOR DIST,ANDHRA PRADESH-517561
Andhra Pradesh Chitoor
, India.

Dear Ontela Anuja**,**

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Associate Software Engineer**,** in **Band** 5 and **Level** 2 with our organisation. The gross compensation will be **INR** 4,00,000**/-** (Four Lakhs **rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/-(Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/-(Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

At Mphasis we believe we have a historic opportunity of building a global world class company. We also believe we are very unique in several ways – our equal strengths in Applications, BPO and ITO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards empowerment; initiative; flawless execution and leadership. In return, we promise to provide you a platform to grow and fulfill your personal and professional goals. We look for professionals like you who would partner the future growth of the Organization. We are confident that with your skills, competencies and capabilities you would be a valuable addition to the team.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us on June 24, 2021 at Pune. The reporting time is **9:00 AM.** You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

Mphasis
The Next Applied

ANNEXURE – 1

Name	**Ontela Anuja**
Band	**Band 5**
Level	**Level 2**
Title	**Associate Software Engineer**
Total Compensation / CTC	4,00,000
Band	Band 5
Level	Level 2
Salary Component	**Amount (in Rs./Month)**
Basic	13,333
House Rent Allowance	8,242
Leave Travel Allowance	NA
Special Allowance	3,333
Ex-Gratia / Bonus*	4,500
Total Fixed Cash	29,408
Variable Pay	1,667
Provident Fund Contribution (PF)	1,800
Mediclaim Insurance Premium	458
Target Cost to Company	33,333
Target Cost to Company (per annum)	**4,00,000**

Note:

* As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as “Ex- Gratia".

** Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

Mphasis
The Next Applied

ANNEXURE - 2

TERMS OF EMPLOYMENT

Your employment at Mphasis Limited. (“The Company") will be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

1.1. A working day shall comprise of nine hours.

1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance.

1.3. At times you may be required to work beyond 8 working hours.

1.4. Employees at the client site shall follow the working hours as applicable at client site.

2) Place of Employment

2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.

2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company’s policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4) Salary and Benefits

4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.

4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is the Company policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.

4.4. The term 'financial year' denotes the period starting from 1st November to 31st of October of the following calendar year

5) Relocation

You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

6) Group Insurance, Provident Fund and Gratuity

6.1. From the month following the month of joining, the Company will provide you coverage under the following Policies at no cost to you up to the date of cessation of employment:

6.1.1. Group Mediclaim Policy (for all employees)

6.1.2. Group Gratuity- scheme (all employees)

7) Leave Entitlement Policy

As per the Company's existing Leave policy you will be entitled to twenty four working days of Privilege leave annually which is calculated at 2 days for every month of completed service. This is an earned leave and included any other form of casual or medical leave.

8) Termination

8.1. Your employment with the Company is subject to termination on:

8.1.1. Three month's prior notice by either side

8.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

8.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.

8.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

8.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or

8.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc.) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or

8.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.

8.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you.

In the event of termination under Clause 8.4.2, you shall not be entitled to any benefits whatsoever.

9) Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

10) Confidentiality

10.1. You agree at all times during the term of your employment and thereafter (without limit of time);

10.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and

10.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.

10.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis IT Services.

10.2. For the purposes of Clause 10.1, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

10.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.

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11.2. You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment with Mphasis (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

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You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: –

12.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;

12.2. In particular, you expressly consent to:

12.2.1. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;

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(A) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of the Company; or

(B) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as

an Employee of the Company for any purpose related in any manner to the business of the Company.

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16) Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

17) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month of your 60th birthday.

18) General

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18.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).

18.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.

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the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

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CIN: L3007KA1992PLC025294

Acknowledgement and Acceptance of Appointment with Mphasis

I, _____ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on _____ (Date).

Signature : _____

Name : _____

Date : _____

Place : _____

Annexure - 3

At the time of joining Mphasis the following documents and information must be made available to us.

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process.

Sl.No	Sl.No Documents
1	To process your salary - PAN card copy is mandatory, in case you do not have a PAN Card - apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html or apply on your day of joining at our helpdesk
2	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
3	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
4	Your latest salary slips or salary certificate*
5	Experience proof - Relieving letter from previous employers (if previously employed) *. The relieving letter or resignation acceptance need to be submitted in original
6	Service certificate from present Employer
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable income with break up) till the last date of your employment with them along with PAN number if available.
8	5 Passport Size Photographs
9	Copy of passport (All sheets)
10	Copy of your updated resume
11	Joining kit duly filled in by you
12	Signed - Non Disclosure Agreement

- *Originals need to be submitted. These original certificates will be returned to you after due verification.

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.

- Being an ISO certified company, it is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.

- It is mandatory for all Mphasis employees to possess a valid passport. Else, please apply for one. You are expected to have a valid passport within 60 days from the time you join Mphasis.

- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.

    - DOB and Name of Father, Mother, Spouse, Child/ Children
    - Educational details with the passing year
    - Your past experience details with the exact years and role played to be mentioned.
    - Blood Group
    - 1 Passport size photograph of all your dependents
    - Your Citibank account number, if existing already.
    - Your PF account number with current employer
    - Your PAN number
    - Passport number, Place of issue, Date of issue, Validity: From and to date.

Digitally signed by DS MPHASIS LIMITED 1
Date: 2021.06.18 11:43:46 UTC
Reason: Authorised by Srikanth Karra
Location: Bangalore

MRUDAAN MEDICAL

30th July 2021

Mr.Siva Sankar
91, North Street, Andankulam,
Tirunelveli (Dt) – 627 118
Mobile: 8883778294

Dear Mr. Siva Sankar,

Sub: Offer of Appointment

With reference to your resume and our discussion, we are happy to issue this Offer of Appoint for you as Sales and Service Engineer in our concern.

As agreed by both of us, your consolidated salary will be Rs. 13000.00 per month. Out of this, Rs. 11000/- will be paid every month and balance Rs. 2000/- will be kept with us as Security. The accumulated Security amount will be returned to you after completion of 3 years without interest and again deduction will be started from Fourth year onwards.

You will be stationed in Chennai and cover enter Southern India for Sales and Service. However, you may be transferred to anywhere in Southern India.

You have to give undertaking that you will work with us for minimum of THREE years. In case if you decide to resign from the job, you will have to give 2 months notice or 2 months Salary to the company and hand over all the materials and train the new engineers before leaving. In case, if you do not work for Three years or do not serve the notice periods, the accumulated Security amount will not be refunded and forfeited by the company.

Your responsibilities are to find the prospective customers, develop and convince the customer and get the order to achieve the sales Target. Further, install the equipment and in case of any failure, service the equipment and ensure customer satisfaction. Also to bring Service Revenue as per the advice of the undersigned. Also identify the competitor's information, prepare techno-commercial comparison etc. In addition to the above, you have to plan and reduce the expenses and also to have close contact with all the top-level executives in leading hospitals, upcoming projects etc. However the responsibilities, place of works are subject to change at any time according to the company requirement.

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During your tenure in our company, you should not indulge in any other business, help or work for any other company etc directly or indirectly.

Your services can be terminated without any notice, in case of indiscipline or irregular movement from your side or any complaints from your superior or customers etc. The management decision is final in this.

You have to ensure that you handover all the company materials, technical and non-technical information's, before you leave the company. Since the nature of your Post & responsibility is traveling, during your services in our company, while in Chennai or during travelling, you are responsible for yourself, your personal belongings and company materials, items that you are carrying etc. company is not responsible in case of any theft or loss or accident in any form to yourself or to the company items etc. Since you job profile involves frequent traveling, you have to take all the precautions recommended by the Government to safeguard yourself from Covid or any type viruses.

You have to maintain the confidentiality of our company details during your services with our company and also after you resign from our company.

We are very confident that you will adhere to the company policies and help our company to reach a new height.

Please sign in the duplicate of this letter as token of acceptance.

Thanking you,

Yours faithfully,
For *Mrudaan Medical Technologies*

V. Prabha

V. Prabha
Propreitrix

Mrudaan Medical Technologies
Old No. 5, New No. 3/154, Main Road, Rajaji Nagar, Madipakkam, Chennai – 600 091, India.
Ph: +91 44 22580881; Telefax: +91 44 22580881; Mobile: +91 9840934041
For Sales Email: mrudaan1@gmail.com
For Service please contact: mrudaanservice@gmail.com

MRUDAAN MEDICAL

30th July 2021

Ms. Vindhiya
119, Anna Nagar, Thiruvampattu Village
Gingee Taluk,
Villupuram District – 604205
Mobile: 8754356633

Dear Ms. Vindhiya,

Sub: Offer of Appointment

With reference to your resume and our discussion, we are happy to issue this Offer of Appoint for you as Sales and Service Coordinator in our concern.

As agreed by both of us, your consolidated salary will be Rs. 13000.00 per month. Out of this, Rs. 11000/- will be paid every month and balance Rs. 2000/- will be kept with us as Security. The accumulated Security amount will be returned to you after completion of 3 years without interest and again deduction will be started from Fourth year onwards.

You will be stationed in Chennai and cover enter Southern India for Sales and Service. However, you may be transferred to anywhere in Southern India.

You have to give undertaking that you will work with us for minimum of THREE years. In case if you decide to resign from the job, you will have to give 2 months notice or 2 months Salary to the company and hand over all the materials and train the new engineers before leaving. In case, if you do not work for Three years or do not serve the notice periods, the accumulated Security amount will not be refunded and forfeited by the company.

Your responsibilities are to find the All sales coordination activities like quotation preparing, finding prospective customers, develop and convince the customer and help company to get the order to achieve the sales Target. Further, help Service department to install the equipment and in case of any failure, service the equipment and ensure customer satisfaction. Also to bring Service Revenue as per the advice of the undersigned. Also identify the competitor's information, prepare techno-commercial comparison etc. In addition to the above, you have to plan and reduce the expenses and also to have close contact with all the top level executives

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in leading hospitals, upcoming projects etc. However the responsibilities, place of works are subject to change at any time according to the company requirement.

During your tenure in our company, you should not indulge in any other business, help or work for any other company etc directly or indirectly.

Your services can be terminated without any notice, in case of indiscipline or irregular movement from your side or any complaints from your superior or customers etc. The management decision is final in this.

You have to ensure that you handover all the company materials, technical and non-technical information's, before you leave the company. During your services in our company, while in Chennai or during travelling, you are responsible for yourself, your personal belongings and company materials, items that you are carrying etc. company is not responsible in case of any theft or loss or accident in any form to yourself or to the company items etc. Also you have to take all the precautions recommended by the Government to safeguard yourself from Covid or any type viruses.

You have to maintain the confidentiality of our company details during your services with our company and also after you resign from our company.

We are very confident that you will adhere to the company policies and help our company to reach a new height.

Please sign in the duplicate of this letter as token of acceptance.

Thanking you,

Yours faithfully,
For *Mrudaan Medical Technologies*

V. Prabha

V. Prabha
Propreitrix

Mrudaan Medical Technologies
Old No. 5, New No. 3/154, Main Road, Rajaji Nagar, Madipakkam, Chennai – 600 091, India.
Ph: +91 44 22580881; Telefax: +91 44 22580881; Mobile: +91 9840934041
For Sales Email: mrudaan1@gmail.com
For Service please contact: mrudaanservice@gmail.com

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CIN: U93000MH2016PTC273870

support@mycaptain.in
1800 121 676767

Dear Ankita Mitra,

Subject : Appointment in the position of **Business Development Executive**

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in Climber Knowledge and Careers Pvt. Ltd. subject to the following terms and conditions. You will be based out of **Bangalore**.

AGREEMENT CUM APPOINTMENT LETTER

THIS AGREEMENT is made on 19th April 2021 between Climber Knowledge and Careers Pvt Ltd, a company registered under the Companies Act, 2013 (hereinafter called the "company") of the one part and Ankita Mitra (Hereinafter called the "Employee") of the other part. WHEREAS The company is desirous of appointing Ankita Mitra as its Business Development Executive and the Employee has agreed to the terms and conditions outlined here below.

NOW THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed in Annexure-1.

- The Employee shall perform such duties and exercise such powers, that may from time to time be assigned to or vested in him by the company.

- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the company.

- The Employee shall obey the orders from time to time of the Board of Directors of the company and in all respects conform to and comply with the directions given and regulations made by the Board. He shall well and faithfully serve the company to the best of his abilities and shall make his utmost endeavours to promote the interests of the company.

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- The company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The company can terminate your contract any time if you-

    - Commit any material or persistent breach of any of the provisions contained.

    - Be guilty of any default, misconduct or neglect in the discharge of your duties affecting the business of the company.

7.WORKING HOURS:

Your standard working hours will be 11:30 AM to 8:30 PM, Monday through Saturday. In view of your position in the Company, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Company may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

8.DATE OF JOINING:

As per our discussion you will report to the Company on **the joining date will be shortly communicated by the company as an Business Development Executive - Trainee**

9.TRAINING PERIOD:

You shall be on Training Period for 3 months, from the date of joining the Company. The company reserves the right to terminate the tenure of the job upon performance or behavioural grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance. Upon hitting your targets you shall be receiving a stipend of up-to **Rs 18,000 plus incentives.**

10.LEAVE:

You will be entitled to a total leave of **12 sick leaves** in a year where not more than one day of leave can be redeemed per month and **12 paid leaves** in a year which can be redeemed based on your performance

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and time period with the company. All **National Holidays** will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11.NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and *may* give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.

- In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the company equivalent to the last drawn three month's salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.

- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If the termination is initiated by you, The Company reserves the right to recover from you, an amount equivalent to three month's salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.

- If termination is initiated by you, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorised to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The company also reserves the right to legally prosecute the employee in the case of breach of contract.

- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or

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- breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business

- The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

12.BASKET OF ALLOWANCES(BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

13.NON-DISCLOSURE AGREEMENT

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to "source code", "graphical assets", "source repositories", "technical documentation", "development binaries", "company internet accounts", etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

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15. NON COMPETE AND NON SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organisation during the bond period.

16.EARNINGS

During Internship which spans for a period of 3 months, mentioned in clause 9.
month will be paid with monthly and quarterly incentives (Please note – In case during the internship period the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents .)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive **G3** (refer Annexure)**.**

Basis the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure.

- Business Development Executive G 1: Gets a salary of INR 4 - 4.5 Lakhs PA.
- Business Development Executive G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- Business Development Executive G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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We hope you have a great learning experience with us and grow in the process of this role.

Thank you.



Anush Ramachandran
Operations Manager
Climber Knowledge and Careers Pvt Ltd

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: **Date:**

Name:

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Annexure 1

Operations Executive G3		
Components	**Per month (INR)**	**Annual (INR)**
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

Operations Executive G2		
Components	**Per month (INR)**	**Annual (INR)**
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

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Operations Executive G1		
Components	**Per month (INR)**	**Annual (INR)**
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear Naga Lakshmi Chittitalli Ravuri,

Subject : Appointment in the position of **Business Development Executive**

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in Climber Knowledge and Careers Pvt. Ltd. subject to the following terms and conditions. You will be based out of **Bangalore**.

AGREEMENT CUM APPOINTMENT LETTER

THIS AGREEMENT is made on 19th April 2021 between Climber Knowledge and Careers Pvt Ltd, a company registered under the Companies Act, 2013 (hereinafter called the "company") of the one part and Naga Lakshmi Chittitalli Ravuri (Hereinafter called the "Employee") of the other part. WHEREAS The company is desirous of appointing Naga Lakshmi Chittitalli Ravuri as its Business Development Executive and the Employee has agreed to the terms and conditions outlined here below.

NOW THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed in Annexure-1.

- The Employee shall perform such duties and exercise such powers, that may from time to time be assigned to or vested in him by the company.

- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the company.

- The Employee shall obey the orders from time to time of the Board of Directors of the company and in all respects conform to and comply with the directions given and regulations made by the Board. He shall well and faithfully serve the company to the best of his abilities and shall make his utmost endeavours to promote the interests of the company.

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- The company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The company can terminate your contract any time if you-

    - Commit any material or persistent breach of any of the provisions contained.

    - Be guilty of any default, misconduct or neglect in the discharge of your duties affecting the business of the company.

7.WORKING HOURS:

Your standard working hours will be 11:30 AM to 8:30 PM, Monday through Saturday. In view of your position in the Company, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Company may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

8.DATE OF JOINING:

As per our discussion you will report to the Company on **the joining date will be shortly communicated by the company as an Business Development Executive - Trainee**

9.TRAINING PERIOD:

You shall be on Training Period for 3 months, from the date of joining the Company. The company reserves the right to terminate the tenure of the job upon performance or behavioural grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance. Upon hitting your targets you shall be receiving a stipend of up-to **Rs 18,000 plus incentives.**

10.LEAVE:

You will be entitled to a total leave of **12 sick leaves** in a year where not more than one day of leave can be redeemed per month and **12 paid leaves** in a year which can be redeemed based on your performance

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and time period with the company. All **National Holidays** will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11.NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and *may* give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.

- In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the company equivalent to the last drawn three month's salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.

- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If the termination is initiated by you, The Company reserves the right to recover from you, an amount equivalent to three month's salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.

- If termination is initiated by you, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorised to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The company also reserves the right to legally prosecute the employee in the case of breach of contract.

- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or

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- breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business

- The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

12.BASKET OF ALLOWANCES(BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

13.NON-DISCLOSURE AGREEMENT

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to "source code", "graphical assets", "source repositories", "technical documentation", "development binaries", "company internet accounts", etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

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15. NON COMPETE AND NON SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organisation during the bond period.

16.EARNINGS

During Internship which spans for a period of 3 months, mentioned in clause 9.
month will be paid with monthly and quarterly incentives (Please note – In case during the internship period the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents .)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive **G3** (refer Annexure)**.**

Basis the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure.

- Business Development Executive G 1: Gets a salary of INR 4 - 4.5 Lakhs PA.
- Business Development Executive G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- Business Development Executive G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

Branch Office: Bengaluru
Climber Knowledge and Careers Pvt. Ltd,
Third Floor, Classic Arena Hosur Rd,
AECS Layout- A Block, Singasandra,
Bengaluru, Karnataka- 560068
CIN: U93000MH2016PTC273870

support@mycaptain.in
1800 121 676767

We hope you have a great learning experience with us and grow in the process of this role.

Thank you.



Anush Ramachandran
Operations Manager
Climber Knowledge and Careers Pvt Ltd

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: **Date:**

Name:

Branch Office: Bengaluru
Climber Knowledge and Careers Pvt. Ltd,
Third Floor, Classic Arena Hosur Rd,
AECS Layout- A Block, Singasandra,
Bengaluru, Karnataka- 560068
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Annexure 1

Operations Executive G3		
Components	**Per month (INR)**	**Annual (INR)**
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

Operations Executive G2		
Components	**Per month (INR)**	**Annual (INR)**
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Branch Office: Bengaluru
Climber Knowledge and Careers Pvt. Ltd,
Third Floor, Classic Arena Hosur Rd,
AECS Layout- A Block, Singasandra,
Bengaluru, Karnataka- 560068
CIN: U93000MH2016PTC273870

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Operations Executive G1		
Components	**Per month (INR)**	**Annual (INR)**
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

26-February-2021

Chinta Sai Bhavani Dileep
Sathyabama Institute of Science & Technology (SIST)

Dear Chinta Sai Bhavani Dileep,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **Technical Graduate Trainee** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.
During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

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NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
   a. Xth Certificate and mark sheet
   b. XIIth Certificate and mark sheet
   c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by ***28-February-2021*** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: DocuSigned by: Ch.S.B.Dileep CC28883DF5394E7... _____

Date: February 27, 2021 | 3:39 AM CST

Chinta Sai Bhavani Dileep

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NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

DECLARATION

I, Chinta Sai Bhavani Dileep (Name of the Candidate) S/o, D/O, W/O CHINTA POORNACHANDRA RAO, having permanent address at Flat no: 307,VidyaVihar apartments, Prakash nagar,Narasaraopet do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE: DocuSigned by: Ch.S.B.Dileep CC28883DF5394E7...

NAME: Chinta Sai Bhavani Dileep

DATE: February 27, 2021 | 3:39 AM CST

PLACE: NARASARAOPET

Oracle Solution Services (India) Private Limited

Registered office address:
7th and 8th Floor
Commerce @ Mantri 12/1, 12/2,
Nayanappasetty Palya Village
Bannerghatta Road
Bengaluru 560076
Karnataka

Phone +91 80 4029 6000
Fax +91 80 4029 6475
CIN: U72900KA1995PTC018327

Reference ID: 104049

02 June 2021

Sai Charan Karakavalasa

Dear Sai Charan,

We are pleased to offer you employment in the position of Associate Consultant with Oracle Solution Services (India) Private Limited ("Oracle"). Your base of operation is Bengaluru, India. This offer of employment is made based on India laws.

We offer you a starting compensation at an annual rate of INR 600,000.00 payable over twelve (12) months. In addition, you will be eligible to participate in the standard bonus compensation plan relevant to your role and line of business.

You will also be eligible to participate in the variable Bonus Plan applicable to your role, line of business and region (the Delivery Discretionary Bonus Plan). At your career level, you may be eligible to earn variable bonus up to 11.00% per annum on your Annual Gross Pay (Base Salary) in accordance with the terms and conditions of the Delivery Discretionary Bonus Plan. This bonus is discretionary and is also subject to a number of factors, including your performance, the performance of the company and your line of business, and the funding of the bonus pool.

The break-up of Total Gross compensation is given below:

Components	**Amount (INR) p.a**
A. Basic salary	251,012.00
B. Flexible Benefit Plan (FBP) **	306,793.00
C. Annual Gross Pay AGP (A+B)	557,805.00
D. Company's contribution to PF	30,121.00
E. Company's contribution to Gratuity	12,074.00
Total Gross (C+D+E)	**600,000.00**

** - Details of Flexible Benefit Plan is provided in the Annexure *"Employment Agreement & Employment Benefits"*

The Company may, at any time, review and/or restructure the Compensation Package.

Oracle Solution Services (India) Private Limited

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Commerce @ Mantri 12/1, 12/2,
Nayanappasetty Palya Village
Bannerghatta Road
Bengaluru 560076
Karnataka

Phone +91 80 4029 6000
Fax +91 80 4029 6475
CIN: U72900KA1995PTC018327

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement & Employment Benefits, Proprietary Agreement and Disclosure of interest.

In addition to these terms and conditions stated in the above documents, there are other company policies and procedures which you agree to observe and follow during your employment with Oracle. These company policies and procedures may be varied from time to time.

International transfers may be subject to a background check, depending on their function and location, and applicable laws and regulations, provided they did not go through the screening process when they were originally hired at Oracle. In some countries, local laws and regulations and local Oracle policy may prohibit the screening of merger and acquisition employees.

This offer of employment is contingent upon no adverse information being obtained during reference checking with previous employers, approval of your employment / immigration pass application (if applicable) and satisfactory completion of Oracle's pre-employment background screening process. If you fail any of the above checks, validation or approval, or do not cooperate or provide assistance in undergoing such checks, validation or approval process, this offer will immediately lapse without any claim against, or liability to Oracle.

Once all the information has been obtained and you have satisfactorily completed and passed Oracle's pre-employment background screening process, you will be advised of your commencement date. Upon commencement with Oracle, a final background check will be undertaken in respect of your former employment as may be applicable. In the event that you have provided incorrect, false or misleading information in relation to your former employment, your employment with Oracle will immediately be terminated without any notice.

In the event that you have commenced working for Oracle prior to completion of the background screening process, and have subsequently fail any of the checks, validation or approval, or have not co-operated or provided assistance in undergoing such checks, validation or approval process, your employment will be terminated with immediate effect without any claim against, or liability to Oracle.

By accepting this offer you confirm that there are no contractual or other legal impediments which may prevent you commencing employment with the Company. Upon acceptance by you, this offer shall form the employment agreement between you and the Company.

New employees are inducted **every Monday/ Thursday beginning 9.30am**. You may therefore choose to commence on any Monday or Thursday based on prior confirmation. On your day of commencement you will be required to sign in all pages including Employment Agreement for our records, a copy of the offer and the Proprietary Information Agreement.

The letter of offer is valid for 2 weeks from the date hereof for conveying your acceptance and conditional on confirmation by you that you will commence employment on the date specified by

Oracle Solution Services (India) Private Limited

Registered office address:
7th and 8th Floor
Commerce @ Mantri 12/1, 12/2,
Nayanappasetty Palya Village
Bannerghatta Road
Bengaluru 560076
Karnataka

Phone +91 80 4029 6000
Fax +91 80 4029 6475
CIN: U72900KA1995PTC018327

your Manager Kanchan Manoharan (unless agreed otherwise by your Manager).

This offer will automatically lapse if not accepted within 2 weeks from the date hereof.

Yours Sincerely,
For and on behalf of Oracle Solution Services (India) Private Limited

Srihari Beldona
Vice President - Human Resources, India

OFFER LETTER ACCEPTANCE:

I acknowledge that I have read and understood the terms of this offer letter. I understand that as a pre-condition of my employment by Oracle, I will also be required to review and accept

- An Employment Agreement which, together with this offer letter, will constitute my formal contract of employment; and
- A separate Proprietary Information Agreement.

In addition to the terms and conditions stated in the above documents, there are other company policies and procedures which I agree to observe and follow during my employment with Oracle. These company policies and procedures may be varied from time to time at Oracle's discretion.

PERFICIENT
vision. execution. value.

INTERNSHIP OFFER LETTER

20-07-2021

Dear Bhavani Chakkaravarthy,

On behalf of Perficient India, we are pleased to offer you an Internship opportunity for a period starting from 02-08-2021 to 01-02-2022 reporting to Ramesh Balasubramaniyan. We are confident you will find Perficient to be an excellent company in which to invest your time, talents, and energy. Perficient invests in our people through training, the opportunity to work with advanced technologies, and to work with other creative people. You will make a great addition to the talented team that is building Perficient into one of the leading technology management consulting firms in the World.

On successful completion of the Training / Probation period, your employment with the company will stand confirmed subject to the Terms and Conditions as per rules, regulations and policies of the Company.

You will be paid INR. 27000/- as stipend during Internship period which will be paid after deducting PF and applicable taxes. On your joining, you are expected to enter into an agreement, which specifies the details of the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Perficient India Pvt. Ltd. (Refer Indemnity Bond).

The terms and conditions of this offer letter shall remain confidential and are not to be disclosed to any third party. To confirm please send your acceptance of the offer to GDCCHennaiHR@perficient.com on or before 22-07-2021. We request you to please carry a signed copy of the offer letter & other required documents (Annexure 1) on the day of your joining.

You will be going through various training including project shadowing during your probationary period. You are expected to complete assigned activities successfully.

Expected behavior: Attention to detail is required; Dependable and Commitment

Please review and sign to confirm acceptance no later than close of business on 22-07-2021. Sincerely,
Gayathri Hariharan

Director – Human Capital Management

I accept the above offer, and will begin on:

Signature: ----------

Signature: ----------

Terms and Conditions

1. You will be working from Chennai, India. During the service, you will be liable to be transferred to any other location, department, function, establishment, or branch of the Company or its subsidiary, associate or affiliate Company. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.

2. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

3. You will provide Perficient with any reports that are deemed necessary, including periodic summaries of your work-related activities and accomplishments.

4. Your designation may be changed at the discretion of the company depending on the work assigned to you.

5. Your performance will be reviewed annually. You may be eligible for an additional salary adjustment based upon accomplishment of goals and objectives as defined by your management team.

6. The working hours applicable to you will be the same as are observed depending upon your work place of posting and as amended from time to time. Further you should be prepared to work on any shift, as may be warranted by the Company's / Client's work requirement.

7. Your normal hours of work are from 0930 hrs to 1830 hrs Monday to Friday inclusive with a one hour lunch break. This accounts for 40 hours of minimum effective work per week. Depending on project contingencies, working hours for specific employees or groups of employees may be modified / altered from time to time.

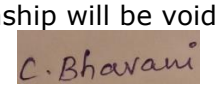
8. If you are absent for a continuous period of 8 days leave without obtaining Manager's prior approval, your services will be terminated without notice.

9. You will not be eligible for any other benefits as offered to other Full-Time employees

10. **Probation Period:** You will be on probation/training for a period of **6 Months**, from the date of joining. Upon satisfactory performance during the probation/training period, your employment may be confirmed and accordingly communicated to you.

11. **NOTICE PERIOD:** Your services can be terminated by either party by giving to the other, a notice of 60 days in writing. The company however, reserves its right to terminate your employment by giving you salary for 60 days in lieu of the notice. The company reserves its right to recover an amount equivalent to 60 days salary on pro-rata basis if you fail to give to the company adequate notice of your intention to terminate your employment. Any termination by the Company for a cause will be without notice.

12. This offer of appointment is subject to successful background checks (which may include Criminal checks, Identity check, Education verification) being conducted either by Perficient or an appropriate third party, and the results of such background checks being favorable in Perficient's reasonable opinion. If this condition is not satisfied, then this offer of internship will be void or will



Signature: ----------

become void, on notice by Perficient. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

13. On termination of employment, you will immediately give up to the company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, backup copies of programs source / data, etc. belonging to the company or relating to its business and shall not make or retain any copies of the items.

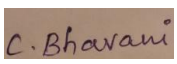
14. RESPONSIBILITIES

a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Perficient, whether directly or indirectly.

b. You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

c. Perficient is committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including the Code of Business Conduct and other policies of the Company as they form an integral part of the terms of employment with Perficient. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.



Signature: ----------

GENERAL AGREEMENT

a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement. You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event, the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts or misconduct or non-performance, your appointment with the company shall stand terminated/cancelled without any notice.

b. Your Internship terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.

c. These Internship terms supersede and replace any existing agreement or understanding, if any, between Perficient and you relating to the same subject matter.

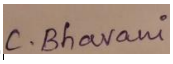
d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

f. Your Internship with Perficient will be on at-will basis, and no contract for any specific term or for any specific condition is to be implied. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

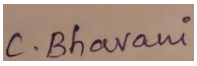
g. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Name:Bhavani.C

Signature.... 

Date: 22/07/2021

Place:Cuddalore



Signature: ----------

CONFIDENTIALITY AGREEMENT

a. During the term of your Internship, you will have access to confidential information of both Perficient and its customers. You will hold in trust, and not disclose to any party, directly or indirectly during your Internship with Perficient and thereafter, such confidential information. 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 the Company. Therefore, please ensure that you maintain as secret and confidential all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) and shall not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Perficient and in the course of your Internship. This covenant shall endure even after cessation of your Internship with Perficient (irrespective of the circumstances of, or the reasons for the cessation).

b. In your work for Perficient, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer 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 Perficient.

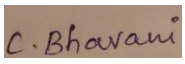
ASSIGNMENT OF INTELLECTUAL PROPERTY

During your tenure with the Company you shall disclose and assign to Perficient as its exclusive property, all developments developed or conceived by you solely or jointly with others that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies or facilities and shall comply with the Policies of the Company in relation to Intellectual Property.

NON-COMPETE

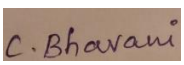
In the course of your Internship with the Company you will be providing services to customers or clients of the Company during which process you would be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company.

Name:Bhavani.C

Signature 

Date: 22/07/2021

Place:Cuddalore



Signature: ----------

CONFLICTS OF INTEREST

a. You are required to engage yourself exclusively in the work assigned by PERFICIENT and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. 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 Perficient.

c. The Conflict of Interest Policy also refers to the need on your part, during your Internship and for a period of one year from the cessation of your Internship with Perficient (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of Perficient to terminate their Internship with Perficient or to accept Internship with any competitor, supplier or any customer with whom you have a connection.

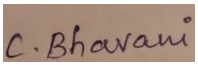
ii. Any customer or vendor of Perficient to move his existing business with Perficient to a third party or to terminate his business relationship with Perficient.

iii. Any existing employee 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 your HR, to understand the position of PERFICIENT and resolve the conflict.

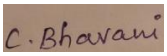
I have read and understood the above mentioned 'Conflict of Interest' policy and declare that there is no 'Conflict of Interest' in my Internship with Perficient. If any conflict arises in the future, I undertake to promptly inform my supervisor of the same.

Name:Bhavani.C

Signature 

Date:22_/07/2021

Place:Cuddalore



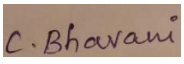
Signature: ----------

ANNEXURE – 1

Documents / Information required to be submitted on the day of Joining:

On the day of joining you are requested to bring the following original documents and certificates (For Verification purpose), along with 1 copy of each.

- □ Acceptance copy of Perficient India Pvt. Ltd. duly signed offer Letter.
- □ Certificates' supporting your educational qualifications along with marks sheets.
- □ Xth Certificate & mark sheets
- □ XIIth Certificate & mark sheets
- □ Graduation Degree Certificate & Semester/year-wise mark sheets
- □ Master's Degree Certificate & Semester/year-wise mark sheets
- □ Diploma/PG Diploma Certificate & Transcripts (If Applicable)
- □ Any other Certificate with supporting documents
- □ PAN Card (Mandatory)
- □ AADHAR Card (Mandatory)
- □ Passport size photographs 3 colored photos.
- □ Valid Passport – Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HCM Team. if you do not have a passport please apply ASAP and submit the acknowledgement.



Signature: ----------

DRESS CODE

Dress is an integral aspect of an individual's personality and is considerably influenced by Context and occasion. The Perficient Dress Code Policy intends to ensure that you demonstrate the professional character of the company by the way you present yourself at work, and in a way that allows you to maintain your credibility and professionalism.

Guidelines:

You can dress in office casuals throughout the workweek. However, on certain occasions you will be required to dress formally. Employees in sales / client facing roles are required to be dressed in
formal attire. Employees while at client site are required to adhere to the dress code specified by the client. In all respects, office decorum AND decency has to be maintained.

Here is an indicative list of what is considered appropriate and not appropriate for MALE employees

Appropriate Dressing

* Full / half-sleeved shirts (tucked in)
* Formal / casual trousers
* Formal shoes

Inappropriate Dressing

* T-Shirts without Collar / Round neck T-Shirts with Casual Images / Motifs
* Oversized/ unshapely shirts/T-shirts
* Dhotis / Kurta-Pyjama
* Short Kurtas
* Shorts
* Worn Out/ Torn jeans /Sandblasted Jeans/Jeans with flashy patterns/ Patches
* Casual home wear slippers / Floaters/Flip flops
* Bright and Flowery shirts with casual images/ motifs
* Track pants

Here is an indicative list of what is considered appropriate and not appropriate for WOMEN employees

Appropriate Dressing

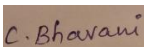
* Saris / Salwar Kameez
* Shirts
* Trousers
* Skirts
* Formal shoes / sandals / formal slippers

Inappropriate Dressing

* Slippers (Hawaii) /Casual home wear slippers / Floaters/ Flip flops
* Clothes those are inappropriate/ revealing
* Shorts
* Worn Out Jeans / Sandblasted Jeans / Jeans with Flashy Patterns / Patches
* Wrap-Around Skirts / Gathered Skirts
* Track pants
* Bright and flowery shirts with casual images/ motifs

Tips for a Professional look:

- ➢ Ensure that you look well-groomed, clean, polished and smart Wear the right colors that blend in - avoid colors that are too bright / gaudy.
- ➢ Differentiate between clothes to work and clothes elsewhere.
- ➢ Make sure that your dress does not hinder your working style.
- ➢ Know the kind of work of workplace you are in and dress to feel confident and Comfortable



Signature: ----------

WINSPARK INNOVATIONS LEARNING PVT LTD.
1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
http://www.planetspark.in

Offer Letter

Date: 23/07/2021

To

Pravin B B Rajpurohit

Employee Code: _ PS04341

Dear Pravin,

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **03 August 2021.** You will be working from home and in the domestic process

You will be paid gross emoluments and incentives as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY
Encl.: As above

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
Gross Salary	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		**590400**

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

1. **Personal Particulars:**
   You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. **Probation**
   You will be in probation period of 21 Days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

3. **Nature of Work:**
   You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

4. **Training:**
   You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

5. **Intellectual Property Right:**
   If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall

assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

1. **Secrecy/Confidentiality:**
   You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

2. **Annual Leave:**
   You will be entitled to 4 annual leaves for every completed quarter at the company.

3. **Termination of Service:**
   Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

4. **Appointment in Good Faith:**
   It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

   The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

   Sincerely,
   For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



"I hereby accept this offer and I Confirm that I have signed out of the placement process"

Signature Date

Qspiders

Software Testing Training Institute
A Unit Of Test Yantra Software Solutions Pvt.Ltd

CIN No : U72200KA2007PTC044701
www.qspiders.com

CALL LETTER

Date: 17/02/2021

Dear G. Gopinath Reddy

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from ..... May ..... On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes Core JAVA, Manual Testing, SQL.
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 80% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
- Give everyday presentations.
- **Bring this offer letter on the first day along with all semester marks cards, 10th & 12th / PUC and any Government ID proof document.**

**This letter is valid only for 2021 . If you come on any other date, free training will not be valid. You may have to pay fees and attend the training.

Incubation address: # 333, 1st Floor, Heidelberg Building G.S.T Road, Chrompet, Chennai - 600 044

Thanks & Regards,

Chrompet /QSpiders
Chennai
9[illegible]11022

USN No: _____

CONFIDENTIAL

July 28, 2021

Mr. Ravipati Sasi Venkata Sree
2-49-5, AMBICA NAGR 3RD STREET,
ILTD JUNCTION, RAJAHMUNDRY,
EAST GODAVARI, ANDHRA PRADESH, 533101

Subject: Offer Letter

Dear Ravipati,

Thank you for showing interest & taking your time out for the interviews through campus placement. Subsequent to the discussions you had with us, we are pleased to offer you the position of **"Graduate Engineer Trainee"** in Grade GET with Grindwell Norton Limited, a group company of Saint-Gobain.

Your fixed annual compensation termed as Gross Annual Compensation (GAC) will be **Rs.4,30,000/-** per annum. Over and above this, you are eligible for an Annual Performance Linked Incentive. The breakup of the compensation package and the details of the incentive are provided in **Annexure 1**. Your place of initial joining will for the purpose of induction will be Mora Plant. Your project location will be communicated to you post induction. However, your employment is transferable as per the requirements of the business.

Request you to communicate your acceptance to this offer on or before July 31, 2021, by providing a signed copy of the Offer Letter and Standard Terms & Conditions, failing which the offer will stand withdrawn. On successful verification of all the documents mentioned in the **Annexure 2**, you will be issued a Letter of Appointment on the day of your joining.

We welcome you to join us for a bright and rewarding career with the Saint-Gobain Group.

Yours sincerely,
For GRINDWELL NORTON LIMITED



Anwesa Sen

Head – Human Resources

I have read and understood the terms and conditions and accept the offer; I confirm that I will join on _____.

Signature: _____Date: _____Place: _____

Name: _____

Grindwell Norton Limited
Registered Office: Leela Business Park, 5th Level, Andheri-Kurla Road, Marol, Andheri (East) • Mumbai - 400 059 • India
Tel: +91-22-40212121 • Fax: +91-22-40212102 • www.grindwellnorton.com • CIN No. L26593MH1950PLC008163

Annexure 1

Compensation Details

Designation	Graduate Engineer Trainee
Grade	GET
Joining Location	Training will start in Grindwell Norton Ltd –Mora Plant, Mora-NAD-Karanja, Uran,Navi Mumbai – 400704
Place of Posting	Location to be communicated post preliminary training
Date of joining	On or before August 09, 2020
Business	Abrasives
Trainee period	1 year

Emoluments : Your emoluments will comprise of a Gross Annual Compensation (GAC) and Variable Pay (Incentive/Bonus) as follows:

Components	Detailed Break-Up	Amount in Rupees (per annum in INR)
Basic	Basic Salary	202,100
HRA	House Rent Allowance	101,050
Total Allowances	Communication Allowance	7,200
	Education Allowance	2,400
	Leave Travel Allowance	15,000
	Statutory Bonus	16,800
	Other Allowance	51,093
Retirals - Employer Contribution	Provident Fund - 12%	24,252
	Gratuity – 5% (notional)	10,105
Gross Annual Compensation (GAC)		4,30,000

Incentive:

You will be entitled to an Annual Performance Linked Incentive as per the scheme fixed by the Company. This incentive will be in lieu of Bonus due to you, if any, under the Payment of Bonus Act. Incentive will be paid annually. The incentive payable will be in a range of 0 - 35% of your Gross Annual Compensation (GAC) and will be based on your Individual and Business Performance.

Others:

You will be entitled to other Benefits including:

- Mediclaim Insurance coverage for self and family as per company policy
- Group Personal Accident Insurance Coverage, etc. applicable, as per Company rules

You will be eligible for project allowance for non-metro Rs.1,00,000/- p.a. (One Lakh rupees) & for metro Rs.1,20,000/-p.a. (One Lakh and Twenty Thousand rupees). This amount will be paid quarterly, basis on your project location. Note - Project allowance will not be applicable at your home location.

Annexure 2

LIST OF DOCUMENTS REQUIRED AT THE TIME OF JOINING:

1. Three passport size photographs (business formals with white background)
2. One set of photo copies of the following documents together with originals for our verification:
   a. Birth Certificate (SSLC or equivalent Pre-College Certificate).
   b. Educational Certificates – 10th, 12th, Graduation/Diploma & Post-graduation (if applicable)
   c. Employment Certificates (where applicable).
      i. Relieving Letter/Service Certificates of previous employments
      ii. Copy of last 3 months' salary slips of the current / recent past employer
   d. Copy of PAN Card
   e. Copy of Aadhar Card
   f. Copy of PF UAN Card / UAN No./ Aadhar card
   g. Copy of Address Proof (Passport / Aadhar/ Driving License)
   h. Copy of cancelled cheque with your name/ Bank details screenshot as per Bank App/Passbook photo

Note : Please read the following documents attached:

- The Standard Terms & Conditions of Employment

Adherence to the above standards is a requirement for all employees of the Saint-Gobain Group in India. This offer is subject to your being found medically fit by our medical practitioner, your reference/antecedent check and verification of your original education and employment documents

Income Tax on the above emoluments will be deducted at source, according to the current Income Tax laws.

Training - You will be governed by a 2 year service agreement starting from your date of joining. This programme will help you to utilize the knowledge in the area of work.

SIEMENS

Chillakuru Sai Vinay Reddy
504, aakruti arcade, street 4, sanath nagar,
hyderabad, telangana- 500018

Siemens Technology and Services Pvt. Ltd.

Date	**24 March 2021**
Name & Email	Vedvati Karandikar, vedvati.karandikar.ext@siemens.com
Dept	HR / Talent Acquisition
Company	Siemens Technology and Services Pvt. Ltd.
Our reference	240151/5982706

Dear Chillakuru**,**

We're really excited you want to join Siemens and further your career with us.

We are pleased to offer you the position of **Graduate Trainee Engineer** starting **05 July 2021** in **Digital Discrete Industries** Division in **Bangalore** Location.

Your annual compensation, calculated on a cost-to-company basis, is **Rs. 5,00,000 /- p.a. (Rupees Five Lakhs Only)**, with the details provided in **Annexure I**. On successful completion of your probation period, your Target Pay will be incremented by Rs. 50,000/- and the Position Level will be PL11. The Position Title and Designation will be according to the position that you will be assigned based on business needs. This is a one-time increment and all future increments will be subject to annual performance cycles.

Your appointment is based on the terms and conditions provided in the attached Annexures with a few points to note here:

1. **Start date** – We look forward to you joining us, and in the unfortunate event you do not join us on your confirmed start date, your appointment will automatically be withdrawn. Please note that your date of joining the organization will be maintained in the electronic employee master of the Company, known as your “Seniority Date” and shall be considered as final.
2. **Office location** – You are initially appointed to work in our **Bangalore** office.
3. **Residence proof** – The address in your application shall be deemed to be correct for sending any communication to you.
4. **Date of birth** – Based on your declaration we have recorded your date of birth as **21 December 1999**
5. **Offer** – The Company reserves the right to withdraw this employment offer/conditional appointment before or after the start date, due to background/reference checks not being satisfactory and or there being restrictions on your ability to work with us. However, the above-mentioned reasons are not necessarily exhaustive, and the decision of the Company is final and binding.

SIEMENS

We welcome you as a member of Siemens family and look forward to your long and fruitful association with us. Kindly return the duplicate of this letter, signed in the place indicated, confirming your understanding and acceptance of the above and enclosed Annexures.

Yours faithfully,

Siemens Technology and Services Pvt. Ltd.

Nag Debapriya

Digitally signed by Nag Debapriya
DN: cn=Nag Debapriya, o=Siemens, email=debapriya.nag@siemens.com
Date: 2021.03.25 13:47:12 +05'30'

Debapriya Nag
Head-Compensation and Benefits
Human Resources

Acceptance of Terms & Conditions of Employment

I hereby agree that I have read and understood the terms and conditions as stated in this letter (reference no 240151/5982706) dated (**24 March 2021**) plus the enclosed Annexures and accept employment with **Siemens Technology and Services Pvt. Ltd.** with our internal organizational unit, job family and level code of **IN-TI-BASTU-TE**

Enclosures:

Annexure I – Compensation structure
Annexure II – Service conditions
Annexure III – Terms & conditions of employment
Annexure IV – Terms & conditions of employment in relation to inventions made by the employee
Annexure V – Joining formalities

Candidate Signature: _____ **Date:**_____

Chillakuru Sai Vinay Reddy

Siemens Technology and Services Pvt. Ltd.
Management: Pankaj Vyas

84, Keonics Electronics City
Hosur Road
Bengaluru 560100
Karnataka, India

Tel.: +91 80 33134651
Fax : +91 80 67115261
Web: www.siemens.co.in/sts
E-mail: contact.sts.in@siemens.com

Registered Office: Plot No. 2, Sector No. 2, Kharghar Node, Navi Mumbai – 410210; Telephone +91 22 39672000; Fax +91 22 27740169;
Corporate Identity Number: U99999MH1986PTC093854. Former name: Siemens Information Systems Ltd.
Other Offices: Bengaluru, Chennai, Gurgaon, Mumbai, Noida, Pune.

SIEMENS

ANNEXURE I

Compensation Structure

Name: Chillakuru Sai Vinay Reddy

Date: 24 March 2021

Position Level: 12

Business Title: Graduate Trainee Engineer

Division:**Digital Discrete Industries**

Compensation Structure		
Sr. no.	**Heads of Payment**	**Compensation (Rs.)**
(A)	**Basic Salary p.m.**	**15,000**
(B)	Base Flexible Pay (BFP) p.m.	24,147
	Total Allowances / Benefits p.m.	**24,147**
(C)	**Base Pay p.m. (A + B)**	**39,147**
	Retirals p.m.	
	Co. Contribution Provident Fund (12 % of Basic)	1,800
	Co. Gratuity Provision (4.8% of Basic)	720
(D)	**Total Retirals p.m.**	**2,520**
(E)	**Total Fixed Pay (TFP) p.m. (C + D)**	**41,667**
(F)	**Target Pay p.a. (E * 12)**	**5,00,000**
Insurance Benefits		**Sum Assured (Rs.)**
Group Health Insurance Policy coverage p.a. (with a provision of enhancement of the base cover upto 200%)		2,00,000
Group Personal Accident Insurance coverage p.a.		40,00,000
Group Term Life Insurance coverage p.a.		5,00,000
EDLI coverage		6,00,000
Leave (Notional monetised value of 22 earned leaves for full year)		11,000
ESI coverage		Not applicable as gross salary above ESI eligibility

For Siemens Technology and Services Pvt. Ltd.

Nag Debapriya

Digitally signed by Nag Debapriya
DN: cn=Nag Debapriya, o=Siemens, email=debapriya.nag@siemens.com
Date: 2021.03.25 13:47:39 +05'30'

Authorised Signatory

As per company policy, the entitlement of gratuity will be the actual eligible amount calculated in line with the Payment of Gratuity Act, 1972, without any upper cap. However any amount above ₹ 20 Lacs (if applicable) will be subject to income tax as per rules.

National Pension Scheme (NPS) can be opted for after joining.

Statutory Bonus will be paid to eligible employees as per Payment of Bonus (Amendment) Act, 2015.

All present & future taxes related to your employment will be borne by you.

Siemens Technology and Services Pvt. Ltd.
Management: Pankaj Vyas

84, Keonics Electronics City
Hosur Road
Bengaluru 560100
Karnataka, India

Tel.: +91 80 33134651
Fax : +91 80 67115261
Web: www.siemens.co.in/sts
E-mail: contact.sts.in@siemens.com

Registered Office: Plot No. 2, Sector No. 2, Kharghar Node, Navi Mumbai – 410210; Telephone +91 22 39672000; Fax +91 22 27740169;
Corporate Identity Number: U99999MH1986PTC093854. Former name: Siemens Information Systems Ltd.
Other Offices: Bengaluru, Chennai, Gurgaon, Mumbai, Noida, Pune.

SIEMENS

Annexure II

Service Conditions

1. **Service Conditions Overall**

You shall serve the company diligently, faithfully and to the best of your skill and ability. You shall perform the duties entrusted to you with high standard of initiative, efficiency and economy. You shall at no time refuse to do any work/activities as allotted to you by your supervisors. You shall endeavor to increase your knowledge and skill through execution of jobs assigned to you from time to time.

You will be governed by rules, regulations and service conditions (as mentioned in the attached Annexures), applicable to the employees of your level working in the establishment of the company in which you will be working. The Company, however, reserves the right to add, alter and amend the said service conditions as may be considered necessary from time to time.

2. **Working Hours**

You will be governed by the working hours prevailing in the establishment in which you work. You will be notified of your actual duty timings from time to time. You may be required to work in shifts as and when considered necessary by the Company.

3. **Holidays**

You will be entitled to paid holidays as decided by Management. Such list of holidays will be notified at the beginning of the year.

4. **Work Location**

You are initially appointed to work in the location noted in the above letter. Based on business requirements, you may be temporarily or permanently transferred to any company forming part of Siemens or to its associate companies or business associates anywhere in India or overseas at the sole discretion of the company. You may be required to furnish a specific Service Agreement/Deputation Agreement if you are sent abroad for the purpose of training or Company's business.

5. **Probation and Confirmation**

You shall be on probation for a period of six months with effect from your start date. The probation period may be extended by the company at its sole discretion. During the period of probation, or any extension period thereof, there is one month's notice on either side.

On successful completion of the probation period, you shall be deemed automatically confirmed unless your probation period has been extended with a probation extension letter provided in advance.

As a confirmed employee there is three months' notice on either side. Kindly note that the Company reserves the right to claim compensation (@target pay) for any notice period not served. However, you cannot pay the company in lieu of the notice to be served.

Termination of employment will require one/three months' notice (as applicable for probation/confirmed status) or salary in lieu of notice.

Siemens Technology and Services Pvt. Ltd.
Management: Pankaj Vyas

84, Keonics Electronics City
Hosur Road
Bengaluru 560100
Karnataka, India

Tel.: +91 80 33134651
Fax : +91 80 67115261
Web: www.siemens.co.in/sts
E-mail: contact.sts.in@siemens.com

Registered Office: Plot No. 2, Sector No. 2, Kharghar Node, Navi Mumbai – 410210; Telephone +91 22 39672000; Fax +91 22 27740169;
Corporate Identity Number: U99999MH1986PTC093854. Former name: Siemens Information Systems Ltd.
Other Offices: Bengaluru, Chennai, Gurgaon, Mumbai, Noida, Pune.

SIEMENS

6. **Retirement**

All employees will retire from the Company on attaining superannuation at the age of 60 years. However, the Company at its sole discretion, may decide to retire an employee prior to the employee attaining the age of superannuation.

7. **Maternity/Childcare Facilities for Women employees**

As part of the Company's efforts to support work life balance for women employees during and post maternity, apart from fully complying with the provisions of the Maternity Benefit Act, 1961 the Company also extends additional facilities such as extended paid/unpaid leave etc. For details of the Company policy on Maternity Benefit please refer to the Policies section on the Intranet.

8. **Confidentiality**

Please note that your compensation is personal and strictly between you and the Company. It has been determined based on numerous factors such as your education, experience, specific skills and professional merit. We advise you to use discretion in handling this information and any subsequent revisions made therein.

9. **Background Verification**

Your appointment is conditional upon satisfactory reference and background checks (education, employment history and other details furnished by you in your application). It is also contingent upon your ability to work for the Company without restriction (e.g. non-compete obligations or other restrictive clauses with any previous employer). In case any information given by you is found false or incorrect at any point in time of your employment, the appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.

10. **Residential Proof**

The address as indicated in your application shall be deemed to be correct for sending any communication to you. Any communication sent to you at the given address shall be deemed to have been served upon you. You shall inform the change in residential address, if any, in writing to the HR Department within three days from the date of such change.

11. **Programmes and Initiatives**

In order to remain competitive our Company undertakes number of programmes or initiatives like Benchmarking, Continuous Improvements, Cost reduction, Training and Development, reorganisation etc. You are required to actively participate and contribute to such programmes or initiatives.

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Annexure III

Terms & Conditions of Employment – General

Employee shall observe and conform to such duties, directions and instructions as communicated to him by the Company and those in authority over him.

Employee shall not at any time hereafter, without the consent in writing of the Company except under legal process, divulge or utilize any matter relating to the Company's transactions or dealings, which are of confidential nature.

Employee shall not use any of the designs, drawings, software, literature, and machines etc. of the Company for any purpose other than Company's business.

All software including packages as well as its associated documentation developed by the employee in the course of the duties shall be sole and exclusive property of the Company.

Employee shall be true and faithful to the Company in all his accounts, dealing and transactions, relating to the business of the Company and shall at all times, when required, render a true and just account thereof to the Company or such persons as shall be authorized to receive the sum.

Employee shall not during the continuance of his employment, without the consent of the Company in writing, be employed or interested, directly or indirectly in any other trade or business, employment or occupation whatsoever and will devote the whole of his time and attention to his duties.

Employee shall be responsible for safekeeping and return, in good condition and order, of all Company's property, which may be in his use, custody or charge.

A high standard code of conduct is expected from an employee and any behavior reflecting unfavorably on him or the Company is questionable and liable for disciplinary action. Employee shall also ensure compliance to the Business Conduct Guidelines (BCG) that are globally binding rules for all employees applicable across Siemens companies, the details of which are available on the HR Intranet. In addition, The BCG declaration form (available on the HR intranet) is required to be signed by every employee upon joining/promotion and once in every two years thereafter.

Employee shall abide by the information security policy of the organization and adhere to it.

At the time of separation from the services of the Company, the employee is expected to settle all his outstanding dues towards the Company including the Liquidated Damages, if any, etc. at once. In case of any default/ delay in settlement of outstanding dues, the Company will be free to recover such dues by appropriate means, with interest at the market rate.

Employee shall also be required to abide by terms and conditions in addition to those mentioned above which are in force for the time being or may be framed from time to time.

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Annexure IV
INTELLECTUAL PROPERTY RIGHTS & KNOW-HOW
TERMS AND CONDITIONS OF EMPLOYMENT AGREEMENT

a) Company shall own all rights, titles and interests in the Intellectual Property which includes but not limited to all Work product and Know-How (including inventions, ideas, experiences, concepts, algorithms, designs, tools, trade secrets, source code, technical documentation, program development components, technologies, expert reports etc.) created/conceived by the Employee during the tenure of their employment with the Company. The Employee undertakes to waive and not assert any moral rights which may accrue to the Employee in respect of the Intellectual Property.

b) Employee shall disclose to the Company promptly in writing about any Intellectual Property including the Work product and the Know-How (tangible and intangible form) conceived/created during the tenure of their employment with the Company.

c) Company and its affiliates shall have right to seek statutory protection of the Intellectual Property in the form Intellectual Property Rights (IPRs) including Patents, Trademarks, Copyrights, Utility Models and/or Industrial Designs. Company and its affiliates shall be free to use, exploit, maintain and permit to lapse such IPRs.

d) If by operation of law or otherwise, any or all work product or any component or element thereof, is deemed to be the IPRs of the Company, the employee hereby agrees to assign, irrevocably and to the fullest extent permitted by law, to the Company and its affiliates, its successor and assigns, ownership of all such IPRs.

e) Employee agrees to cooperate with the Company to do whatever is reasonably necessary to secure and maintain the IPRs of the Company and/or establishing Company's rights over Intellectual Property during the course of their employment as well as after termination of the employment.

f) Employee shall not publish/present orally or in written form, except with the express written consent of Company, any information in related to the Intellectual Property including the Work product and Know-How in any form on third party platforms/ third party during the course of their employment as well as after termination of the employment.

g) Employee shall obtain necessary clearance from the Intellectual Property department of the Company before the last date of employment with the Company. Employee shall disclose to the Company promptly in writing about any Intellectual Property conceived/created during tenure of employment with the Company before the last date of employment with the Company. Upon termination of his/her employment, the Employee agrees to immediately return all tangible embodiments of the Intellectual Property, including but not limited to data, drawings, documents, and notes developed during their employment. Employee shall not make any copies or attempt to recreate the tangible embodiments of the Intellectual Property post termination of his/her employment with the Company.

h) Employee shall inform the Company at the commencement of his employment with the Company of all Intellectual Property previously made by him, which he is not precluded by contract from disclosing to the Company and for which an application for a patent or for a registered design has not yet been made. The Company will be free to adopt any of the Employee's Intellectual Property disclosed to the Company at the commencement of his employment with the Company and conceived during his employment with the Company, and to assign to others the right to adopt it, and the Company will be absolutely entitled to any industrial or commercial protection rights anywhere in the world including rights arising from the obtaining of letters of patent or design registration in respect of such Intellectual Property. The Company will notify to the employee if and to what extent the Company will adopt the said rights.

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Annexure V

Joining Formalities

Please bring the following documents with you at the time of joining, with your originals also for verification.

1. This Offer Letter with your original signature (for hand over to Company) – *On joining, this letter serves as your official Appointment Letter*
2. Photocopy of birth certificate / S.S.C. certificate / mark sheet (2 copies)
3. All educational documents from 10th to highest education / semester wise mark sheet & provisional / convocation certificate (2 copies)
4. Photocopy of all previous employment / experience certificate / relieving certificate
5. Photocopy of passport / ration card / driving license / Aadhar card (3 copies)
6. Photocopy of PAN / acknowledgement of PAN application (3 copies)
7. To apply for PF transfer please bring the below necessary information:
   - PF number / EPS number
   - Previous employer contact details to contact for PF related communications
   - Whether previous company PF is maintained by Trust or RPFC account
   - RPFC office or PF trust address
   - Bank account number & Bank IFSC Code
8. To use your existing ICICI or HDFC Bank for your salary account, please bring a void cheque

If you have any questions, please contact us at:

- AskHR: Phone: 1-800-419-6677 (toll free number)
- Monday till Friday between 6.00 am to 8.00 pm

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Mukka Sushitha Reddy
4-86/C, Sai nagar, Keshavayagunta, Tirupathi,
Andhra Pradesh, 517501.

Siemens Technology and Services Pvt. Ltd.

Date **24 March 2021**
Name & Email Vedvati Karandikar,
vedvati.karandikar.ext@siemens.com
Dept HR / Talent Acquisition
Company Siemens Technology and Services Pvt. Ltd.
Our reference 239961/5981938

Dear Sushitha,

We're really excited you want to join Siemens and further your career with us.

We are pleased to offer you the position of **Graduate Trainee Engineer** starting **05 July 2021** in **Digital Discrete Industries** Division in **Bangalore** Location.

Your annual compensation, calculated on a cost-to-company basis, is **Rs. 5,00,000 /- p.a. (Rupees Five Lakhs Only)**, with the details provided in **Annexure I**. On successful completion of your probation period, your Target Pay will be incremented by Rs. 50,000/- and the Position Level will be PL11. The Position Title and Designation will be according to the position that you will be assigned based on business needs. This is a one-time increment and all future increments will be subject to annual performance cycles.

Your appointment is based on the terms and conditions provided in the attached Annexures with a few points to note here:

1. **Start date** – We look forward to you joining us, and in the unfortunate event you do not join us on your confirmed start date, your appointment will automatically be withdrawn. Please note that your date of joining the organization will be maintained in the electronic employee master of the Company, known as your "Seniority Date" and shall be considered as final.
2. **Office location** – You are initially appointed to work in our **Bangalore** office.
3. **Residence proof** – The address in your application shall be deemed to be correct for sending any communication to you.
4. **Date of birth** – Based on your declaration we have recorded your date of birth as **26 December 1999**
5. **Offer** – The Company reserves the right to withdraw this employment offer/conditional appointment before or after the start date, due to background/reference checks not being satisfactory and or there being restrictions on your ability to work with us. However, the above-mentioned reasons are not necessarily exhaustive, and the decision of the Company is final and binding.

Signature :- M. Sushitha Reddy

SIEMENS

We welcome you as a member of Siemens family and look forward to your long and fruitful association with us. Kindly return the duplicate of this letter, signed in the place indicated, confirming your understanding and acceptance of the above and enclosed Annexures.

Yours faithfully,
Siemens Technology and Services Pvt. Ltd.

Nag Debapriya

Digitally signed by Nag Debapriya
DN: cn=Nag Debapriya, o=Siemens, email=debapriya.nag@siemens.com
Date: 2021.03.25 14:02:47 +05'30'

Debapriya Nag
Head-Compensation and Benefits
Human Resources

Acceptance of Terms & Conditions of Employment

I hereby agree that I have read and understood the terms and conditions as stated in this letter (reference no 239961/5981938) dated **(24 March 2021)** plus the enclosed Annexures and accept employment with **Siemens Technology and Services Pvt. Ltd.** with our internal organizational unit, job family and level code of **IN-TI-BASTU-TE**

Enclosures:

Annexure I – Compensation structure
Annexure II – Service conditions
Annexure III – Terms & conditions of employment
Annexure IV – Terms & conditions of employment in relation to inventions made by the employee
Annexure V – Joining formalities

Candidate Signature: M. Sushitha Reddy **Date:** 29-03-2021
Mukka Sushitha Reddy

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Signature :- M. Sushitha Reddy

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ANNEXURE I

Compensation Structure

Name: Mukka Sushitha Reddy

Date: 24 March 2021

Position Level: 12

Business Title: Graduate Trainee Engineer

Division:**Digital Discrete Industries**

Compensation Structure		
Sr. no.	**Heads of Payment**	**Compensation (Rs.)**
(A)	**Basic Salary p.m.**	**15,000**
(B)	Base Flexible Pay (BFP) p.m.	24,147
	Total Allowances / Benefits p.m.	**24,147**
(C)	**Base Pay p.m. (A + B)**	**39,147**
	Retirals p.m.	
	Co. Contribution Provident Fund (12 % of Basic)	1,800
	Co. Gratuity Provision (4.8% of Basic)	720
(D)	**Total Retirals p.m.**	**2,520**
(E)	**Total Fixed Pay (TFP) p.m. (C + D)**	**41,667**
(F)	**Target Pay p.a. (E * 12)**	**5,00,000**
Insurance Benefits		**Sum Assured (Rs.)**
Group Health Insurance Policy coverage p.a. (with a provision of enhancement of the base cover upto 200%)		2,00,000
Group Personal Accident Insurance coverage p.a.		40,00,000
Group Term Life Insurance coverage p.a.		5,00,000
EDLI coverage		6,00,000
Leave (Notional monetised value of 22 earned leaves for full year)		11,000
ESI coverage		Not applicable as gross salary above ESI eligibility

For Siemens Technology and Services Pvt. Ltd.

Nag Debapriya

Digitally signed by Nag Debapriya
DN: cn=Nag Debapriya, o=Siemens, email=debapriya.nag@siemens.com
Date: 2021.03.25 14:03:19 +05'30'

Authorised Signatory

As per company policy, the entitlement of gratuity will be the actual eligible amount calculated in line with the Payment of Gratuity Act, 1972, without any upper cap. However any amount above ₹ 20 Lacs (if applicable) will be subject to income tax as per rules.

National Pension Scheme (NPS) can be opted for after joining.

Statutory Bonus will be paid to eligible employees as per Payment of Bonus (Amendment) Act, 2015.

All present & future taxes related to your employment will be borne by you.

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Signature : M. Sushitha Reddy

SIEMENS

Annexure II

Service Conditions

1. **Service Conditions Overall**

You shall serve the company diligently, faithfully and to the best of your skill and ability. You shall perform the duties entrusted to you with high standard of initiative, efficiency and economy. You shall at no time refuse to do any work/activities as allotted to you by your supervisors. You shall endeavor to increase your knowledge and skill through execution of jobs assigned to you from time to time.

You will be governed by rules, regulations and service conditions (as mentioned in the attached Annexures), applicable to the employees of your level working in the establishment of the company in which you will be working. The Company, however, reserves the right to add, alter and amend the said service conditions as may be considered necessary from time to time.

2. **Working Hours**

You will be governed by the working hours prevailing in the establishment in which you work. You will be notified of your actual duty timings from time to time. You may be required to work in shifts as and when considered necessary by the Company.

3. **Holidays**

You will be entitled to paid holidays as decided by Management. Such list of holidays will be notified at the beginning of the year.

4. **Work Location**

You are initially appointed to work in the location noted in the above letter. Based on business requirements, you may be temporarily or permanently transferred to any company forming part of Siemens or to its associate companies or business associates anywhere in India or overseas at the sole discretion of the company. You may be required to furnish a specific Service Agreement/Deputation Agreement if you are sent abroad for the purpose of training or Company's business.

5. **Probation and Confirmation**

You shall be on probation for a period of six months with effect from your start date. The probation period may be extended by the company at its sole discretion. During the period of probation, or any extension period thereof, there is one month's notice on either side.

On successful completion of the probation period, you shall be deemed automatically confirmed unless your probation period has been extended with a probation extension letter provided in advance.

As a confirmed employee there is three months' notice on either side. Kindly note that the Company reserves the right to claim compensation (@target pay) for any notice period not served. However, you cannot pay the company in lieu of the notice to be served.

Termination of employment will require one/three months' notice (as applicable for probation/confirmed status) or salary in lieu of notice.

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Signature : M. Sushitha Reddy

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6. **Retirement**

All employees will retire from the Company on attaining superannuation at the age of 60 years. However, the Company at its sole discretion, may decide to retire an employee prior to the employee attaining the age of superannuation.

7. **Maternity/Childcare Facilities for Women employees**

As part of the Company's efforts to support work life balance for women employees during and post maternity, apart from fully complying with the provisions of the Maternity Benefit Act, 1961 the Company also extends additional facilities such as extended paid/unpaid leave etc. For details of the Company policy on Maternity Benefit please refer to the Policies section on the Intranet.

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Please note that your compensation is personal and strictly between you and the Company. It has been determined based on numerous factors such as your education, experience, specific skills and professional merit. We advise you to use discretion in handling this information and any subsequent revisions made therein.

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Employee shall not use any of the designs, drawings, software, literature, and machines etc. of the Company for any purpose other than Company's business.

All software including packages as well as its associated documentation developed by the employee in the course of the duties shall be sole and exclusive property of the Company.

Employee shall be true and faithful to the Company in all his accounts, dealing and transactions, relating to the business of the Company and shall at all times, when required, render a true and just account thereof to the Company or such persons as shall be authorized to receive the sum.

Employee shall not during the continuance of his employment, without the consent of the Company in writing, be employed or interested, directly or indirectly in any other trade or business, employment or occupation whatsoever and will devote the whole of his time and attention to his duties.

Employee shall be responsible for safekeeping and return, in good condition and order, of all Company's property, which may be in his use, custody or charge.

A high standard code of conduct is expected from an employee and any behavior reflecting unfavorably on him or the Company is questionable and liable for disciplinary action. Employee shall also ensure compliance to the Business Conduct Guidelines (BCG) that are globally binding rules for all employees applicable across Siemens companies, the details of which are available on the HR Intranet. In addition, The BCG declaration form (available on the HR intranet) is required to be signed by every employee upon joining/promotion and once in every two years thereafter.

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e) Employee agrees to cooperate with the Company to do whatever is reasonably necessary to secure and maintain the IPRs of the Company and/or establishing Company's rights over Intellectual Property during the course of their employment as well as after termination of the employment.

f) Employee shall not publish/present orally or in written form, except with the express written consent of Company, any information in related to the Intellectual Property including the Work product and Know-How in any form on third party platforms/ third party during the course of their employment as well as after termination of the employment.

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Signature : M. Sushitha Reddy

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Annexure V

Joining Formalities

Please bring the following documents with you at the time of joining, with your originals also for verification.

1. This Offer Letter with your original signature (for hand over to Company) – *On joining, this letter serves as your official Appointment Letter*
2. Photocopy of birth certificate / S.S.C. certificate / mark sheet (2 copies)
3. All educational documents from 10th to highest education / semester wise mark sheet & provisional / convocation certificate (2 copies)
4. Photocopy of all previous employment / experience certificate / relieving certificate
5. Photocopy of passport / ration card / driving license / Aadhar card (3 copies)
6. Photocopy of PAN / acknowledgement of PAN application (3 copies)
7. To apply for PF transfer please bring the below necessary information:
   - PF number / EPS number
   - Previous employer contact details to contact for PF related communications
   - Whether previous company PF is maintained by Trust or RPFC account
   - RPFC office or PF trust address
   - Bank account number & Bank IFSC Code
8. To use your existing ICICI or HDFC Bank for your salary account, please bring a void cheque

If you have any questions, please contact us at:

- AskHR: Phone: 1-800-419-6677 (toll free number)
- Monday till Friday between 6.00 am to 8.00 pm

Siemens Technology and Services Pvt. Ltd.
Management: Pankaj Vyas

84, Keonics Electronics City
Hosur Road
Bengaluru 560100
Karnataka, India

Tel.: +91 80 33134651
Fax : +91 80 67115261
Web: www.siemens.co.in/sts
E-mail: contact.sts.in@siemens.com

Registered Office: Plot No. 2, Sector No. 2, Kharghar Node, Navi Mumbai – 410210; Telephone +91 22 39672000; Fax +91 22 27740169;
Corporate Identity Number: U99999MH1986PTC093854. Former name: Siemens Information Systems Ltd.
Other Offices: Bengaluru, Chennai, Gurgaon, Mumbai, Noida, Pune.

Signature : M. Sushitha Reddy

SIMULATION LAB

Research & Development

THINK INNOVATE EXPLORE

INTERNSHIP OFFER LETTER

Date: 26th Oct 2020

To,
Mr. Arjith Praison

Subject: Letter of Internship

Dear Arjith,

It is with great pleasure that we invite you to join the exciting world of Simulation Lab n open, independent and non-consulting R&D company. As we continue to evolve, we look for people who are committed to leadership and our culture of innovation.

Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your Manager from time to time. In accepting this offer of employment you will be required to perform all responsibilities assigned to you with due care and diligence and in compliance with the direction of management. You are also required to perform these tasks during business hours and such reasonable additional time as may be necessary.

This has reference to the discussion we had with you and pursuant thereto, we are pleased to offer you an **"Work From Home Internship"** in our organization as **"Product Devlopment Intern" w.e.f 28th Oct 2020 – 27th Apr 2021** on the following terms and conditions:

1. **Commencement of Internship:**
   a) Your internship period shall be for a period of **6 months** in which first **3 months** will be Probation period ,beginning from **28th Oct 2020 – 27th Jan 2020** , which can be extended further or terminated with 3 days' notice on either side, without assigning any reason.

2. **Duties & Responsibilities:**
   a) Your main responsibility shall be to get involved in the projects and product development works going on in the organization or any other work or duties assigned time to time by Simulation Lab.
   b) The normal working hours are Monday through Saturday and Sundays depends upon the works to be completed. You will be required to work in such a way that the work assigned to you must be completed before the deadline. If necessary you

may be asked to work additional hours based on the importance of the work assigned.

c) Working Hours for interns are as follows:
Monday – Friday (minimum 6hrs)
Saturday – Sunday (minimum 8hrs)
(Note: For a month minimum 100hrs of working is mandatory excluding all your leaves and holidays)

3. Leaves and Holidays:

a) Leaves taken during internship days will be considered as leave and extension will be added in the end days.

b) All public and Government holidays are considered non working days for company.

4. Termination:

a) This internship may be terminated by the organization with notice given 3 days prior in written or mail.

b) Incase if the intern resigns on his/her own interest, The company has the right to release him/her prior to the notice period, taking into consideration business needs and work exigencies.

c) Company shall be entitled to terminate an intern without prior notice upon following incidents

i) If an intern damages the reputation of SL or its customer
ii) If the intern causes substantial loss or damage to SL
iii) In case of gross negligence or gross misconduct during performance of assignment
iv) For any kind of misconduct then the employer may take the decision of terminating the intern with immediate effect
v) If the intern commits an act or omission which constitutes a breach of contract or breach of trust
vi) In case the intern remains absent for three consecutive days without any prior information or intimation, the company reserves the right to terminate that intern stating "ABSCONDED" and he/she will not be liable to an intern certificate.

5. Company Property:

a) You will always maintain the company's property in good condition, which may be entrusted to you over the course of your internship for official use and you shall return all such properties to the company prior to the relievement of your charges, failing which the necessary action will be taken in order to recover from you by the company.

6. Confidential Information:

a) During your internship with the company you will devote your whole time, attention and skill to the best of your ability to the company's business. You shall not, directly or indirectly, engage or associate with, be connected with, employed

or engaged in any other business or activities or any other post or work part/full time/work from home without prior permission from the company

b) During the course of internship you will deal with some important or confidential information/material either of the company or client. You will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the company, nor you will make any unauthorized usage of the information in respect of manufacturing, technical trade, business data (including process, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession. It is understood that you will not part with this information to anyone at any point of time without the written consent of the company.

c) At no time, will you remove any confidential information from the office without permission

d) You will be responsible for the proper care of all hardware, software and other related valuables entrusted to you

e) It will be your responsibility to keep yourself and comply with the code of conduct and all company policies which are updated from time to time

f) Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the company may have against you in law

7. Conflict of interest:

a) You are required to take up work given by the company and shall not take up individual responsibilities or assignments (whether part time or full time) directly or indirectly without the written consent of the company.

b) You must ensure that you shall not, directly or indirectly, engage in any activity or interest in or perform any services for any person who is involved in activities, which shall or is of conflict with the interest of SL projects.

8. General:

a) We trust you have not provided us with false declaration or willfully suppressed any material or information. If you have you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, orally or written, which you have entered into and which relate to your commitments under this agreements

b) You warrant that you are not prevented by court or by any other administrative or judicial order from providing the services required under this agreement

c) Your offer for internship has been approved based on the information given by you. However we have the right to re-look at the documents provided to review our offer for this internship

d) You will be required to comply with the rules and regulations as framed by the company from time to time

e) The internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with the Company.

f) The education received by the Intern from the internship is for the express benefit of the Intern.
g) The Intern does not replace or displace any employee of the Company.
h) The Intern will receive direct and close supervision by an appropriate supervisor.
i) The Company does not derive an immediate advantage from the activities performed by the Intern.
j) Intern is not entitled to wages or any compensation or benefits for the time spent in the internship.
k) Company is not liable for injury sustained or health conditions that may arise for the unpaid intern during the course of the internship

9. Governing law or jurisdiction:

a) Your contract with the company is subject to indian laws. All disputes shall be subject to jurisdiction of Indian Court only.

10. Acceptance of our offer:

The Intern specifically agrees to and acknowledges the following:

a) This internship is educational in nature and there is no guarantee or expectation that the internship will result in employment.
b) Company may at any time in its sole discretion, terminate the internship without notice or cause.
c) Intern will maintain a regular internship schedule determined by the Intern and their supervisor.
d) Intern will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
e) Intern will obey the policies, rules and regulations of the Company site and comply with the Company's business practices and procedures.
f) Intern will furnish his/her supervisor with all necessary information pertaining to my unpaid internship, including related assignments and reports.
g) Under no circumstances will Intern leave the internship without first conferring with Intern's supervisor.
h) Transportation to and from the internship site is the responsibility of the Intern.
i) While Intern is on the Company premises/work from home or till date employed in the organization, he/she is considered an employee or agent of Company for any purposes, including but not limited to workers compensation.
j) Intern assumes all of the risks of participating in the internship program. In consideration of the opportunity afforded to the Intern to participate in the internship program, Intern hereby agrees that he/she, his/her assignees, heirs, guardians, and legal representatives, will not make a claim against Company or any of its affiliated organizations, or either of their officers or directors collectively or individually, or any of its employees, for the injury of death to Intern or damage to his/her property, however caused, arising from his/her participation in the internship program. Without limiting the generality of the foregoing. Intern hereby waives and releases any rights, actions, or causes or action resulting from personal injury or death to him/her, or damage to his/her

property, sustained in connection with his/her participation in the internship program.

k) Please accept this offer by signing this letter and submitting a photocopy of the same

We look forward to receiving your acceptance of this offer and joining our team.

Your's sincerely

For Simulation Lab
Nikhil Bhamare
Founder & CEO

Acceptance of Employment/Internship Offer

I have read and understood all the terms and conditions contained in this internship letter. The forgoing reflects my understanding of the terms and conditions of my internship with the company and I agree to accept the internship with the company

I have not relied upon any other promises, understanding or representation in choosing to accept internship with the company.

I agree to abide by the rules, regulations and other company policies as applicable, enforced, amended or altered from time to time during the course of my internship and abide by any agreement entered between myself and the company

_____
(Signature of Intern)
Name:
Date:
Place:

Softura

04-March-2021

Dear Saikiran,

Congratulations on being selected for the position of ***Software Engineer Trainee.***

It should make you feel extremely proud and special that you have been chosen from several applicants who underwent a unique process of skill assessment.

This is an intent to offer you formal employment with our organization subject to successful completion of your coursework and becoming eligible for your degree.

Your formal joining date will be Tuesday, 1st June 2021. We have organized pre-onboarding orientation and detailed training sessions beginning Wednesday, 7th April 2021. It is mandatory for you to attend the same.

Full attendance and successful completion of the training program is a necessary condition for your formal induction into the organization.

It is critical that you use this opportunity to upgrade your skills and prepare yourself to ensure a smooth start as you commence your career with Softura. Softura attaches a lot of importance to learning and skill development and as you begin your journey this is the first significant step in that direction. You are also encouraged to sharpen your skills and undertake new learning in order to be well prepared as you step into a rapidly transforming and knowledge intensive industry.

Softura recognizes that the transition from campus to corporate is a special phase in your life. We understand you will need help and are happy to inform that you that a key member of the Softura team will be assigned as a Mentor to guide you.

Please note that in the event you fail to join us on 7th April 2021, this offer will stand automatically withdrawn without any further obligation from our side.

Softura believes in fair pay policies and the attached table gives details of your compensation covering the first 24 months of your tenure.

Description	Rupees (in INR)	Comments
Pre-Onboarding Stipend	15,000	This covers the period of your training commencing 7 April 2021. This will be payable along with first month's salary in June 2021
Value of salary from 1st June 2021 to 31st May 2022	3,00,000	INR 25,000 every month
Value of lump sum Performance Incentive	50,000	Payable with June 2022 salary if employee rating meets or exceeds expectations
Value of salary from 1st June 2022 to 31st May 2023	3,60,000	INR 30,000 every month
Value of lump sum Performance Incentive	75,000	Payable with June 2023 salary if employee rating meets or exceeds expectations
Value of Total compensation for first 24 months	**8,00,000**	All payments subject to being on company rolls at the time of payout

Your place of work will be from the company's premises in Chennai. However, there will be occasions when need for remote connectivity may arise. You are expected to ensure that you have access to proper power supply and good quality hi-speed broadband connection in your place of residence. This is an essential pre-requisite for employment with Softura.

The terms of this Letter of Intent shall be kept confidential and are not to be disclosed or shared with any third party.

On behalf of the management, I extend to you a warm welcome and look forward to a mutually beneficial and enduring relationship.

Wishing you Best of luck.

B. Bhilaa

Ms. Bilahari Balasubramanian,
Manager – Human Resources
Softura Pvt Limited

I Kondreddy Saikiran Reddy confirm that the contents of this letter have been explained to me and by signing below I confirm acceptance of the terms.

Name: Kondreddy Saikiran Reddy Date: 4-03-2021

Signature ..... Place: Chennai

SPAN
TECHNOLOGY SERVICES
programming science

Sub: Offer Letter **Date: 13 April 2021**

Dear **Ms. Subbulakshmi. M**

It is a pleasure to offer you a possible opportunity with **SPAN TECHNOLOGY SERVICES PRIVATE LIMITED** as **"Junior Software Engineer Trainee"**.

- This offer and your subsequent employment are subject to the satisfactory completion of checks, including but not limited to verification of your education / supportive documents and reference checks.

- As a trainee, you will undergo company-provided training for **1 year**. This training will cover specific topics on the technology domain, development methodology, and personality development. During this period, you will be offered a stipend of **Rs. 30,000** per month.

- After the completion of the six months training period, your reporting manager will evaluate your performance. Upon satisfactory completion of training, you will be offered probationary employment with SPAN.

- Your employment will be considered for confirmation after probationary employment. You are required to serve a minimum of **2 years** after the confirmation of employment with the company. Though we would want you to continue with us, if you decide to leave the company, you need to give **2 months of advance notice** to the Company.

- If you fail to serve the agreed total period of three years from the date of joining in the SPAN, it will be treated as a breach of this agreement. If you leave the company on your own under the breach of this offer citing any reason, you are not entitled to get any of the dues and employment documents from us. You also need to pay back the company, the expenses incurred to train you.

- You understand and affirm the need to treat your compensation as highly individual and confidential, which is to be discussed only with your Manager/Supervisor and to comply with all applicable tax laws.

SPAN
TECHNOLOGY SERVICES
programming future

- Your employment will be subject to the service terms & conditions of the organization as prevailing from time to time. We reserve the right to amend such terms and conditions of employment, in addition to the rules and regulations governing all employees and the running and administration of the company, from time to time.

- You are required to submit the following documents while joining:
    - Original certificates supporting your educational qualifications (which shall be returned to you immediately) along with a photocopy of the same.
    - Recent passport size color photographs - 1 softcopy & 2 hardcopies
    - Copies of the Aadhaar card and PAN card.

Please sign and email back to us a duplicate of this letter confirming your acceptance. You must respond no later than **20 April 2021**. We shall communicate to you the exact date of joining through email.

We look forward to having you on our team!

Yours faithfully,

Sanjeev Thazhathaveetil

Managing Director

+91 044-45522220 / 0422-2560030

Email: sanjeev@spantechnologyservices.com

I accept the terms and conditions of this employment

Signature: M. Subbulakshmi

Full Name: Subbulakshmi M

Date: 21/04/21

Express Video Technologies Private Limited
CIN: U72501HR2017PTC071950
Corporate Address: Neeraj Jindal S/O Ved Parkash Gali Babu Nanak Chand, Ward 3, Dabwali Sirsa, Sirsa, Haryana-125104.
Phone: +91-9494823733
ankit@storyxpress.co

PRIVATE AND CONFIDENTIAL

Dated: June 29, 2021

Dear Charan Vasu,

Re: Employment with Express Video Technologies Pvt. Ltd.

In accordance with our recent discussions & interviews, this letter will confirm that the following shall be the terms and conditions of your employment with Express Video Technologies Pvt. Ltd. hereinafter referred as the “Company”.

POSITION

You are appointed as **Software Development Engineer - I** in the Company and your employment under this contract will commence no later than **1 July 2021**.As such you shall perform the duties assigned to you from time to time by the designated persons as mentioned in Annexure II.
The initial 3 months of your employment will be considered as probation period or training period, and certain policies regarding termination will be different during this period. Please go through the respective section(s) for details on the policies during probation/training period.

CONFIDENTIALITY AND INTELLECTUAL PROPERTY

This shall mean than any and all confidential or proprietary knowledge, information and materials (including all oral, visual, electronic information, and all information recorded in writing or electronically or in any other medium or by any other method), as well as all trade secrets, belonging to the Company, its Affiliates, or to their customers, or other third parties who furnish such information, materials, and/or trade secrets to the Company with expectations of confidentiality to the extent the Employee knows or reasonably should know of such expectations, and includes without limitation and regardless of whether such knowledge, information or materials are expressly identified as confidential or proprietary, whether or not stored in any medium:

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(a) all information (written or oral) that the Employee shall have obtained or received as a result of the discussions leading up to or the entering into or implementation of this Agreement;

(b) any and all information, data and documents (in whatever form) disclosed to the Employee by the Company and/or its affiliates from time to time prior to and during the Term, including such information relating to the Business, the Company and/or its Affiliates, their business operations or any dispute under this Agreement;

(c) information and materials relating to future plans, financial position including but not limited to marketing strategies, pending projects and proposals, proprietary information relating to the development, utility, operation, functionality, performance, cost, know-how, details of present and proposed businesses and similar items;

(d) personnel information and materials of the Company and/or its Affiliates, including but not limited to employee lists and contact information, employee performance information, employee compensation information, recruiting sources, consulting information, contacts, and cost, salary package and components pertaining to the Employee and similar information;

(e) any information or material that gives the Company an advantage with respect to its competitors by virtue of not being known by those competitors;

(f) original information supplied by or on behalf of the Company;

(g) all industrial and Intellectual Property rights used or required by the Company, including (without limitation) patents, trademarks, service marks, trade names, domain names, designs, copyrights and the copyright in all drawings, plans, specifications, formulae, customer data, agreements, processes, equipment, specifications, designs and computer software (including in each application thereof) in any part of the world and whether or not registered or registrable and all know-how, inventions, formulae, trade secrets, confidential or secret processes and information including all documents relating thereto);

(h) other valuable, confidential information and materials and/or trade secrets that are customarily treated as confidential or proprietary, whether or not specifically identified as confidential or proprietary; and/or

(i) all record bearing media containing or disclosing such information or techniques, whether identified as "*Confidential*" or not.

The Employee agrees and undertakes that during the term of this Agreement or thereafter:

he/she shall not divulge or make use of any trade secret, data or Confidential Information concerning the Business or any of its dealings, transactions and affairs or any information concerning any of its suppliers, agents, distributors or customers which he/she already possesses or comes to possess while in the employment of the Company or which he/she may make or discover while in the service of the Company and that he/she shall use his best endeavours to prevent any other Person from doing so; ownership of, and all right, title, and interest in, all work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, artwork, slogans, know-how, processes, methods, trade secrets, source code, application development, designs, drawings, plans, business plans or models, blue prints (whether or not capable of being registered and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted) and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time for the Company by the Employee, whether before or after commencement of employment with the Company (the "**Intellectual Property**") shall vest in the Company; all Intellectual Property created by the Employee shall be said to have been made under a contract of service and all the Intellectual Property shall be the sole and exclusive property of the Company and the Employee hereby unconditionally and irrevocably assigns and transfers to the Company all rights, title and interest in any Intellectual Property together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Employee agrees that such assignment shall be perpetual, worldwide and royalty free and he/she forever waives or agrees never to assert any and all moral rights that the Employee may have in or with respect to any assigned Intellectual Property, even upon termination of the employment of the Employee with the Company. The Employee acknowledges that any copyrightable works prepared by the Employee within the scope of his employment are "works for hire" under applicable Law and the Company shall be considered the author and owner of such copyrightable works.

NON-COMPETITION AND NON-SOLICIT

The Employee agrees that during the Term of this Agreement and for a period of 2 (Two) years from the date on which he/she ceases to be employed with the Company; ("**Restricted Period**"), he/she shall not, whether directly or indirectly, either on his own account, or for any other Person (including through or for or on behalf of any trust or any other shareholders of the Company or their relatives or any Affiliates):

Solicit any employee of the Company to leave his or her employment with the Company,

induce or attempt to induce any such employee to terminate or breach his or her employment agreement with the Company, or themselves hire or engage any employee of the Company in any other manner or enter into employment with any of the Competitor; or

Solicit, cause or knowingly encourage any of the then existing clients/customers/vendors of the Company to cease doing business in whole or in part with the Company, or solicit, cause or knowingly encourage any existing clients/customers of the Company to do business which competes with the Business, with any other Person other than the Company or themselves deal with such clients in relation to the Business or any other Person including a Competitor.

The Employee agrees that any breach or threatened breach of the aforementioned Clauses is likely to cause the Company substantial and irrevocable damage that is difficult to measure and may not be remedied solely by monetary damages. Therefore, in the event of any such breach or threatened breach, the Employee agrees that the Company, in addition to such other remedies which may be available, shall have the right to obtain an injunction from a court restraining such a breach or threatened breach and the right to specific performance of the provisions of either such Clauses.

PLACE OF EMPLOYMENT

The Employee's principal place of employment shall be India. The Employee may be required to undertake such travel in and outside India, from time to time, as may be necessary in the interests of the Business at the sole discretion of the Company.

RIGHTS AND RESPONSIBILITIES

During the Term, the Employee shall devote all his time, attention and energy to perform the duties assigned to him.
The Employee may from time to time be required to undertake on a temporary or permanent basis other duties within any department of the Company or its subsidiaries for no additional compensation.
The Parties agree and acknowledge that the remuneration and benefits specified in **ANNEXURE I & II,** hereto will compensate the Employee for all the services rendered by him.
The Employee shall abide by the policies, codes, rules and regulations of the Company, "**Policies**" as may be amended from time to time at the discretion of the Company and as may be instructed by the Company. To the extent that such policies, rules and regulations are contrary to the terms of this Agreement, the terms of this Agreement shall prevail.

Express Video Technologies Private Limited
CIN: U72501HR2017PTC071950
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ankit@storyxpress.co

REPRESENTATIONS AND WARRANTIES

The Employee hereby represents and warrants to the Company, as on the Effective Date and during the Term, each of the following:

1.1.1 The Employee is an individual competent to contract and not disqualified from entering into a contract on account of any reason whatsoever.

1.1.2 The Employee shall not, during the Term of this Agreement accept any payments directly from the clients of Company except on behalf of Company as per the usual procedures.

1.1.3 By signing this Agreement, the Employee expressly represents that he/she is not a party to any agreement, or to any non-competition or other covenant or restriction contained in any agreement, commitment, arrangement or understanding (whether oral or written), that would in any way conflict with or limit his ability to commence work on the Effective Date, or that would otherwise limit his ability to perform all of his responsibilities in accordance with the terms and conditions of this Agreement.

1.1.4 The Employee has full power, authority and legal right to enter into and perform his obligations under this Agreement and has taken all necessary action (corporate, statutory or otherwise) to execute, deliver and perform this Employment Agreement. This Agreement constitutes a valid and binding agreement of the Employee enforceable against him in accordance with its terms.

1.1.5 The Employee has never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any court of law, state or governmental body or agency or any regulatory authority or self-regulatory organisation.

1.1.6 The representations, warranties, covenants and undertakings of the Employee in this Employment Agreement are at the date hereof and throughout the Term, true, accurate and complete in all respects whatsoever.

At no time, following the Effective Date shall the Employee (i) make any statements, or take any other actions whatsoever, to disparage, defame, sully or compromise the goodwill, name, brand or reputation of the Company, the parent/group company or any of its or their affiliates (collectively, the "**Company Goodwill**") or (ii) commit any other action that could likely injure, hinder or interfere with the Business, business relationships or the Company Goodwill.

TERM AND TERMINATION

Express Video Technologies Private Limited
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Term : The Agreement shall take effect on the Effective Date and shall remain in effect therefrom, unless terminated prior to the expiry of the term pursuant to the provisions of this Agreement ("**Term**").

Termination:

1.1.1 Termination with cause by the Company.

Notwithstanding anything contained in this Agreement, the Board after having provided the Employee with a notice to rectify the cause of termination within a period of 30 (thirty) days (when the cause of termination is capable of rectification) ("**Notice Period**") and upon the failure of the Employee to rectify the said cause of termination to the satisfaction of the Board within the Notice Period, may terminate his employment contemplated under this Agreement at any time without any notice , for causes including but not limited to the Employee's:

(a) material non-performance, or gross negligence in the performance of duties and responsibilities towards the Company;
(b) deliberate and persistent failure to comply with lawful directions of the Company as defined by the Board;
(c) becomes permanently incapacitated by illness, injury, accident or any other circumstances beyond his control from performing his duties under this Agreement and for the purposes of this sub-clause incapacity for an aggregate period of 60 working days in any period of 12 (twelve) consecutive calendar months shall be deemed to be permanent incapacity;

(d) the Employee is absent without leave or remains absent beyond the period of leave originally granted or subsequently extended, the Employee shall be considered as having voluntarily terminated his employment without giving any notice unless the Employee:
    (i) Returns to work within [8] days from the commencement of such absence, and
    (ii) Gives an explanation to the satisfaction of the management of the Company regarding such absence;
(e) the Employee has become the subject of a criminal investigation that results in an irreparable loss of reputation to the Company regardless of a charge sheet having been filed;
(f) material breach of the terms of this Agreement and breach of representations and warranties contained herein, or breach of any law or statutory duty, as applicable;

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(g) the Employee's consistent failure to reasonably perform his duties as provided in this Agreement;

(h) commission of conduct by the Employee that is clearly prohibited by the Policy including prohibiting discrimination or harassment based on age, gender, race, religion, disability, national origin or any other protected category, in each case, as evidenced by the findings of an inquiry conducted by a committee comprising of the non-interested directors of the Board or chronic alcoholism or any narcotic additions preventing from performing his responsibilities and duties under this Agreement; or

(i) actions including but not limited to fraud, negligence, wilful omissions, securing any personal profit related to the business of the Company and/or embezzlement.

1.1.2 Voluntary Resignation by the Employee.

The Employee who has completed his probation period of initial 3 months may resign by giving advance 60 (sixty) days' notice of resignation in writing. The Company may at its sole discretion waive all or part of the notice period or the employee has to pay notice period recovery as per the current gross salary.

1.1.3 Termination without cause by Company

Notwithstanding anything to the contrary herein contained, the Company shall be entitled to terminate the employment of a permanent employee under this Agreement by giving the Employee 1 (one) months' notice in writing or payment of basic salary in lieu thereof.

Effects of Termination:

1.1.4 Handover: Upon the termination of this Agreement for any reason, the Employee shall immediately hand over charge to such person nominated for that purpose by the Company and shall deliver to such person all such papers, documents and other property of the Company as may be in his possession, custody, control or power, including but not limited to any phones, computers, vehicles, credit cards, etc. provided by the Company.

1.1.5 Upon termination or cessation of his employment with the Company in accordance with the provisions of Clause 7.2:

Express Video Technologies Private Limited
CIN: U72501HR2017PTC071950
Corporate Address: Neeraj Jindal S/O Ved Parkash Gali Babu Nanak Chand, Ward 3, Dabwali Sirsa, Sirsa, Haryana-125104.
Phone: +91-9494823733
ankit@storyxpress.co

(a) the Company shall pay, in full and final settlement, all amounts due to the Employee, and the Employee shall acknowledge that the amounts so received by the Employee are in full and final settlement of any amounts due to be paid to the Employee by the Company, *provided however*, in the event no amounts are due and payable by the Company, the Employee shall acknowledge the same in writing;

(b) Clause 1 (Definition and Interpretation), Clauses 6 (Representations and Warranties), Clause 7.3 (Effects of Termination), Clause 8 (Confidentiality and Intellectual Property), Clause 9 (Non-Competition), Clause 16 (Governing Law and Jurisdiction), Clause 17 (Settlement of Disputes) and Clause 18 (Notices) as are applicable or relevant thereto, shall survive termination of this Agreement.

COMPENSATION AND BENEFITS

In consideration of the services to be rendered by the Employee to the Company, the Employee shall receive gross remuneration, subject to deduction of tax at source. The detailed break-up of annual gross remuneration and particulars of other emoluments, allowances. Any bonus related to the performance of the Employee or performance of the Company will be decided by the Board and paid separately to the Employee.
The Company shall reimburse the Employee for Business-related travels, lodging and other expenses in the performance of his duties under this Agreement as are from time to time reasonably and necessarily incurred by him in the course of his employment and claimed by him provided that the Company shall be entitled to require claims for such expenses to be supported by receipts, vouchers or other evidence of payment, in accordance with the Policies.The Employee shall be responsible for payment of any taxes over and above the tax deducted at source. Below are your compensation details:

With Effect From : July 1, 2021

Designation: Software Development Engineer - I

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Sr. No.	Components	Monthly	Annual
I	Basic	Rs.20,000	Rs.2,40,000
II	HRA	Rs.10,000	Rs.1,20,000
III	Other Allowances	Rs.10,000	Rs.1,20,000
A.	**Gross Earnings**	**Rs.40,000**	**Rs.4,80,000**
B.	**Year End Performance Bonus**	-	Rs.40,000
C.	**CTC (A+B)**	**Rs.40,000**	**Rs.5,20,000**

Provident Fund, ESI, and PT

PF, ESI, PT and other statutory compliances where applicable, will be as per the latest amendments.

Taxation

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.

Please note that a declaration has to be made by the employee at the beginning of the financial year or within 15 days of joining the Company regarding the amounts to be claimed under each expense mentioned above. All bills/ supporting documents are to be provided at the end of the financial year by December.

Note: All tax exemption, where applicable, will be as per the prevailing tax rules and laws.

ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Code of Conduct:**
   Objective: The Employee Code of Conduct outlines standards of personal and professional conduct that all employees must always strive to behave in an ethical and professional manner. The Code provides a clarity & basis for all employees to maintain a working

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environment that is productive, positive, enjoyable, safe and free from any kind of harassment and discrimination.

Applicability: The Employee Code of Conduct provides clear guidelines and standards for the appropriate behaviour expected of all employees.

Procedure: This Code of Conduct provides a framework for appropriate behaviour for all employees where they can address ethical issues, by which employees and management:

- Conduct themselves towards other employees or colleagues, employees' representatives and their representatives, government authorities and clients.
- Perform their duties and obligations as assigned.
- Fulfill the mission, goals and objectives of the company and
- Practice fairness and equality.

The Code of Conduct is established on the following organizational values: integrity, honesty, conscientiousness, courtesy, fairness, and respect. This relies on individuals being responsible for their own professional behaviour within the provisions of this code. Where there is doubt as to the application of the Code, or the appropriate course of action to be adopted, employees affected should discuss the matter with their immediate Superior or HR.

2. **Attendance Policy and Working Hours:**
   a) Office Timings are: 10:00 AM – 7:00 PM, 11:00 AM – 8:00 PM & 12:00 PM – 9:00 PM.
   b) Employees are expected to complete 9 hours a day.
   c) Lunch Break: 2:00 PM - 3:00 PM
   d) A grace of 30 minutes is allowed considering the travel involved.
   e) Late comings shall not be encouraged by the company. More than Three (3) late comings in a month shall be marked as half-day leave.

3. **Weekly off:**
   a) 2nd & 4th Saturday and all Sundays are fixed Off.
   b) Owing to work exigencies, an employee may also be required to work either on a weekly off or a public holiday and can take compensatory leave later on.

4. **Medical Fitness:**
   This appointment is subject to your being medically examined and found fit. The Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service. In case you are found medically unfit to

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continue with the assignment for which you have been employed, you will lose your lien on the job.

5. **Leave Policy:**
   a. Every employee is entitled to **6 Sick Leaves (SL)** and **6 Casual Leaves (CL)** annually on a pro-rata basis, from the date of joining.
   b. You are entitled to **1 Earned Leave (EL)** every month, only after the completion of a probation period of 3 months.

Sick Leave (SL):

a. SL can be taken for minimum 0.5 to maximum 6 days (paid) .
b. There are no sick leave carry-forwards. At the closing day of the financial year any available leave under this head will lapse automatically.
c. For all absences exceeding 3 days, a medical certificate needs to be enclosed. For all absences exceeding 6 days, every additional day beyond the 6th day will be adjusted against Earned Leave or in credit of the employee, subject to production of aforesaid medical papers.
d. SL can be appended with EL.& CL

Casual Leave (CL):

a. CL can be taken for minimum 0.5 to maximum 3 days. In case of more than 3 days leave, it should be taken as EL.
b. There are no casual leave carry-forwards. At the closing day of the financial year any available leave under this head will lapse automatically.
c. Can be appended with SL & PL.
d. Need to apply at least a week before for 3 days leaves.

Earned Leave (EL):

a. Leave Application: Leave application needs to be submitted and approved by Management and HR, at least 20 days before commencement of long leave of more than 4 days.
b. EL can be taken for a maximum 7 days in continuation.
c. Earned Leave will be credited in the beginning of the Financial Year to every employee's account, but the entitlement will be proportional to the number of months worked. E.g. For every month completed in the payroll of the company 1 days will be credited to the employee's entitlement.

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Half Day Leave:

In case of any serious justified problem, you can leave premises with the prior permission of the approval authority on Half Day Leave. If you are leaving your work without permission and approval as prescribed above, it will be considered misconduct on your part and action may be taken against you accordingly. All employees are bound to follow the rules for Half Day Leave. More than 04 Hours leave shall be considered as a FULL DAY.

Sandwich:

a. Sandwich Leave is leave taken before and after the public holidays in continuation.
b. In this case it will be counted as LOP including public holidays.

6. **Use of Facilities and Equipment**
   a. Employees should take all possible care when using company property, goods, intellectual property and services and ensure they are used efficiently, carefully and honestly. Any harm to the company's assets/property which is issued to an employee, he/she is liable to pay in lieu of.
   b. Unless permission has been granted by the employee's manager, company's resources can not be used for private purposes.

7. **Safe-Keeping of Company's property:**
   You will be responsible for the safekeeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care and charges. 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 its deems proper in the event of your failure to account for such material or property to its satisfaction.

8. **Return of the Company's Property and records:**
   Upon termination of your employment, 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.

9. **Enforceability:**

a. 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.
b. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that 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 modifications as shall be necessary to make it enforceable.

10. Termination for Misconduct:

Your services are liable to be terminated without any notice, 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.

11. HR Manual Policies:

You must not do anything that may be a conflict of interest with your responsibility as an employee. These expectations are included in the “HR Manual” under the policy section, all of which are available for your review. It is your responsibility to read and understand these policies and expectations. If you have any questions, now or in the future, please ask the Human Resources Department. You may also be required to sign and abide by the Policy on the Ethics of the Company and shall undertake to sign such declarations that the Policy may demand from time to time.

12. Entire Agreement:

This contract and the documents 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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13. **Change of Address:**
    You will intimate in writing to the Management/HR Department any change of address or any other changes in your legal documents 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.

14. **Suspension:**
    You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will not be paid to you.

15. **Probation, Confirmation, and Notice Period Policy :**
    a. Every employee will be on probation for initial 3 months of employment and the company has a right to terminate this contract without giving notice period or without salary in lieu of, in case of non-performance or any misconduct.
    b. The employee has a right to terminate this contract by giving **30 days** notice period in advance during the probation period and after the confirmation, he/she may resign by giving advance **60 (sixty)** days' notice of resignation in writing.
    c. 50% of the salary will be held during the notice period, which will be settled after the complete handover in cases of both probationary and permanent employees.
    d. An employee wouldn't be entitled to an earned leave during the notice period.
    e. Incase of absconding or not serving the complete notice period, you shall be liable to pay notice period recovery and in addition liquidated damages to the Company to an extent estimated by the Company.

16. During the engagement period, you shall not engage directly or indirectly or in any capacity with any other organization/freelance/consulting projects. In unavoidable circumstances, please take prior permission from the management. In the event of a breach of this condition, this association is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.

17. **Performance Review:**

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Your performance will be reviewed periodically as per Company's policies during your association with the Company. Your manager will set OKRs every week. If you fail to meet the goals for three consecutive weeks or after two warnings in writing, the company can take disciplinary action against you along with a salary deduction.

18. Documentation:

Please submit the following documents, if not submitted earlier.

a. Certificates in support of your educational, professional, qualifications, experience, date of birth and other testimonials in original together with copies thereof.
b. Relieving letter & Salary certificate from your last employer in case you are/were employed.

ACCEPTANCE: It is hereby understood and agreed by you and the Company, that this appointment letter agreement shall come into effect on the date of your countersignature herein; provided, however, that your employment with the Company shall be conditioned upon the fulfilment of any prerequisites specified in this letter or any annexure hereto, including but not limited to, verification of your antecedents and testimonials as furnished/claimed by you to the Company prior to **1 July 2021.**
If the terms and conditions of appointment enumerated in this Offer Letter are acceptable to you, then please confirm your acceptance by signing on the copy of this document, and return it to the Company within a day of receiving this letter or before your date of joining the company, whichever is earlier, in order to confirm your joining with the company.



EXPRESS VIDEO TECHNOLOGIES PRIVATE LIMITED
Signed By : Chinmay Jindal - Director/Authorized Signatory

Signed by: Charan Vasu
Date: 1 July 2021

Express Video Technologies Private Limited
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Annexure II

Position: **Software Development Engineer -1**
Reporting to: **Anuj Ladia (Tech Lead)**
Department: **Tech Department**

Essential Duties and Responsibilities:

- Develop and ship features from end to end.
- Building and scaling web products that directly impact our customers and partners.
- Ensure the technical feasibility of UI/UX designs and implement them.
- Implement user interfaces in React alongside Node JS.
- Translate several RESTful data sources to be used in a front-end application.
- Dig into bugs and feature requests along with writing the tests.
- Help other engineers on the team and across StoryXpress to work towards new growth initiatives.

Dear Dantham Dharma Teja,

Greetings from Straive!!

This has reference to your interview with us. Further, we are pleased to enroll you in our Internship Program in our Technology Solutions Group [TSG] with effect from 23rd August 2021 for a period of 3 [three] months, subject to the following Terms and Conditions:

- You will be paid a stipend of INR 15,000/- (Rupees Fifteen Thousand only) per month during your internship, subject to appropriate tax and other statutory deductions, as applicable.

- You have to adhere to the Information Security Management system procedures and acknowledge/sign the User Access Agreement; SPI Technologies Consent Form; Confidentiality and Non-Disclosure Agreement, as part of this Agreement.

- You are eligible to observe all National/Festival Holidays listed out by SPI Technologies from time to time and also you will be eligible for one-day leave per month with prior approval.

- During your temporary employment with SPI Technologies, you may have access to trade secrets and confidential or proprietary business information belonging to SPI Technologies. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of SPI Technologies. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from SPI Technologies.

We look forward to your confirmation and be part of Straive family!

Sincerely,
For SPi Technologies India Private Limited



Manoj P
Vice President – Human Resources

The above terms and conditions are accepted by me and also certify that I do not have any of my relatives working with SPI Technologies.

Signature with Date :

_____

Dear Kankipati Bhanu Teja,

Greetings from Straive!!

This has reference to your interview with us. Further, we are pleased to enroll you in our Internship Program in our Technology Solutions Group [TSG] with effect from 18nth Aug 2021 for a period of 3 [three] months, subject to the following Terms and Conditions:

- You will be paid a stipend of INR 15,000/- (Rupees Fifteen Thousand only) per month during your internship, subject to appropriate tax and other statutory deductions, as applicable.

- You have to adhere to the Information Security Management system procedures and acknowledge/sign the User Access Agreement; SPI Technologies Consent Form; Confidentiality and Non-Disclosure Agreement, as part of this Agreement.

- You are eligible to observe all National/Festival Holidays listed out by SPI Technologies from time to time and also you will be eligible for one-day leave per month with prior approval.

- During your temporary employment with SPI Technologies, you may have access to trade secrets and confidential or proprietary business information belonging to SPI Technologies. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of SPI Technologies. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from SPI Technologies.

We look forward to your confirmation and be part of Straive family!

Sincerely,
For SPi Technologies India Private Limited



Manoj P
Vice President – Human Resources

The above terms and conditions are accepted by me and also certify that I do not have any of my relatives working with SPI Technologies.

Signature with Date : _____

Sunwells Oxygen
BREATH YOUR SOLUTIONS

Ref: SWI-LA/AP-430/21 Date: 01/03/2021

TO
Mr. AFASAR MYDEEN
NO. 371/155A, KANNIMARAMMAN KOVIL STREET,
TENKASI – 627 811.

Dear AFASAR MYDEEN,

Sub: Offer of Appointment

1. With reference to our discussion held on **01ST March 2021** at Chennai, we are pleased to offer you an appointment in our organization as **"MARKETING EXECUTIVE"** operating from our Chennai office.
2. Your annual gross salary along with the breakup of salary is attached herewith as in Annexure A. Please note that no other benefits will be considered other than what has been mentioned in the offer.
3. Your employment with us will be governed by terms and conditions referred in Annexure – B.
4. You are required to join on or before **15th March 2021** and the offer stands withdrawn thereafter, unless we extend the date and communicated to you in writing.
5. You are requested to report our HR representative between 9.00 Am to complete the joining formalities at the address mentioned below. At the time of joining, you are requested to submit the copies of the documents as per Annexure – C.
6. We welcome you to **SUNWELLS OXYGEN FAMILY** and look forward to a long and mutually beneficial association.

Encl Annexure – A (Salary Structure)
Annexure –B (Terms & Conditions of Employment)
Annexure – C (Check List)

PERUMAL THIRUNAVUKARASU
CHIEF EXECUTIVE OFFICER

No:113, First Floor,
Chowdry Nagar Main Road,
Valasaravakkam,
Chennai - 600087, India
desk : +91-44 4555 0383
mail : info@sunwells.in
www.sunwells.in

Sunwells Oxygen
BREATH YOUR SOLUTIONS

ANNEXURE – A

Name : AFASAR MYDEEN A
Designation : MARKETING EXECUTIVE

SALARY DETAILS

DESCRIPTION (A)	MONTHLY	ANNUALLY
BASIC SALARY 50%	7500	90000
HRA 50%	3750	45000
CITY COMPENSATORY ALLOWANCE	1709	20508
STATUTORY BONUS (8.33%)	625	7497
TOTAL (A)	13584	**163005**
COST TO COMPANY	**MONTHLY**	**ANNUALLY**
EPF EMPLOYER CONTRIBUTION	975	11700
ESI EMPLOYER CONTRIBUTION	441	5298
TOTAL(B)	1416	16998
TOTAL (A+B)	**15000**	**33995**
DEDUCTIONS	**MONTHLY**	**ANNUALLY**
PF - EMPLOYEE-12%	900	10800
ESI - EMPLOYEE- 0.75%	102	1223
PROFESSIONAL TAX	208	2496
TOTAL DEDUCTION ©	**1210**	**14518.5375**
NET SALARY (A-C)	**12374**	**148486**



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ANNEXURE – B

1. Employment Agreement

(A) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the company.

(B) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions or its affiliate, or any client, agent contractor or vendor.

You shall not disclose company information on any of the websites/media using either your official or personal login id{s}.

You have to sign a confidentiality/non-disclosure agreement to keep all company and customer related information confidential. Breach of his provision will be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(C) Conflict of Interest

Your position with the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

2. Assignments/ Transfer/Deputation

Though you have engaged for a specific position, the company reserves the right to send you on training /deputation/secondment / transfer / assignments to sister companies, associate companies, client's locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of the company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/second/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

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3. Termination of employment

a. Either party can terminate this employment by serving a notice of 60 days on the other. However, if approved by the company, an associate may surrender leave to his I her credit or pay salary (basic) in lieu of Notice period. Similarly, the company may pay salary (basic) in lieu of Notice period, if required.

b. In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therin.

c. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

d. You will be governed by the company's laid down code of conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in his agreement, you service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

e. Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts in this regard the company background check policies and procedures will be applicable.

4. Statement of Facts

It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the applications, and on the ability to handle any assignment / job independently anywhere in India or overseas . In case, at a later date, any of your statements / particulars furnished found to be false or misleading, or your is not up to the mark or falls short of the minimum standards set by the company, the company shall have the right to terminate your services forthwith without giving any other terms and conditions stipulated herein.

The organization will recover immediately any excess payments made to the associates.



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5. General

The above terms and conditions including those in Annexure – A (Salary Break up) are based on company policies, procedures and other currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Travelling, Leave, Retirement, Code of Conduct, etc. you will be governed by the rules of the company as shall be in force from time to time.

This is certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

Name in Full :

Sign :

Date :

Place :

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ANNEXURE –C

At the time of joining, you are requested to submit the copies of the following documents:

- Certificates supporting your educational qualification along with marks sheets.
- Schooling certificate (SSC/ICSE) in support of your age.
- Your latest salary slip or salary certificate.
- Your relieving letters from your present organization.
- Experience certificate from previous employers.
- Two color passport size photographs.
- Valid passport and PAN Card, Aadhar Card.

- Your offer has been made based on the information furnished by you. However, if there is discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.

- Original and two sets of Xerox copies of all the required documents.

Please bring all the certificates supporting your educational qualifications along with marks sheets in original for verification only



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SAFETY MANAGEMENT SYSTEM certified by ClassNK

15th July 2021

Mr.Vinoth Kumar.V
No.1, Vivekananda Street,
Annai Indra Nagar, Velachery,
Chennai - 600042.

Dear **Mr.Vinoth Kumar,**

Sub : Letter of offer as **"Trainee"** – reg.

This has reference to your application and the subsequent interviews/discussions you had with us, we are pleased to offer you the position of **"Trainee"** in our organization subject to the following terms and conditions:

1. This offer is subject to your joining the services on or before **04th August 2021.**
2. You will be located at our Chennai Facility. However, your services are liable to be transferred at any time to any location either within Chennai or any other locations.
3. Your emoluments will be **Rs.2,75,002/-(Rupees Two Lakhs Seventy Five Thousand and Two Only)** per Annum inclusive of all Allowance and bonus with applicable statutory/retirement benefit deductions as per Annex-1.
4. The annual CTC includes one month CTC as annual bonus paid every December.
5. You will be given a detailed Appointment letter upon joining the services.
6. Your **TRAINEE** period will be for **ONE YEAR** from the date of joining the service.
7. You are expected to submit all the documents as per the Annexure – 2 attached with this offer.

We heartily welcome you to join our family.

Best Wishes.

Yours faithfully,

For **Synergy Maritime Private Limited,**

Authorized Signatory

Accepted By

19/07/21

Signature with Date

Synergy Maritime Private Limited
4th Floor, AKDR Tower, 3/381, Rajiv Gandhi Salai (OMR)
Mettukuppam, Chennai 600 097. INDIA
Corporate Identity No : U74140TN2006PTC077909

O. +91 44 4321 5555
F. +91 44 4321 5500

www.synergymarinegroup.com

SAFETY MANAGEMENT SYSTEM certified by ClassNK

15th July 2021

Mr.Yesh Negi
No.26/2, Indranagar,
Selaiyur Tambaram,
Chennai - 600073.

Dear **Mr.Yesh Negi,**

Sub : Letter of offer as **"Trainee"** – reg.

This has reference to your application and the subsequent interviews/discussions you had with us, we are pleased to offer you the position of **"Trainee"** in our organization subject to the following terms and conditions:

1. This offer is subject to your joining the services on or before **04th August 2021**.
2. You will be located at our Chennai Facility. However, your services are liable to be transferred at any time to any location either within Chennai or any other locations.
3. Your emoluments will be **Rs.2,75,002/-(Rupees Two Lakhs Seventy Five Thousand and Two Only)** per Annum inclusive of all Allowance and bonus with applicable statutory/retirement benefit deductions as per Annex-1.
4. The annual CTC includes one month CTC as annual bonus paid every December.
5. You will be given a detailed Appointment letter upon joining the services.
6. Your **TRAINEE** period will be for **ONE YEAR** from the date of joining the service.
7. You are expected to submit all the documents as per the Annexure – 2 attached with this offer.

We heartily welcome you to join our family.

Best Wishes.

Yours faithfully,

For **Synergy Maritime Private Limited,**

Authorized Signatory

Accepted By – YESH NEGI

Yesh
19/07/2021
Signature with Date

Synergy Maritime Private Limited
4th Floor, AKDR Tower, 3/381, Rajiv Gandhi Salai (OMR)
Mettukuppam, Chennai 600 097. INDIA
Corporate Identity No. : U74140TN2006PTC077909

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Annexure – 1

S.No	Head	Per Month	Per Annum
1	Basic	13058	156696
2	HRA	6529	78348
3	Annual Bonus	0	21154
4	EPF Employee Contribution	1567	18804
	Total	**21154**	**275002**

*BONUS WILL BE PAID IN DECEMBER AND THE BONUS AMOUNT WILL BE PRORATED BASED ON THE JOINING DATE.

DEDUCTIONS & CONTRIBUTIONS:

1. EPF (MANDATORY) CONTRIBUTION BOTH FROM EMPLOYEE AND EMPLOYER @ 12% IS DEDUCTED FROM SALARY.
2. ESIC (FOR APPLICABLE CASES) CONTRIBUTION FROM EMPLOYEE @1.75% IS DEDUCTED FROM SALARY AND DIRECT CONTRIBUTION BY EMPLOYER @ 4.75% To ESIC WHICH IS OVER AND ABOVE THE CTC
3. OTHER STATUTORY DEDUCTIONS SUCH AS INCOME TAX, PROFESSIONAL TAX ETC AS APPLICABLE
4. COMPANY PROVIDED FOOD DEDUCTION PER WORKING DAY AS APPLICABLE

OTHER BENEFITS;

1. COMPANY PAID GROUP MEDICAL INSURANCE FOR EMPLOYEESS AND IN CASE OF MARRIED EMPLOYEES, SPOUSE AND MAXIMUM OF UPTO 2 CHILDREN AS APPLICABLE FROM TIME TO TIME.
2. COMPANY PAID GROUP LIFE INSURANCE FOR EMPLOYEES AS APPLICABLE FROM TIME TO TIME.

For **Synergy Maritime Private Limited,**

Authorized Signatory

Accepted By - YESH NEGI

Yesh
19/07/2021

Signature with Date

Annexure-2

- Copy of certificate of age proof (Birth certificate/PAN card/Passport/Degree certificate etc)
- A copy of relieving letter and experience letters from all previous company along with the original – Original will be returned after internal verification (Only for shore experiences)
- Last drawn 3 months' Salary Certificate / Salary Slip (Only for shore experiences)
- 8 nos. passport size photographs
- Copies of qualifying academic certificates (Individual/consolidated mark sheets and degree certificate of X, XII, U.G & P.G, if applicable)
- Copies of training certificates, if any
- 2 Copies of Address Proof – both permanent and present, if applicable
- 2 Copies of Passport, if available
- 2 Copies of the driving license or Voters ID, if available
- Copy of Aadhar card
- Copy of PAN Card (mandatory)

NOTE:

1. Copies of academic certificates or other documents should be accompanied with originals and originals would be returned after internal verification.
2. Your appointment is subject to successful completion of medical test and employment/background verification only.

22nd 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 Sons - Internal

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
Total Gross	**396,423**
Contribution to Provident Fund	20,400
Gratuity	8,177
Total Cost to Company (CTC)	**4,25,000**

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.

Tata Sons - Internal

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 **18th 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.

Tata Sons - Internal

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.

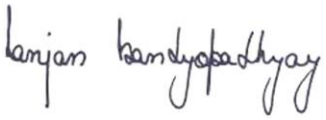
8.15 In case the above terms and conditions are acceptable to you, you are requested to sign the duplicate of this letter for having understood and having accepted the same and return the same.

Tata Sons - Internal

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

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature:

Name:

Date:

Tata Sons - Internal

Offer: Computer Consultancy
Ref: TCSL/DT20207240372/Chennai
Date: 10/01/2021

Ms. Adabala Hari Vamsi
Balaji Peta, Dr No 3-1151,
Andhra Pradesh- 533101
Tel# 91-7780335454

Dear Adabala Hari Vamsi,

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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹ 3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and 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, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

Conditions). 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 **₹ 14,784/-** per month.

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 **₹ 5,914/-** 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. **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.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹ 1,700/-**. 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.

Quarterly Variable Allowance
Your variable allowance will be **₹ 600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹ 200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

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:

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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.

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 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.

Loans

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

Professional Memberships

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

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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 60% 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. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme 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 programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. 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.

5. 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.

6. 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.

7. 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.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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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.

9. 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.

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 clause 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 are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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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

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

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 Governmentof 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

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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

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 Srilankan 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

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*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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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, thesame 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.

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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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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



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: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Adabala Hari Vamsi**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**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
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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.

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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 toTCS 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 filling 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.

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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. 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 soin 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.

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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 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.

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 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 thatshall 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.

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(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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Offer: Computer Consultancy
Ref: TCSL/DT20206570439/Chennai
Date: 10/01/2021

Mr. Sri Sai Prasanth Akondi
1-20/4Oppsite Firestation,
Prathipadu,
East Godavari-533432,
Andhra Pradesh.
Tel# 91-9392831489

Dear Sri Sai Prasanth Akondi,

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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and 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, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). 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 **₹14,784/-** per month.

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 **₹5,914/-** 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. **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.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. 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.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

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:

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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.

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 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.

Loans

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

Professional Memberships

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

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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 60% 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. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**
You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme 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 programme, 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.

4. **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.

5. **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.

6. **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.

7. **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.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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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.

9. 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.

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 clause 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 are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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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

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

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

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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 Srilankan 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

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*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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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.

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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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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



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: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Sri Sai Prasanth Akondi**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Sathyabama University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**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
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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.

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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 filling 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.

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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. **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.

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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 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.

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 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.

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(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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Offer: Computer Consultancy
Ref: TCSL/DT20207187494/Delhi
Date: 12/01/2021

Mr. Anurag Srivastva
Raju PgKumaran Kudil 2nd Street Anex,
Thoraipakkam,
Chennai-600097,
Tamil Nadu.
Tel# 91-6379270284

Dear Anurag Srivastva,

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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and 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, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). 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 ₹**14,784/-** per month.

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 ₹**5,914/-** 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. **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.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700**/-. 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.

Quarterly Variable Allowance
Your variable allowance will be ₹**600**/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of ₹**200**/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

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:

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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.

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 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.

Loans

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

Professional Memberships

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

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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 60% 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. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**
You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme 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 programme, 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.

4. **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.

5. **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.

6. **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.

7. **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.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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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.

9. 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.

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 clause 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 are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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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

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

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

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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 Srilankan 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

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*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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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.

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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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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



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: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Anurag Srivastva**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Sathyabama University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**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
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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.

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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 filling 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.

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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. **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.

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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 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.

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 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.

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(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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Offer: Computer Consultancy
Ref: TCSL/DT20207240371/Chennai
Date: 10/01/2021

Ms. Dasam Sri Jaya Harika Sahiti
2-124,Opposite Panchayathi,
Andra Pradesh-534329
Tel# 91-9182512118

Dear Dasam Sri Jaya Harika Sahiti,

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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹ 3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and 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, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). 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 **₹ 14,784/-** per month.

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 **₹ 5,914/-** 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. **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.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹ 1,700/-**. 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.

Quarterly Variable Allowance
Your variable allowance will be **₹ 600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹ 200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

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:

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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.

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 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.

Loans

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

Professional Memberships

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

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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 60% 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. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme 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 programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. 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.

5. 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.

6. 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.

7. 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.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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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.

9. 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.

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 clause 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 are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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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

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

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 Governmentof 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

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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 Srilankan 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

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*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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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, thesame 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.

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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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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

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: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Dasam Sri Jaya Harika Sahiti**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**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
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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.

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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 toTCS 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 filling 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.

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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. 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 soin 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.

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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 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.

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 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 thatshall 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.

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(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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Offer: Computer Consultancy
Ref: TCSL/DT20206774330/Chennai
Date: 10/01/2021

Mr. Venkata Bhargava Reddy Vaka
Oorjitha Grand Vie-2 , Villa Number , GundlapochamapallyKompally,
Ahoy,
Hyderabad-500014,
Telangana.
Tel# 91-7358472034

Dear Venkata Bhargava Reddy Vaka,

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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and 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, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). 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 **₹14,784/-** per month.

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 **₹5,914/-** 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. **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.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. 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.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

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:

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

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.

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 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.

Loans

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

Professional Memberships

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

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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 60% 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. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme 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 programme, 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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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.

9. 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.

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 clause 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 are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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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

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

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

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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 Srilankan 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

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*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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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.

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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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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



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: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Venkata Bhargava Reddy Vaka**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**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
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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.

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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 filling 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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

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. **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.

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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 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.

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 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.

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(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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PHARMA

TEYRO LABS PRIVATE LIMITED

No.29, Thilak Street, T Nagar, Chennai – 600 017. Phone: 044 28346506, Fax: 044 28341447

GSTIN : 33AAMCA4396C1ZQ CIN NO : U24100TN2014PTC 095150

Ref No: TLPL/R&D/HR/OL/072 **Date: 22/02/2021**

Ms. Ilma Majeed,
82/9, G.G.S Marg,
Lalkuan, Lucknow,
Uttar Pradesh - 226001.

Dear Ms. Ilma Majeed,

This has the reference to your application and the subsequent interviews with us. We are pleased to offer you a Post of **Jr. Research Associate-Trainee, Literature & Publications** based at Puducherry in our organization. You will be Reporting to Manager – Literature & Publications. You shall be entitled to an all-inclusive annual compensation of INR **1,80,000/-** (Rupees One Lakh Eighty Thousand only) CTC per Annum and you will be on probation for six-month period.

We would be happy to have you join with us on or before **1st March 2021**. You are advised to report to our R&D Centre at Puducherry. You are also required to send us a copy of your resignation acceptance letter by your reporting Manager within 5 days of receipt of this offer letter.

A detailed letter mentioning the terms and condition of your appointment will be issued to you at the time of joining duty.

This letter of offer is valid subject to verification of all the information/documents provided by you and satisfactory report on your background check.

Please sign and return the duplicate copy of this letter on or before **27th February 2021** there by acknowledging your acceptance of this offer.

Welcoming you whole heartedly and wishing you a long and successful career in the company

Yours Truly,

For Teyro Labs Pvt Ltd,

Dr. Umesh Luthra
Executive Vice President

I Accept the offer and I shall report for duty on _____

Signature _____Date

OFFER LETTER

November 06, 2021

Ms. Nisha S.,

No. 31/18, 7th Avenue , Ashok Nagar,

Chennai - 83.

Dear Nisha,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **"Trainee - Language Editing".** The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,



Shubha Kasivisweswaran
Senior Vice President - Human Resources

November 06, 2021 **Annexure - A**

COST-TO-COMPANY (CTC) SHEET

NAME **Nisha S**

DESIGNATION **Trainee - Language Editing**

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	7,088	85,056
HRA	3,544	42,528
Conveyance	1,600	19,200
Special Allowance	5,718	68,616
TOTAL-1 (GROSS SALARY)	**17,950**	**2,15,400**
PF (Employer's Contribution)	1,729	20,748
ESI (Employer's Contribution)	583	6,996
Bonus*	0	16,800
Personal Accident Insurance	5	60
TOTAL-2	**2,317**	**44,604**
CTC (TOTAL-1 + TOTAL-2)	**20,267**	**2,60,004**
*** This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.**		
Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.		

MONTHLY TAKE-HOME SALARY	
COMPONENTS	**MONTHLY (Rs)**
TOTAL-1 (GROSS SALARY)	**17,950**
LESS	
PF (Employee's Contribution)	1,729
ESI (Employee's Contribution)	135
TOTAL-2	1,864
TAKE-HOME TOTAL (1-2)	**16,086**
Note: **There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.**	



Shubha Kasivisweswaran
Senior Vice President - Human Resources

Annexure - B

Required Documents
- 10th / 12th mark sheet - UG / PG / Diploma - Provisional Certificate / Overall mark sheet / Semester wise mark sheets - Government id proof – Aadhar card (Mandatory), Other photo id - 1 passport size photographs - Bank account details (This is required for ESI registration) - Bank name - Name as per bank records - Bank account number - IFSC code

Important:

- TNQ insist that employees have a dongle or broadband connection while working from home. This is compulsory for effective working.
- The company will pay a monthly allowance of Rs.200 per month for dongle, Rs.400 for broadband towards monthly charges, once verification is complete, from the subsequent month's payroll.
- The company will give Rs. 1,000 towards purchase of a dongle. This is a one-time payment. This will be available to employees when they have completed 6 months of service. Installation/down payment charges for broadband is not covered in this.

urjanet

CONFIDENTIAL

22nd April, 2021
Dharshini A

Dear Dharshini,

It is with great pleasure that I welcome you to Urjanet Energy Solutions. You will be a key member of the Urjanet team, helping to grow the company and making it successful.

EFFECTIVE DATE:	12th May, 2021
ROLE:	Your designation is **Data Analyst** contributing to Urjanet Product & Services.
SALARY:	Your annual salary will be Rs 3,50,000 per annum. Your salary will be paid in equal monthly installments subject to tax and statutory deductions as per the attached Salary structure.
CONFIDENTIALITY:	Urjanet's corporate policy is that a compensation offer is considered confidential information and should not be discussed with other employees or acquaintances. It will adversely affect future appraisals when brought to Management's notice.
COVENANTS AGREEMENT:	Your employment will be subject to the terms of the company's form of Covenants Agreement for employees and consultants, which contains restrictive covenants. Our offer on the terms set forth in this letter is contingent upon your execution and our acceptance of the Covenants Agreement.
OTHER PROVISIONS:	• During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of the company. • Your employment is subject to a probation period of six months.During the probation period, the notice period to serve if deciding to leave the services would be 1 month. Upon confirmation of employment, the notice period to serve if deciding to leave the services would be 2 months. • Leave, holidays, work hours and other working regulations are as per the Human Resources policy applicable. • You will not undertake full or part time work with any other organization or indulge in business activity during your tenure as an employee. • This offer is contingent on passing a pre-employment background check as applicable. Please note, if the results of the background check do not meet the standards, this letter of offer shall be rescinded. It's assured that the data furnished to carry out this process will be kept confidential

JOINING FORMALITIES	Please bring: ● Educational Certificates (Copies - X, XII and Degree(s)) ● Proof of Prior Employment/Relieving Order (Copies) ● Last drawn pay slip (Copy - if applicable) ● Copy of your Passport (if available) ● Passport Size Photographs(4) ● Copy of your PAN and Aadhar card ● Copy of your address proof

I know you will enjoy working with Urjanet. We are an aggressive, growing company, and we are excited by the prospects of working with you.

This offer is open until 23rd April, 2021. Please indicate your intention via email as soon as possible, and sign the original letter indicating your acceptance of this offer and return it to me upon joining. If you have any questions, please do not hesitate to contact me.

Sincerely,

Authorized Signatory

Ramesh Krishna Iyer
Managing Director
Urjanet Energy Solutions Pvt Ltd.

My signature below acknowledges my acceptance of the offer as stated herein.

Dharshini A (Date)

Salary Structure:

CTC - 3,50,000 p.a		
	Per Month	Per year
Basic	11,667	1,40,004
HRA*	5,834	70,008
Conveyance*	1,600	19,200
Other allowances*	7,550	90,605
Gross Pay	**26,651**	**3,19,817**
Gratuity**	561	6,731
Provident Fund - Employer	1,800	21,600
Insurance	154	1,852
CTC per annum	**29,166**	**3,50,000**

As an employee of Urjanet, you are also eligible for the following benefits :

- Medical Insurance Coverage of Rs. 2,00,000 for self and a maximum of 5 dependants
- Round the Clock Personal Accident Insurance Coverage
- Gratuity , on separation of 5 Years of Continuous service, as applicable under the Gratuity Payments act.

*Figures can be adjusted to expected actuals or desired tax benefit.

**Paid at the time of relieving after completion of 5 years of service.

Your CTC is confidential and is not to be shared with anyone.

Your CTC is inclusive of all PF / ESI (Employer/Employee) and all other statutory contributions made by Urjanet on behalf of you.

Please go through the details of the CTC break up attached with this offer letter.

Registered Office:
VVDN Technologies Pvt ltd
12/10, East Patel Nagar,
Delhi – 110008, India

Corporate Office:
B-22,Infocity Sector-34,
Gurugram-122001,
Haryana,India
Tel No: +91 124 4284250
Fax No: +91 124 4284251

Website:
www.vvdntech.com
Email:
info@vvdntech.com

CIN:
U72200DL2007PTC162619

INTERNSHIP LETTER

HR/IL/2021/08/7708
Date: 7th August 2021

Name of the Candidate : Parameshwari L
Place of Joining : Pollachi
Internship Start Date : 10th August 2021

Dear Parameshwari L,

With reference to your interview you had with us, we are pleased to offer you the position of **INTERN** in **VVDN Technologies Pvt. Ltd (hereinafter referred to as "VVDN" or "Company")** on the following terms and conditions:

1. Upon successful completion of your Internship and submission of all necessary document of your completion of Degree, you will be given the status of a permanent employee and you will be given a CTC of Rs. 3.2 L Per Annum.

2. The internship will be for Five days a week. This is **subject to any change or requirement** that may come into force in future. Such changes will supersede all the relevant clauses mentioned in this offer letter.

3. You will be in a On the Job training period for the first 6 months from the day of your onboarding with us. During this period, if the Company finds the performance and discipline of the trainee is not satisfactory, appropriate action will be taken.

4. You will be required to execute Confidentiality Agreement, Terms and Conditions of Internship and such other documents/ undertakings/ agreements as may be required by **VVDN** from time to time.

5. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc., which will be a result of your training in **VVDN** or its associates, or which you may come to know in the course of your Training, more specifically in relation to the engineering or technology used or adopted by **VVDN**, shall be the property of **VVDN**. You shall treat the above information or data in connection with any work done in VVDN strictly confidential. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.

6. All information, papers, correspondence, etc., pertaining to **VVDN** business activities, commercial, technical or otherwise coming into your possession in the course of your training shall be treated strictly confidential.

7. During your training with **VVDN**, you may be transferred to any of the Offices/ Departments/ Units of **VVDN** or of associate concerns whether existing or to be set up, basis any business requirement, anywhere in India or abroad, on the same terms and conditions of Internship at the sole discretion of the management.

8. **Leave**: Regular full-time employees will have planned and unplanned leaves as per the VVDN Leave Policy whereas if you join as an Intern/ Trainee, you will be entitled to get one unplanned leave in a month on pro rata basis. Please refer leave policy for more details.

9. During your tenure with **VVDN**, you will be governed by the Service Rules and regulations of **VVDN** currently in force or as introduced/awarded from time to time.

10. Either party can terminate this internship by intimating 30 days in advance.

11. You have been enrolled on the presumption that the particulars furnished by you are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your internship with **VVDN** shall stand terminated/ cancelled without any notice.

12. You will diligently carry out, to the best of your ability all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation other than your On the Job Training curriculum.

13. Your email acceptance of this letter is expected within 3 days from the date of releasing the offer letter. This offer shall become void after completion of 3 days in-case no acceptance is received from the candidate.

14. As per the business requirements, company can ask for short-term or long-term travel/ deployment to any of the work location in India or abroad.

15. Any interim voluntary or involuntary drop out cases will not be considered for any settlements and internship certificates. The internship certificate will be given for such trainees who will not be able to continue VVDN due to observed performance issues during internship

16. In any such case, where trainee wants to leave the training or absconds or performs not as per the expectations due to which his confirmation of the services doesn't happen, trainees are liable to pay the training expenses as recovery which is not only limited to the six months stipend amount but also up to a sum of Rs. 2,00,000/- towards training cost, irrespective of the internship duration.

Please Sign the duplicate copy of this letter and return the same as token of your acceptance [Acceptance is through email or signatures] of the terms and conditions detailed in the letter.

On the day of your joining, **please bring original and photocopies** of the following for verification:

- **Pan Card**
- **Aadhar Card**
- **2 Color photographs, passport size**
- **10th Certificate**
- **12th Certificate**
- **All semester mark-sheets & Degree certificate**
- **NOC Letter from college for Internship**
- **Passport (**Passport is mandatory at the time of joining. In case you do not possess a valid passport, we want you to apply for it in advance and submit the copy of application to HR department within one month of your joining)

Wishing you a rewarding career with **VVDN** and welcoming you to our Pursuit of Excellence.

Yours sincerely,

For VVDN Technologies Pvt. Ltd.



Authorized Signatory

Name of the Intern: Parameshwari L

Signature: ----------

Walmart
Global Technology Services
India

Salarpuria Aura,
4th Floor, B-Block
Panatoor (G P)
Kadubeesanhalli,
Outer Ring Road
Bangalore-560103

Salarpuria Touchstone,
3rd Floor, Block B,
15/1A, 14P7,
Kadubeesanhalli,
Outer Ring Road
Bangalore - 560103

05-Apr-2021

Manimegalai Palraj
Sathyabama University
Chennai
Tamil Nadu

Dear **Manimegalai**,

We are pleased to offer to you an opportunity for full-time employment with WM Global Technology Services India Private Limited (**"The Company"**). If you accept our offer, your tentative joining date will be on **15-Jul-2021** or such other date as communicated by the Company.

Attachment A contains the terms and conditions of your employment with the Company.
Attachment B contains the details of your compensation and benefits, which is subject to appropriate taxes. These taxes will be deducted from your pay.

If you accept our offer of employment, please sign in the space provided on **Page 6** and return to us within 3 business days from the date of this letter. Our offer shall automatically lapse unless we receive your acceptance within the designated time or unless we grant an extension of time due to extenuating circumstances.

You are required to handle this letter with all terms and its contents as strictly confidential, including but not limited to compensation, and you may not disclose or discuss the same, externally or with co-workers, without the Company's prior written consent.

We look forward to you joining our team and contributing to the Company's success. Should you have any questions or would like to discuss the terms and/or conditions of this offer, please feel free to contact your recruiter.

Sincerely,



Sudeep Ralhan
Vice President, Human Resources

Walmart
Global Technology Services
India

Salarpuria Aura,
4th Floor, B-Block
Panatoor (G P)
Kadubeesanhalli,
Outer Ring Road
Bangalore-560103

Salarpuria Touchstone,
3rd Floor, Block B,
15/1A, 14P7,
Kadubeesanhalli,
Outer Ring Road
Bangalore - 560103

05-Apr-2021

Attachment A

1. Date of Appointment

Your employment will be effective upon your signing of this letter which shall be provided to you for signature **on your first day of employment** (**15-Jul-2021**). All your service benefits will be effective the Joining Date. This offer letter and your employment are contingent upon the satisfactory completion of background and reference checks and immigration related approvals, if any. Your employment is based upon the information and declarations provided by you. If at any time we determine that the information provided is false or misleading or that you have concealed information, the Company may withdraw its offer and/or terminate your employment immediately.

You have represented to us, and you are being employed by us, on the basis that, to the best of your knowledge, you have no restrictions or commitments to former employers or other entities which would in any way affect or hinder your rendering the services to the Company or that would restrict you from joining the Company.

2. Location

Your current location of posting will be in our **Chennai, Tamil Nadu, India** office. The Company may, at its sole discretion, transfer you to any other office or location of the Company or any of its affiliates.

3. Designation and Job responsibilities

Your designation in the organization presently is **Software Support Engineer I**. Your job responsibilities will be as assigned to you by the management from time to time. The designation, reporting and the job responsibilities are subject to review by the management from time to time. You shall perform and discharge faithfully and to the best of your ability the duties, which may be assigned to you from time to time by the Company and shall report to **Senior Director I, Software Engineering** in connection with such responsibilities.

You will devote your full working time, energy and attention exclusively to the duties entrusted to you and you shall not engage yourself in working for any other person or Company in any capacity, whatsoever, nor do any private business without obtaining our prior permission in writing.

4. Emoluments

Your Total Direct Compensation is INR **5,97,868**/- per annum which shall include all perks, benefits, bonus (MIP) as described in Attachment B. Provided that all amounts payable by the Company shall be subject to any taxes required to be withheld or deducted at source.

5. Incentive (MIP)

During your first year of employment, you will be eligible to participate in the Company's Management Incentive Plan (the MIP) on a prorated basis, determined by your start date. Based on your position, the MIP currently allows you to earn a target incentive of **(**10**)**% of your annual salary in an incentive payment which would be based on meeting a combination of individual and/ or Company metrics set for that fiscal year. Associates hired prior to November 1st are eligible for a prorated share of the incentive award for that MIP period.
Salaried Associates must remain employed through January 31st of the fiscal year to be eligible to receive the incentive award.
If your incentive percentage opportunity changes during the MIP period, your incentive percentage opportunity will be pro-rated based on the number of days in the positions.

5A. Statutory Bonus

You shall be entitled to receive Statutory Bonus under the Payment of Bonus (Amendment) Act, 2015 on a yearly basis, as long as the eligible Basic salary is lesser than or equal to INR 21,000 per month. Such statutory bonus shall be calculated as per the minimum wages act notified by the State Government from time to time and paid on a pro-rata basis from the date of joining until closure of the financial year (i.e. 31st of March every year). The Statutory Bonus shall be paid within eight months from the close of the previous financial year.

6. Provident Fund

You will participate in the Provident Fund Scheme applicable to employees of the Company.

7.Working Hours and Leave

Your work days, hours of work and the beginning and ending times of your shifts shall be determined by your manager and/or the HR department from time to time. The Company may require you to work in different shifts and the timing of those shifts and/or days of the week upon which the shifts are scheduled may be changed at the discretion of the Company to accommodate the needs of the business. If you are required to work different shifts, you may be eligible for a shift allowance as per Company policy depending on which shifts you are required to work.

You shall be eligible for leave in accordance with the Company's policies and practices.

8. Salary Review

The salary and compensation are subject to being reviewed and modified annually by the Company normally on April of every year. Your next salary review will be in April 2022.
The Company shall be entitled to withhold from any payments due to you pursuant to the provisions of this letter, any amounts required to be withheld by any applicable taxing or other authority, or any amounts loaned to you by the Company.

9. Travel

The Company may require you to undertake travel on the Company's work, and you shall be eligible for reimbursement of travel expenses for official work as per the Company's policies.

10. Transfers

From time to time, depending on our business needs, the Company may transfer you in such capacity as the Company may determine anywhere in India or abroad to any one of WM Global Technology Services India Pvt. Ltd. departments, subsidiaries, joint ventures, associates and sister Companies. During the tenure of such transfers, you may be entitled to benefits as per the Company's guidelines.

11. Confidentiality and Non-Disclosure of Confidential Information, Non-Solicitation, and Product Assignment

You will not at any time, without the consent of the Company disclose divulge, display, disseminate or make public, except under legal obligation, any information regarding the Company's affairs or administration or service carried out, whether the same be confided to you or become known to you in course of your service or otherwise. Any breach of this condition would entitle the Company to take such action as would be appropriate in the circumstances and / or to claim any damages from you.
The Company's offer for employment is conditional and subject to the Non-Disclosure, Non-Solicitation, and Product Assignment Agreement ("Agreement"), a copy of which can be obtained from the HR Department. You will be required to sign the Agreement within the first month of Joining.

12. Protection of Interest

If any declaration or information furnished by you to WM Global Technology Services India Private Limited during or prior to the Joining Date proves to be false or misleading, or if you are found to have willfully suppressed any material information, the Company reserves the right to terminate your employment immediately without any notice or compensation whatsoever.

13. Code of Conduct

You will adhere to the Company's policies and Code of Conduct which may be changed or revised from time to time. The HR Department will make available to you copies of these documents and you should review prior to acceptance of our offer. The Company reserves the right to terminate your employment without any reason or notice on receiving any information on your violation of the Company's policies or Code of Conduct.

Further you agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures which the Company may amend from time to time and to indemnify the Company for any loss suffered as a consequence of a breach by you of the Company rules, regulations, instructions, policies, practices and procedures.

14. Termination

Either party may terminate your employment with one month's notice in writing. The Company reserves the right to pay in lieu of notice. In case you have given notice to resign or terminate your employment, you are expected to serve the entire notice period diligently, although the Company may in its sole discretion permit you to leave earlier.

Notwithstanding the information above or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice) in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you commit a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency, or any allegation or conviction for any criminal offense, (v) your breach of any terms or conditions of this offer letter or the Company's policies or other documents or directions of the Company. (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients and/or (viii) misconduct by you as provided under the labour laws and/or in the Company's policies.

15. Obligations Upon Termination

Upon termination of your employment with the Company, you are required to return to the Company all documents, key business contacts, assets and books of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person and departments. Where required, the Company will advise the relevant authorities of the termination of your employment.
Further, all memoranda, notes, records or other documents made or compiled by you or made available to you during your employment with the Company concerning the business and/or operations of the Company shall be the Company's property and shall, if in your possession or under your control, be delivered to the Company on the termination of the your employment. You shall not use for yourself or others, or divulge to others, any proprietary or confidential information of the Company, obtained by you as a result of your employment, unless authorized by the Company.

16. Personal Data

In signing this letter you authorize the Company to verify, validate, transfer, store, process and share all personal data and other information relating to you and provided by you to the Company or otherwise obtained by the Company in connection with your engagement with the Company, with other companies, whether in India or abroad, under the [Walmart] group of companies.

Walmart
Global Technology Services
India

Salarpuria Aura,
4th Floor, B-Block
Panatoor (G P)
Kadubeesanhalli,
Outer Ring Road
Bangalore-560103

Salarpuria Touchstone,
3rd Floor, Block B,
15/1A, 14P7,
Kadubeesanhalli,
Outer Ring Road
Bangalore - 560103

17. General

All notices required or permitted to be given shall be in writing and delivered personally, by e-mail or by certified or registered mail, return receipt requested, postage prepaid, or given by a nationally recognized courier service providing for proof of delivery to the following persons at the following addresses, or to such other persons at such other addresses as any party may request by notice in writing to the other party to this Agreement.
Further, the Company's policies are part of this offer of employment and you will have to sign and abide strictly by the Company's code of conduct in all business transactions, including protection of Company assets, conflict of interest, relations with vendors and other policy guidelines. A copy of such policies will be provided upon your request.

Your employment and the terms and conditions of this letter shall be governed by and construed in accordance with the laws of India.

Yours sincerely
WM Global Technology Services India Private Limited.



Sudeep Ralhan
Vice President, Human Resources
Date:05-Apr-2021

Confirmation and Acceptance

I,**Manimegalai**, hereby accept to be a part of WM Global Technology Services India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.



Name:**Manimegalai**

Date:
Date of Birth:
Father's/Spouse Name:

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05-Apr-2021

Attachment B
Your current position title is Software Support Engineer I your level is IN 1

Annual Compensation

Components	Annual Compensation
Basic	**2,00,000**
Flexible Compensation Plan*	**3,00,000**
Annual Gross Salary	**5,00,000**
*Retirals (PF)	**24,000**
Annual CTC	**5,24,000**
Management Incentive Plan	**Target**
Annual Incentive % (as a % of Annual Gross Salary)	**10%**
Annual Incentive Amount	**50,000**
TCTC (Total Cost To Company)	**5,74,000**
Statutory Bonus	**23,868**
Total Direct Comp at Target	**5,97,868**

MIP The indicative amount for the **MIP will be** 10 % @ **Target** of the annual gross salary.

Flexible Compensation Plan*: You can choose the below components to make your FCP tax efficient in line with the policy

Components	Per Annum
HRA	**40% of basic for Non-Metro** **50% of basic for Metro**
LTA	**75,000.00**
Telephone Reimbursement	**36,000.00**
Professional Development	**30,000.00**
National Pension Scheme	**10% of Basic**

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05-Apr-2021

Retirals **:

Provident Fund: As per the Company's Provident Fund Schemes.
(12% of Basic Salary)

Benefits

Mediclaim Insurance: Coverage would be for self, spouse, dependent parents or parental in laws and 2 dependent children for a sum of INR 5,00,000/-.

Personal Accident Insurance Scheme: Covers 24 hours a day anywhere in the world, upto 3 times of your Gross Salary.

Group Term Life Insurance Scheme: Covers 24 hours a day anywhere in the world, up to 3 times of your of annual gross salary.

Coverage to group term life insurance is subject to medical health checkup being undertaken and assessment of medical results by insurance company:-

a) If 60 (Sixty) years and above **OR**

b) If 2 years annual gross salary exceeds the free cover limit capping

For clause (a) above, if the Insurance Company determines the medical results not to be satisfactory, you will not be covered under the Group Term Life Insurance Scheme.

For clause (b) above, if the Insurance Company determines the medical results not to be satisfactory, you will be eligible only up to free cover limit capping

Further, associate and his immediate dependent members are eligible for **outpatient care benefit of INR 10K** per policy year.

Please confirm that these terms are acceptable with your signature and remit to us within three business days from the date of this letter.

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05-Apr-2021

One Time Joining Bonus Letter

Dear Manimegalai,

Upon commencement of your employment, you will be eligible for an one time joining bonus of INR **1,00,000** and the payout of such below bonus will be as per applicable tax deductions.

Recovery Clause : The Company shall, subject to compliance with applicable Indian laws, be entitled to recover the 100% joining bonus paid to you in the event of your voluntary exit or termination from services of the Company within **24** months of date of employment.

Please note that no adjustments shall be made to the tax deducted at source by the company on account of the joining bonus paid in case of recovery. You shall be liable to initiate claims at your own cost and expense towards recovery of tax deducted at source towards joining bonus by ensuring compliance with applicable laws.

Yours sincerely,
WM Global Technology Services India Pvt. Ltd.



Sudeep Ralhan
Vice President, Human Resources

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Global Technology Services
India

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Relocation Guide – Walmart GTS India

I. Applicability

This Guide is applicable to all associates relocating at least 100 kms from their current location based on joining Walmart GTS India ("Company") or an internal job transfer between Company-related locations.

II. Details

An associate to whom the Guide is applicable may be eligible for the following benefits:-

- **Accommodation:** living space in a Company-approved hotel or guest house, at the discretion of the Company, for the associate and his or her immediate family, restricted to spouse, children and dependent parents, 2 weeks upon joining the Company and 3 weeks in case of job transfer.

- **Travel:** 2nd class AC train or economy/APEX fare air travel for the associate and their immediate family. If the associate chooses to drive a personal vehicle, mileage will be reimbursed at Rs 7.00 per km based on the shortest safe route, and limited to the equivalent value of economy class airfare for the same route.

- **Local Travel:** Reasonable taxi costs incurred from 8am to 6pm for the first 7 days from the date of arrival in the new city. These costs may only be reimbursed for travel associated with becoming acquainted with the city, available housing, school enrolment obligations, banking, and other needs associated with relocation as approved by the Company in its sole discretion.

- **Transportation of Household Goods:** The Company will cover the fees/ charges of transportation of the associate's household goods. A minimum of 3 quotes must be evaluated and the most competitively priced vendor chosen for the service. The Company will pay a maximum allowance towards the insurance premium of household goods up to Rs. 20,000 (Rupees twenty thousand) or premium on the value of household goods of no more than Rs. 8,00,000 (Rupees eight lakhs), whichever is less.

- Note: Associates can choose to spend more on insurance premiums but Walmart GTS will only reimburse a maximum amount of INR 20,000 towards the same and the associate will have to bear the rest.

- **Vehicle Transfer:** Company will cover the expenses for the transfer of two personal vehicles, whether a car or two wheeler, based on actual cost, through the designated transport/freight agency. The vehicles must be registered under the names of the associate, spouse or dependent parents. The Company will reimburse the registration costs of up to two vehicles required by the new state, if applicable, based on the official receipt or bill issued by the governing Regional Transport Office. Any other expenses related to the transfer of the vehicle(s) will be the associate's responsibility.

- **Brokerage for House Rentals:** If the associate chooses to use the services of a property consulting company, the Company will reimburse the associate for brokerage fees paid to the property consulting company, based on actual receipts, up to a maximum of one month's rent for the house.

III. Process

The associate must submit relocation related expense itinerary claim by logging in to HR-Mart. To be processed, the claim and the attached bills and receipts will require final approval of the HR manager and the associate's reporting manager. The payment will be directly credited to the associate's bank account.

If the associate wants to delay access to the household goods to a later date after joining or moving, the associate may submit two claims, provided the second claim is made within 6 months of joining or moving.

IV. Exceptions and Associate Repayment Obligations

- Any exception to this Guide may only be made in writing by an HR manager and the Director of the business unit involved.

- All payments made by the Company under this Relocation Policy will be recoverable from the associate if the associate leaves the organization in less than 6 months from the date of hire or transfer either by voluntary resignation or termination based on ethics or integrity violations.

V. Discretion Retained: This program is implemented in the sole discretion of the Company, and it may be modified, amended, or discontinued at any time in the sole discretion of the Company.

WILEY

PRIVATE & CONFIDENTIAL

April 01, 2021

Dhaarini Shraddha V,
37,B7,Murali Anand Apartments, Loganathan Colony,
Mylapore, Chennai - 600004

LETTER OF EMPLOYMENT

Dear Dhaarini Shraddha V,

The basic terms and conditions of your employment are as set out in this Letter of Employment. This document incorporates the written particulars of employment with Wiley India Private Limited (will be referred to as "the Company" hereafter) required to be given to you by statute.

1. Job Title

1.1 You will be employed as **Mthree Alumni - IT Support Specialist** and would be reporting to the **Alumni Engagement Manager** or any other person nominated by the Company as maybe. Such position and title information are merely descriptive and not intended to limit your duties or functions or guarantee you a certain job. Furthermore, your designation and role may be changed by the Company upon giving prior notice to you.

1.2 Your first six months of employment with Wiley are classified as probation. At the completion of six months services, your performance will be assessed by your manager and provided that you are performing to the standard required, your appointment will be confirmed in writing. Until receipt of a written notification of having successfully passed the probationary period, your employment shall be deemed probationary. If deemed necessary, your probation may be extended for a maximum further period of three months.

At any time during the probationary period, termination of this contract shall be 15 Days' notice or pay in lieu thereof by either party.

1.3 You are expected to perform all duties which may be required of you in this role as assigned by your Superior.

1.4 Wiley India Private Limited may, at its discretion, require you to perform additional or other duties, not within the scope of your normal duties and may at its discretion amend your Job Description at any time. During the period of your employment, you shall whenever require by the Company, undertake such traveling in India and elsewhere in connection with or in relation to the business of the Company. You may also be placed in the work premises of any client of the Company, as may be determined by the Company at its sole discretion.

WILEY

1.5 Your date of hire is **April 05, 2021.**

2. <u>Place of Work and Duties</u>

2.1 Your normal place of work is our office in **Bangalore**. Wiley India Private Limited may, however, require you to work at such other locations as per organizational requirement

2.2 You may be required to travel to fulfil the duties of your employment.

2.3 Other Duties[1]. You shall ensure that during the Term, you shall not behave in such a manner that would be construed as being in violation of the policies of the Company and/or of applicable law. In addition to the above, you shall at all times during the Term:

a. keep the Company promptly and fully informed in writing (emails included) of your conduct of the business or affairs of the Company and also provide such further information, records and/or explanation as the Company may require within 15 days of receipt of such request from the Company;

b. conform to the normal working hours as per the policies of the Company and applicable law;

c. not directly or indirectly request, agree to receive, or accept kickbacks, payoffs or other payments or transfers of anything of value in monetary terms;

d. not at any time make or cause or permit to be made any untrue or misleading statement in relation to any products or services provided by the Company or in relation to the Company.

e. not to disparage the Company or any of its officers and employees, or act in any manner whatsoever which may damage the business of the Company or which would adversely affect the goodwill, reputation, and business relationships of the Company with the public generally, or with any of its patrons, clients, patients and customers, whether existing, prospective or otherwise;

f. make full and true disclosure in writing to the Company of any direct or indirect interest the you have has in connection with any contractual arrangements, dealings, transactions or affairs of the Company; and

g. not take employment with or obtain work in any capacity or designation from any other person, firm, company or any other entity, whether office-based or home-based, whether in India or elsewhere, whether for consideration or otherwise, in any business or profession related however remotely to the business, in any form or manner whatsoever during the Term.

h. be in compliance with the Company's IT policies, particularly be in compliance with matters involving Cyber Security Risks. Towards addressing Cyber Security Risks, the Company reserves the right to send deceptive 'simulated phishing' email to you from time to time to gauge staff security awareness and compliance. You are advised that by clicking on 'simulated phishing'

email by you shall be looked at adversely by the Company and repeated clicking on such 'simulated phishing' emails will be considered as breach of the terms and conditions herein, and may result in termination of your engagement with the Company.

2.4 During your employment with the Company you are required to adhere to the Company's policies and procedures. The Company reserves the right to amend these from time to time and when amendments are made you will be notified of any changes. It is your responsibility to ensure that you are familiar with and understand these policies and procedures. You will also be required as a condition of employment to accept and sign in agreement with various policies and procedures of the Company's clients as part of your employment where you are engaged by the Company to provide services to such clients.

3. Working Hours

3.1 Normal Operating hours will be from **8.30 hours every day** except on weekends or as per your shifts. These may changes based on your role and business requirement and will be communicated to you from time to time. You are required to complete 42.5 hours per week and you will be required to maintain the records of the same and update as required in the electronic time sheets software or any equivalent system provided by Wiley India Private Limited.

3.2 During your normal operating hours and at such other times as may reasonably be required of you, you shall devote the whole of your time, attention, skill and abilities to the performance of your duties under this Contract and shall act in the best interests of Wiley India Private Limited. You shall not undertake any work or employment, other than for the Company, during your hours of work.

3.3 Outside your operating hours of work, you shall not be entitled to be employed by, work for and/or be engaged by other parties.

4. Remuneration and Performance Review

4.1 You will be entitled to a **package of Rs**. **500,000/- (INR Five Lakhs)** per annum**.**

4.2 The remuneration paid to you has taken into consideration the status and responsibilities of the position being offered to you, including towards the obligations under this letter, and as such you will not be entitled to any other payment by way of deferred wages, overtime etc. All benefits applicable to you shall be as per the provisions of the Company's policies prevalent at that point of time and in accordance with applicable law.

4.3 The breakup of your remuneration in terms of **Compensation and Benefits** will be as per Annexure I along with this contract.

4.4 Your performance and salary will be reviewed on Half -Yearly basis. The purpose of salary review is to ensure that Wiley India's employees remain competitively compensated but this may not necessarily lead to an automatic entitlement of a salary increase. Salary increase will depend on your appraisal performance. After every 6 months, you will participate in an appraisal of your performance to provide you feedback on your performance and provide a means of reviewing your performance.

You shall be responsible for your own personal tax matters. Increments will also depend on the Company performance in addition to that of the individual.

4.5 Your salary is strictly confidential, and you are expected to maintain its confidentiality. Any breach of this confidence will be viewed with utmost seriousness.

5. Insurance

5.1 Wiley procures Group Insurance coverage on your behalf. You will be provided with medical benefits immediately after your joining. However, only maternity hospitalization coverage can be availed upon completion of the confirmation period. The insurance company (insurer) terms and conditions shall apply to your coverage.

6. Other Benefits

6.1 You will be entitled for an employers' contribution of Provident Fund to the extent of @12% of basic salary, with a ceiling limit of Rs. 65,000 monthly of basic salary.

6.2 You will be entitled to all other statutory benefits wherever applicable.

6.3 [The Company shall reimburse all reasonable business-related expenses properly incurred on behalf of the Company by you in the course of your employment, as per the relevant policies of the Company in force at the time of incurring such expense. Such reimbursement shall be subject to you submitting all documentation, expense statements, vouchers, and such other supporting information as the Company may request, or as may be consistent with the standard policies and practices of the Company. The reimbursement shall be as per the limit mentioned in the Policies of the Company prevalent at that point of time or as expressly permitted by the Company on a case to case basis.]

7. Non- Compete and Non-Solicitation

7.1. You acknowledge that, during your employment with the Company, is likely from time to time to obtain knowledge of trade secrets, Intellectual Property rights and other Confidential Information of the Company and its Affiliates and to have dealings with the customers, clients and suppliers of the Company.

7.2. You undertake that, you shall not, for the duration of the Term, and for a period of [12] months after such date, either personally or through an agent, company or through a partnership or as a shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise:

a. be concerned in any business that directly or indirectly competes with the business of the Company;

b. accept employment or engagement as a consultant with any client of the Company, where you have been directly involved in performing services to the relevant client during the last 12

months of your employment with the Company, without the permission of the Company in writing;

c. except on behalf of the Company, canvass or solicit business for services similar to those being provided by the Company, from any person who is a customer of the Company;

d. directly or indirectly, solicit, recruit, induce or attempt to persuade any customer, client, employees, suppliers, vendors, consultants of the Company and/ or its affiliates to cease to be a customer, client, employees, suppliers, vendor, consultant of the Company and/ or its affiliates for the Employee's own benefit or for the benefit of any other person or entity; and

e. directly or indirectly, solicit, recruit, induce or attempt to persuade any director, senior management personnel or employee of the Company and/ or its affiliates to leave the employment of the Company and/ or its affiliates.

7.3. You recognize that the foregoing covenants and the time and other limitations with respect thereto, are reasonable as to the duration and subject matter, properly required for the adequate protection of the value and goodwill of the Company, and agree that such limitations are reasonable with respect to the business activities of each of the employee and the Company.

8. <u>Confidentiality</u>

8.1 During the course of employment with the Company all information, whether verbal, in writing or stored by electronic or mechanical means, including all notes, analyses and studies prepared by you ,whether relating to the Company, its Customers or any company within the John Wiley & Sons group of companies is strictly confidential.

8.2 During or after your employment with Wiley India Private Limited, you are expected to professionally protect all confidential matters of Wiley and shall not reveal any of the affairs or secrets of the company to any other person(s) or use or attempt to use any information which you may require in the course of your employment in any manner which may injure or cause loss to the Company.
8.3 Wiley India Private Limited foresees that, during the course of your employment, you may create, originate, conceive, discover, design, develop and/or make works in or relating to which there may be Intellectual Property Rights. All Intellectual Property Rights in or relating to all or any works made during the course of your employment shall belong to and is the absolute property of the Employer. "Intellectual Property" means: (i) patents, patent applications, patent disclosures and invention (whether patentable or not); (ii) trademarks, service marks, trade dress, trade names, logos, corporate names, Internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith; (iii)copyrights and copyrightable works (including, without limitation, computer programs and mask works) and registrations and application for the registration thereof; (iv) trade secrets, know-how and other confidential information; (v) waivable or assignable rights of publicity and waivable and assignable moral rights; (vi) unregistered and registered design rights and any application for the registration thereof; (vii) data, database rights and all other forms of intellectual property and all rights or forms of protection of a similar nature in any jurisdiction.

8.4. Confidential Information shall not include information that, you can demonstrate by sustainable evidence:

a. is, or hereafter becomes, through no act or failure to act on your part, generally known or available. You shall immediately on coming to know that any Confidential Information has become generally known or available, inform the Company of the same in writing (email included).
b. is known to you at the time of receipt of such information. You shall immediately on receipt of such information disclose in writing (email included) to the Company that such information was already in your possession.
c. is hereafter furnished to you by a third party, as a matter of right and without restriction on disclosure, there being no obligations of confidentiality attached to the source of such information. You shall immediately on receipt of such information inform in writing (email included) the Company of the same.

8.5. Without prejudice to the generality of Clause 8.4:

a. You shall not try to gain access to any Confidential Information, except as entrusted in furtherance of your duties. You also understands that, for any reason, if you gain access to such Confidential Information, you shall immediately inform the Company of the same and the reasons for gaining such access/intrusion. You undertake, under such circumstances, to maintain utmost confidentiality of such Confidential Information.
b. You shall keep all Confidential Information, confidential and shall not disclose the same to any third party or use the same for your own benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by herein or except with the prior written consent of the Company.
c. You shall protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorised use.
d. You agree that you shall not ever directly or indirectly copy, duplicate, disseminate, publish, transfer, disclose, or divulge any of the Confidential Information to any firm, individual, entity, institution or other third party, unless otherwise so specifically authorized in writing, in advance, by the Company or to the extent required to perform your duties in terms herein.
e. Your confidentiality obligations shall not prevent you from disclosing the same if required applicable law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that you give the Company notice of such intended disclosure and an opportunity to oppose the same.
f. You confirm that all Confidential Information shall remain the sole and absolute property of the Company, in and to any of the Confidential Information, or part thereof, created in whole or part by you.
g. In order to secure or preserve Confidential Information, the Company shall have the right at all times to deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.

9. <u>Leave Entitlement</u>

9.1 Annual Leave

You will be entitled for fifteen (15) days annual privilege/earned leave with pay after one year of continuous service. An employee who joins during the calendar year will receive a prorated leave for the first year of service based on the date joined. These leaves can be accumulated to a maximum of 45 days. [Rules for encashment of leaves shall also be determined in accordance with the Company's Policies and Applicable Law. You are not required to come into work on public holidays determined in accordance with the Applicable Law and Company's Policies.]

9.2 Sick/Casual Leave

You will be entitled to Fifteen (15) days Sick and Ten (10) days of casual leave in one year. An employee who joins during the calendar year will receive prorated leave for the first year of service based on the date joined. Casual and Sick leaves cannot be accumulated beyond the calendar year.

9.3 Maternity Leave

Every woman employee will be entitled for a maximum of 26 weeks maternity leave as per the Maternity Benefit (Amendment) Act, 2017.

9.4 Global Parenthood Leave

Every employee will be entitled for a maximum of 4 weeks parenthood leave on attaining parenthood.

9.5 Adoption Leave

Every employee will be entitled for a maximum of 12 weeks Adoption leave.

9.6 Bereavement Leave

Every employee will be entitled for maximum of 5 days (3 days + 2 days for outside neighboring states) Bereavement leave. Bereavement Leave (BL) can be availed within 7 days of occurrence of death of immediate family member (spouse, children, parents, grandparents, and parents-in-law).

9.7 Marriage Leave

Every unmarried employee will get maximum of 5 days Marriage leave. Marriage Leave can be availed on first legal marriage and can be utilized consecutively or non-consecutively 2 weeks before or within 3 months from the date of ROM or customary marriage.

10. <u>Termination</u>

10.1 Either party can terminate by 15 days written notice during probation and 30 days thereafter

10.2 However, the Company reserves the right to terminate the employee's employment without notice and with immediate effect if:

a. The employee commits any material breach of any of his duties and responsibilities under this contract.
b. Any particulars mentioned in the employee's application are found false at any point of time or found to have any willfully suppressed material information.
c. If at any time in our opinion, which is final in this matter, the employee is found guilty of dishonesty, disorderly behavior, negligence, indiscipline, absence of duty without permission or any other conduct considered by the company as detrimental to the interests of the Company.

10.3 At the time of termination / resignation, the employee will immediately hand over to the Company all correspondence, documentation, data, software, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

10.4 If the employee shall, at any time, be prevented by ill-health or accident or any physical or mental disability from performing his duties hereunder, he/she shall inform the Company and supply it with such details as it may reasonably require, and if he/she is unable by reason of ill-health or accident or disability for a period of 60 days in any period of twelve consecutive calendar months to perform his duties hereunder, the Company may forthwith terminate his employment hereunder.

11. <u>Remedies</u>

a. In the event of a breach or a threatened breach of any of the covenants contained in Clause 7 and Clause 8, the Company shall, in addition to any other remedies including but not limited to an action for injunctive relief, suit for damages, and other legal remedies provided herein or otherwise available under Applicable Law, be entitled to have such covenants specifically enforced by any court having jurisdiction, it being acknowledged and agreed that any material breach of any of the covenants will cause irreparable injury to the Company and that monetary damages will not provide an adequate remedy to the Company. Accordingly, in the event of any breach or threatened breach by you of any of the provisions of this agreement the Company shall, in addition to and not in limitation of any other rights, remedies, or damages available to the Company at law or in equity, be entitled to a temporary restraining order to prevent or to restrain any such breach by you and/or by all persons directly or indirectly acting for, on behalf of, or with you.

b. You shall fully indemnify, and hold harmless, and keep indemnified the Company including its affiliates, employees, directors, officers, consultants, agents, advisors, representatives and assigns, from and against, all losses, claims, actions, proceedings, suits, penalties, expenses, damages, fees (including reasonable attorneys' fees), arising directly or indirectly, as a result of, from or pursuant to: any breach or alleged breach of any the terms and conditions herein.

c. No right, power or remedy herein conferred on the Company is intended to be exclusive of any other right, power or remedy. Every right, power and remedy shall, to the extent permitted by applicable law, be cumulative and in addition to every other right, power and remedy given hereunder or now or hereafter existing at law or in equity or otherwise, and may be exercised from time to time and as often and in such order as may be deemed expedient by the Company.

d. In any legal proceeding undertaken to enforce the terms and provisions of the agreement, the prevailing Party shall be entitled to reimbursement of its actual costs and expenses, including

without limitation, its attorney, accountant and court fees and expenses resulting thereof.

12. General

12.1 Health and Safety

Wiley India Private Limited recognises that safe working practice is a joint concern for the Employer and its employees. The Employer is responsible for ensuring that working conditions conform to statutory requirements. To comply with these requirements there must be an acceptance on your part to act in a responsible manner and not to indulge in unsafe working practices. You are always required to observe and co-operate with safety procedures.

12.2 Retirement

You will retire on completion of 58 years of age.

12.3 Governing Law and Jurisdiction

The courts in New Delhi, India shall have exclusive jurisdiction on the matters arising from or in connection with your employment and each Party hereby irrevocably and unconditionally consents to the exclusive jurisdiction of the aforementioned courts. This terms of this letter shall be governed by and construed under the laws of India.

12.4 Consent

You hereby unequivocally consent to the Company collecting, using, or disclosing his/her personal information (as enumerated in the Information Technology (Reasonable Security practices and procedures and sensitive personal data and information) Rules, 2011 ("IT Rules"). Such data or information may be collected, used or disclosed for purposes such as administering the employment relationship, processing payments, conducting background checks, generally discharging all human resource management activities and legitimate interest of the Company. You also hereby consent to the Company transferring such personal information within the organisation to other states, territories or countries as required under Applicable Law for internal administrative purposes. Further, you also irrevocably agree to execute any other or additional document(s) which the Company / any third-party agency acting on its behalf may require in order to better perfect its rights in this regard. The Company represents that except for the purposes mentioned herein or if required under Applicable Law, the Company will not disclose to any third party or otherwise use in any manner, the personal information without your prior consent. The Company may, from time to time, monitor your use of the internet and of email communications received, created, stored, sent or forwarded by you on equipment provided by the Company to you for the performance of his duties where reasonably necessary to check facts relevant to the business, ensure compliance with Company's policies and procedures and investigate or detect unauthorised use of the Company's systems. You hereby provide unequivocal consent to such monitoring.

12.5 Business Conduct

You must devote your whole time during normal business hours and you must use your best endeavors to promote the business and interests of the Company. It is expected that you will not without prior approval of management be employed in any way or for any purpose whatsoever for any part of your outside business hours for any person, firm or company other than for the Company. It is also expected that during the course of your employment you will not engage directly or indirectly in any other business that would constitute a conflict of interest with your employment with the Company. You may seek guidance from the Human Resources at any time if you are unclear of what constitutes a conflict of interest. You must not use Company equipment (including but not limited to computers, laptops, telephone, mobile telephone, facsimile, email, and internet) or Company time to conduct any business activity that is not related to the Company. Should it be found that you have used Company equipment or Company time to conduct business activity not related to the Company you will face disciplinary action up to and including dismissal.

12.6. Amendment.

This letter agreement shall not be amended, altered or modified except by an instrument in writing expressly referring to this Agreement and signed by the Parties.

12.7. Successors and Assigns.

The letter agreement shall inure to the benefit of the successors and assigns of the Company. The Employee may not assign his/her obligations hereunder, and any such assignment shall be void.

12.8. Waiver.

No term or provision hereof will be deemed waived, and no variation of terms or provisions hereof shall be deemed consented to, unless such waiver or consent be in writing and signed by the Party against whom such waiver or consent is sought to be enforced. Further, waiver by any Party of any default or breach of any term or condition of this Agreement at any one instance shall not be deemed or construed to be a continuing waiver of default or breach of such term or condition for the future or any subsequent breach thereof.

12.9. Counterparts.

This Agreement may be executed in any number of counterparts, and each such counterpart shall be deemed to be an original instrument, and which shall together constitute one Agreement. Signatures sent by electronic means (facsimile or scanned and sent via electronic email, or signed by electronic signature service where legally permitted) shall be deemed original signatures.

12.10. Notices.

All notices pursuant to this letter agreement shall be in writing and shall be deemed duly given when delivered to the respective office of the parties at the address set forth above or to such address notified by a Party from time to time, and shall be deemed to have been received (i) upon delivery in person;

WILEY

(ii) upon receiving acknowledgment by registered post acknowledgement due (RPAD); (iii) upon transmittal by confirmed e-mail or facsimile, provided that if sent by e-mail or facsimile, a copy of such notice shall be concurrently sent by RPAD, with an indication that the original was sent by e-mail or facsimile and the date of its transmittal.

Signed for and on behalf of Wiley India Private Limited by

Signature of Authorised Signatory.....

Name and Designation of Authorised Signatory **VIKAS GUPTA, MANAGING DIRECTOR**

I accept employment on the terms outlined in this Contract.

Signature of Employee.....

Name of Employee: **Dhaarini Shraddha V**

CORPORATE OFFICE:
1402, 14th Floor, World Trade Tower,
Plot No. C-1, Sector – 16, NOIDA – 201301
T +0120 6291100
csupport@wiley.com | www.wiley.com | www.wileyindia.com

Wiley India Pvt. Ltd. is a private limited company registered in India
Registered office address: 4436/7, Ansari Road, Daryaganj, New Delhi 110002, India
CIN No.: U74899DL1999PTC099286

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Annexure I
Salary Breakup

Name: **Dhaarini Shraddha V**
Designation: **Mthree Alumni - IT Support Specialist**
Date of joining: **April 5, 2021**

Components	Cost to the Company (Rs.)	
	Monthly	**Annual**
Basic	23,320	2,79,851
House Rent Allowance	11,660	1,39,925
Special Allowance	3,887	46,662
Gross Salary	**38,868**	**4,66,418**
Employer Provident Fund[$]	2,799	33,582
CTC (Cost to the Company)	**41,667**	**500,000**
Reimbursements/Benefits		
Mediclaim Insurance (For immediate family only)		400,000
Accidental Insurance		Three times of your annual salary
Life Insurance		Three times of your annual salary
Total cost to company (at the time of joining)		**500,000**
Total cost to company (after successful completion of 6 months and subject to excellent performance reviews**)**		**600,000**
Total cost to company (after successful completion of 12 months and subject to excellent performance reviews**)**		**700,000**
Total cost to company (after successful completion of 18 months and subject to excellent performance reviews**)**		**800,000**

CORPORATE OFFICE:
1402, 14th Floor, World Trade Tower,
Plot No. C-1, Sector – 16, NOIDA – 201301
T +0120 6291100
csupport@wiley.com | www.wiley.com | www.wileyindia.com

Wiley India Pvt. Ltd. is a private limited company registered in India
Registered office address: 4436/7, Ansari Road, Daryaganj, New Delhi 110002, India
CIN No.: U74899DL1999PTC099286

APPOINTMENT LETTER

31 July, 2021

Dear **Tanzeema A,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate Analyst** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Chennai.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 132531**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Signed by Tanzeema A | abdullabasha14@gmail.com | 31-07-2021 07:45:39 PM IST | 157.48.180.243

4. **Leaves:**
You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **2 August, 2021** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof:

1. You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, the Company may, at its discretion relieve you from such date as it may Deem fit even prior to the expiry of the notice period given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. **Retirement:**

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

Signed by Tanzeema A | abdullabasha14@gmail.com | 31-07-2021 07:45:39 PM IST | 157.48.180.243

7. **Confidentiality:**

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes, plans, records, reports, computer tapes and software and other documents and data

Signed by Tanzeema A | abdullabasha14@gmail.com | 31-07-2021 07:45:39 PM IST | 157.48.180.243

(and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

Signed by Tanzeema A | abdullabasha14@gmail.com | 31-07-2021 07:45:39 PM IST | 157.48.180.243

8. NONCOMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

9. Whilst employed by the company, you:

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Other Provisions

1. **Language**. This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law**. This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

It is understood that your date of joining **Wipro HR Services India Private Limited**, will not be later than **2 August, 2021** failing which this offer will automatically stand revoked

Signed by Tanzeema A | abdullabasha14@gmail.com | 31-07-2021 07:45:39 PM IST | 157.48.180.243

without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

Signed by Tanzeema A | abdullabasha14@gmail.com | 31-07-2021 07:45:39 PM IST | 157.48.180.243

Yours faithfully,
For Wipro HR Services India Private Limited.



Sandesh Kumar
Associate Vice President – Talent Acquisition

I accept the terms of this letter.

Signature: E-Signature Signature

Date: E-Signature Date

Name: Tanzeema A

Signed by Tanzeema A | abdullabasha14@gmail.com | 31-07-2021 07:45:39 PM IST | 157.48.180.243

ANNEXURE I

Name	**Tanzeema A**
Designation	**Associate Analyst**
Date Of Joining	**2 August, 2021**
Level	**AA**
Basic	**132531**
House Rent Allowance	**66266**
Bonus	**26506**
WBP	**78049**
PF	**21600**
Gratuity	**6375**
Target Cost To Company (per Annum)	**331327**

**Provident fund- Where basic is higher than INR 15,000 p.m.- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 p.m.- Minimum of 12% of (Basic + WBP + Additional (where applicable) or INR 1800 p.m.

**You may be entitled to Shift Bonus as per applicable policies. The said Shift Bonus may range from Rs. 0 to Rs.1250 per month for domestic accounts and from Rs. 0 to Rs. 2500 per month for international accounts. The Shift Bonus shall be subject to applicable taxes.

Signed by Tanzeema A | abdullabasha14@gmail.com | 31-07-2021 07:45:39 PM IST | 157.48.180.243

ANNEXURE II

CONFLICT OF INTEREST

Wipro HR Services India Private Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.
Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Signed by Tanzeema A | abdullabasha14@gmail.com | 31-07-2021 07:45:39 PM IST | 157.48.180.243

ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Tanzeema A**, confirm that I am voluntarily sharing my Personal Information with **Wipro HR Services India Private Limited** ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.
I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: Tanzeema A

Signature: E-Signature Signature

Signed by Tanzeema A | abdullabasha14@gmail.com | 31-07-2021 07:45:39 PM IST | 157.48.180.243

ANNEXURE IV

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **Tanzeema A**, consent to allow **Wipro HR Services India Private Limited** (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: Tanzeema A

Signature: **E-Signature Signature**

Place: IN-Chennai

Date: **E-Signature Date**

For more details please refer to the policies on **myWipro > App Store > Information > My Policies > India**

Signed by Tanzeema A | abdullabasha14@gmail.com | 31-07-2021 07:45:39 PM IST | 157.48.180.243

OFFER LETTER

OL-2020:0185

Dear **Riya Saju,**

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of Rs. 4,76,214/- p.a. (Rupees Four Lakhs Seventy Six Thousand Two Hundred and Fourteen only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

Insurance Coverage

For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

Probation

You will be on probation for a period of 12 months from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

Non-Disclosure Agreement and Service Agreement

You would be required to sign a **Non-Disclosure Agreement** and **Service Agreement** (for a period of 2 years at the time of joining.

Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for **16 days** in your first year as part of the earned leave component.

PRIVATE

Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

Working Hours

Your working hours will be from **8:45 am** to **5:45 pm** from Monday to Friday.

Background Check

Zifo is a part of the Regulated R&D industry and Zifo reserves the right to conduct background reference checks for all its employees.

Joining Date

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the Zifo family!

Regards,



Kamalahasan N
Head – HR

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