

Strictly Private & Confidential

08-Apr-2022

Adina Hanisha

Kommanavaripalli, Pullampet, Kadapa, AndhraPradesh

Candidate ID : **C1980739**

Subject: Offer of Employment (“Offer”)

Dear **Adina Hanisha,**

Based on our recent discussion with you, we are pleased to offer you a position in Accenture Solutions Private Limited (hereafter referred to as Company) in Global Strategy & Consulting - Applied Intelligence, India as per the below terms and conditions:

Job Profile - **Data Engineering Associate**
Management Level - **12**
Job Family Group - **Analytics and Insights**

Your joining location would be **Hyderabad**

Your gross annual fixed pay for **Financial Year 2022(FY22 i.e September 2021 - August 2022)** will be **INR 600000/-** ;it includes allowances and statutory benefits and will be structured in accordance with the Company’s compensation guidelines. From the date of your joining, this compensation will be applicable for you until any further communication from the Company.The annual fixed pay includes employer’s contribution to Provident Fund, as applicable.

- Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company’s performance.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 IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Since you are required to relocate from your current location of residence, you will be eligible for a reimbursement on relocation expenses on actuals and payable against bills, up to a maximum of INR. **30000** /-. Should you require accommodation assistance during relocation, you will need to respond to the Onboarding Coordinator(s) e-mail id as mentioned later in this Offer) within 5 days of the receipt of this Offer.

Reference Id: c97ae65b-6c17-48db-978c-ac8d6adaf8b1_4
Signed By: Sanjay Sharma

You will also be provided with transit accommodation for the first 14 days of your stay at your joining location. Further details will be provided to you separately. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount 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.

This Offer is contingent on you commencing employment with the Company on or before **30-Aug-2022**. By accepting this Offer, you expressly agree that you will join on such date. The terms of this letter and this Offer are valid for **seven (7) days** from the date of this letter. Request you to send an email to **anshika.k.singh@accenture.com** to confirm your date of joining. If we do not receive your acceptance before the expiration of **seven (7) days** from the date of this letter, or if, after your acceptance of this Offer, you have not joined the Company by aforementioned date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as part of accepting this Offer. As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

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

- Annexure 1 – Compensation and Benefit
- Annexure 2 – Declaration
- Terms of Employment, with your original signature on each page of these documents.

Your joining the Company will be subject to submission of all of the above along with all documentation listed in Annexure 3.

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

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Adina ,we look forward to hearing from you regarding your decision to join our team. I believe you have a successful career ahead of you and look forward to your joining us.

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

In case you have any feedback/ suggestion or have any query, feel free to contact any of the following individuals:

Recruitment team:

> Anshika Singh
- Email address - **anshika.k.singh@accenture.com**

> nitasha kapoor
- Email address - **nitasha.kapoor@accenture.com**

> Onboarding team:
- Aditya Cr - aditya.cr@accenture.com
- Ramya Karkera - ramya.karkera@accenture.com

For any clarifications reach out **anshika.k.singh@accenture.com**

Yours sincerely,



Sanjay Sharma
Managing Director and Lead - Applied Intelligence, India

ACKNOWLEDGED AND AGREED:

Adina Hanisha

ANNEXURE 1

COMPENSATION & BENEFITS

Compensation Details

Total Cash Compensation Elements		
Annual (INR)		
(A) Annual Fixed Compensation*	INR **600000**	
(B) Variable Bonus earning potential	Min.	Max.
	0%	**16%**
Annual Total earning potential (A+B)	Min.	Max.
	INR **600000**	**INR 696000**

* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

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.

All compensation will be paid to you after deduction of tax at source, in accordance with

applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

Benefits

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

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum.
   a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow 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, siblings, and additional children under the separate Insurance plan.
2. Personal Accident coverage for self, up to three times your annual fixed compensation. a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one times of your annual fixed compensation with minimum cover of INR 5,00,000. a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per the Payment of Gratuity Act,1972
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
   - Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

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 Relocation Assistance programme guidelines.

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 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Accenture or employment with Accenture, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Adina Hanisha

Date :

ANNEXURE 3

REQUIRED DOCUMENTATION

1. Two copies of your recent passport size photographs
2. Pan Card Copy
3. Copy of Degree/PG/Diploma (wherever applicable) certificates
4. Copy of any mark sheets (Last semester mandatory)
5. Experience Certificate from 2 previous employers
6. Relieving Letters from previous employer
7. Valid Passport copy (if not available please apply immediately)
8. References from two socially responsible persons supporting your qualifications and character
9. Signed hard copy of this Offer
10. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund 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 which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



Strictly Private & Confidential

08-Apr-2022

Chandrika Undavalli

MIG-2,14,G-3,6-81-369,Visweswaraya Nagar,Gajuwaka,Visakhapatnam

Candidate ID : **C1991272**

Subject: Offer of Employment (“Offer”)

Dear **Chandrika Undavalli,**

Based on our recent discussion with you, we are pleased to offer you a position in Accenture Solutions Private Limited (hereafter referred to as Company) in Global Strategy & Consulting - Applied Intelligence, India as per the below terms and conditions:

Job Profile - **Data Engineering Associate**
Management Level - **12**
Job Family Group - **Analytics and Insights**

Your joining location would be **Hyderabad**

Your gross annual fixed pay for **Financial Year 2022(FY22 i.e September 2021 - August 2022)** will be **INR 600000/-** ;it includes allowances and statutory benefits and will be structured in accordance with the Company’s compensation guidelines. From the date of your joining, this compensation will be applicable for you until any further communication from the Company.The annual fixed pay includes employer’s contribution to Provident Fund, as applicable.

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Reference Id: a1b9201a-194d-42de-a0f3-92801ddcdf20_4
Signed By: Sanjay Sharma

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In case you have any feedback/ suggestion or have any query, feel free to contact any of the following individuals:

Recruitment team:

> Anshika Singh
- Email address - **anshika.k.singh@accenture.com**

> nitasha kapoor
- Email address - **nitasha.kapoor@accenture.com**

> Onboarding team:
- Aditya Cr - aditya.cr@accenture.com
- Ramya Karkera - ramya.karkera@accenture.com

For any clarifications reach out **anshika.k.singh@accenture.com**

Yours sincerely,



Sanjay Sharma
Managing Director and Lead - Applied Intelligence, India

ACKNOWLEDGED AND AGREED:

Chandrika Undavalli

ANNEXURE 1

COMPENSATION & BENEFITS

Compensation Details

Total Cash Compensation Elements		
Annual (INR)		
(A) Annual Fixed Compensation*	INR **600000**	
(B) Variable Bonus earning potential	Min.	Max.
	0%	**16%**
Annual Total earning potential (A+B)	Min.	Max.
	INR **600000**	**INR 696000**

* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

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.

All compensation will be paid to you after deduction of tax at source, in accordance with

applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

Benefits

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

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum.
   a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow 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, siblings, and additional children under the separate Insurance plan.
2. Personal Accident coverage for self, up to three times your annual fixed compensation. a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one times of your annual fixed compensation with minimum cover of INR 5,00,000. a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per the Payment of Gratuity Act,1972
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
   - Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

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 Relocation Assistance programme guidelines.

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 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Accenture or employment with Accenture, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Chandrika Undavalli

Date :

ANNEXURE 3

REQUIRED DOCUMENTATION

1. Two copies of your recent passport size photographs
2. Pan Card Copy
3. Copy of Degree/PG/Diploma (wherever applicable) certificates
4. Copy of any mark sheets (Last semester mandatory)
5. Experience Certificate from 2 previous employers
6. Relieving Letters from previous employer
7. Valid Passport copy (if not available please apply immediately)
8. References from two socially responsible persons supporting your qualifications and character
9. Signed hard copy of this Offer
10. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund 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 which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



Strictly Private & Confidential

08-Apr-2022

Karri Lahari

39-6-63, Valley View apartment ,Murali nagar , Behind mourya chamber ,visakhapatnam.

Candidate ID : **C1991240**

Subject: Offer of Employment ("Offer")

Dear **Karri Lahari,**

Based on our recent discussion with you, we are pleased to offer you a position in Accenture Solutions Private Limited (hereafter referred to as Company) in Global Strategy & Consulting - Applied Intelligence, India as per the below terms and conditions:

Job Profile - **Data Engineering Associate**
Management Level - **12**
Job Family Group - **Analytics and Insights**

Your joining location would be **Chennai**

Your gross annual fixed pay for **Financial Year 2022(FY22 i.e September 2021 - August 2022)** will be **INR 600000/-** ;it includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. From the date of your joining, this compensation will be applicable for you until any further communication from the Company.The annual fixed pay includes employer's contribution to Provident Fund, as applicable.

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Reference Id: 18bf5b65-7afe-49dc-9333-5e0338483b70_4
Signed By: Sanjay Sharma

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Your joining the Company will be subject to submission of all of the above along with all documentation listed in Annexure 3.

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

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Karri ,we look forward to hearing from you regarding your decision to join our team. I believe you have a successful career ahead of you and look forward to your joining us.

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

In case you have any feedback/ suggestion or have any query, feel free to contact any of the following individuals:

Recruitment team:

> Anshika Singh
- Email address - **anshika.k.singh@accenture.com**

> nitasha kapoor
- Email address - **nitasha.kapoor@accenture.com**

> Onboarding team:
- Aditya Cr - aditya.cr@accenture.com
- Ramya Karkera - ramya.karkera@accenture.com

For any clarifications reach out **anshika.k.singh@accenture.com**

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Sanjay Sharma
Managing Director and Lead - Applied Intelligence, India

Karri Lahari

ANNEXURE 1

COMPENSATION & BENEFITS

Compensation Details

Total Cash Compensation Elements		
Annual (INR)		
(A) Annual Fixed Compensation*	INR **600000**	
(B) Variable Bonus earning potential	Min.	Max.
	0%	**16%**
Annual Total earning potential (A+B)	Min.	Max.
	INR **600000**	**INR 696000**

* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

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.

All compensation will be paid to you after deduction of tax at source, in accordance with

applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

Benefits

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

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum.
   a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow 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, siblings, and additional children under the separate Insurance plan.
2. Personal Accident coverage for self, up to three times your annual fixed compensation. a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one times of your annual fixed compensation with minimum cover of INR 5,00,000. a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per the Payment of Gratuity Act,1972
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
   - Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

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 Relocation Assistance programme guidelines.

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 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Accenture or employment with Accenture, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Karri Lahari

Date :

ANNEXURE 3

REQUIRED DOCUMENTATION

1. Two copies of your recent passport size photographs
2. Pan Card Copy
3. Copy of Degree/PG/Diploma (wherever applicable) certificates
4. Copy of any mark sheets (Last semester mandatory)
5. Experience Certificate from 2 previous employers
6. Relieving Letters from previous employer
7. Valid Passport copy (if not available please apply immediately)
8. References from two socially responsible persons supporting your qualifications and character
9. Signed hard copy of this Offer
10. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund 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 which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



Strictly Private & Confidential

08-Apr-2022

Chittem Yamini

SIST Chennai - Sathyabama Institute of Science and Technology - Chennai

Candidate ID : **C1991248**

Subject: Offer of Employment (“Offer”)

Dear **Chittem Yamini,**

Based on our recent discussion with you, we are pleased to offer you a position in Accenture Solutions Private Limited (hereafter referred to as Company) in Global Strategy & Consulting - Applied Intelligence, India as per the below terms and conditions:

Job Profile - **Data Engineering Associate**
Management Level - **12**
Job Family Group - **Analytics and Insights**

Your joining location would be **Bengaluru**

Your gross annual fixed pay for **Financial Year 2022(FY22 i.e September 2021 - August 2022)** will be **INR 600000/-** ;it includes allowances and statutory benefits and will be structured in accordance with the Company’s compensation guidelines. From the date of your joining, this compensation will be applicable for you until any further communication from the Company.The annual fixed pay includes employer’s contribution to Provident Fund, as applicable.

- Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company’s performance.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 IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Since you are required to relocate from your current location of residence, you will be eligible for a reimbursement on relocation expenses on actuals and payable against bills, up to a maximum of INR. **30000** /-. Should you require accommodation assistance during relocation, you will need to respond to the Onboarding Coordinator(s) e-mail id as mentioned later in this Offer) within 5 days of the receipt of this Offer.

Reference Id: eea8c52e-7578-42b8-be6b-53997d188d0f_4
Signed By: Sanjay Sharma

You will also be provided with transit accommodation for the first 14 days of your stay at your joining location. Further details will be provided to you separately. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount 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.

This Offer is contingent on you commencing employment with the Company on or before **30-Aug-2022**. By accepting this Offer, you expressly agree that you will join on such date. The terms of this letter and this Offer are valid for **seven (7) days** from the date of this letter. Request you to send an email to **anshika.k.singh@accenture.com** to confirm your date of joining. If we do not receive your acceptance before the expiration of **seven (7) days** from the date of this letter, or if, after your acceptance of this Offer, you have not joined the Company by aforementioned date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as part of accepting this Offer. As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

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

- Annexure 1 – Compensation and Benefit
- Annexure 2 – Declaration
- Terms of Employment, with your original signature on each page of these documents.

Your joining the Company will be subject to submission of all of the above along with all documentation listed in Annexure 3.

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

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Chittem ,we look forward to hearing from you regarding your decision to join our team. I believe you have a successful career ahead of you and look forward to your joining us.

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

In case you have any feedback/ suggestion or have any query, feel free to contact any of the following individuals:

Recruitment team:

> Anshika Singh
- Email address - **anshika.k.singh@accenture.com**

> nitasha kapoor
- Email address - **nitasha.kapoor@accenture.com**

> Onboarding team:
- Aditya Cr - aditya.cr@accenture.com
- Ramya Karkera - ramya.karkera@accenture.com

For any clarifications reach out **anshika.k.singh@accenture.com**

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Sanjay Sharma
Managing Director and Lead - Applied Intelligence, India

Chittem Yamini

ANNEXURE 1

COMPENSATION & BENEFITS

Compensation Details

Total Cash Compensation Elements		
Annual (INR)		
(A) Annual Fixed Compensation*	INR **600000**	
(B) Variable Bonus earning potential	Min.	Max.
	0%	**16%**
Annual Total earning potential (A+B)	Min.	Max.
	INR **600000**	**INR 696000**

* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

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.

All compensation will be paid to you after deduction of tax at source, in accordance with

applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

Benefits

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

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum.
   a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow 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, siblings, and additional children under the separate Insurance plan.
2. Personal Accident coverage for self, up to three times your annual fixed compensation. a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one times of your annual fixed compensation with minimum cover of INR 5,00,000. a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per the Payment of Gratuity Act,1972
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
   - Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

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 Relocation Assistance programme guidelines.

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 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Accenture or employment with Accenture, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Chittem Yamini

Date :

ANNEXURE 3

REQUIRED DOCUMENTATION

1. Two copies of your recent passport size photographs
2. Pan Card Copy
3. Copy of Degree/PG/Diploma (wherever applicable) certificates
4. Copy of any mark sheets (Last semester mandatory)
5. Experience Certificate from 2 previous employers
6. Relieving Letters from previous employer
7. Valid Passport copy (if not available please apply immediately)
8. References from two socially responsible persons supporting your qualifications and character
9. Signed hard copy of this Offer
10. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund 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 which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

accesshealthcare

Date: **March 06, 2022**

Dear **Archana S**

Sub: Offer of Appointment

Further to our discussion we are pleased to offer you the position of **Client Partner** at **Access Healthcare Services Private Limited ("Company")**, located at **Access Healthcare (HQ) , A9, First Main Road, Ambattur Industrial Estate, Ambattur, Chennai-600058**, on the following terms and conditions:

a) Compensation: You will be paid a salary of **Rs**.**3,87,000/- per annum**. Salary is computed on a Cost to Company basis and the same is outlined in the attached annexure.

Appointment letter will be issued to you on the date of joining (**07-Mar-2022**).

You may be required to work from office or work from home, based on Company's instructions from time to time for any reasons whatsoever. Accordingly, you shall ensure that you have in place necessary facilities including, but not limited to, broadband internet connection, network coverage, adequate workspace etc., at all times throughout your employment association with the Company.

b) You will be eligible for the benefits of leave, Provident Fund, Gratuity, etc., in accordance with the applicable laws and the rules of the Company.

c) You will be required to execute Standard Terms and Conditions of your employment and other related Agreements, upon you joining the Company.

d) The certificates and the documents produced by you will be subjected to verifications and in case of any discrepancies found during the scrutiny of the documents, the offer/employment extended by the Company shall stand automatically withdrawn.

e) This Offer is valid until **07-Mar-2022** or for a period extended solely at the discretion of the Company, which would be communicated to you in writing through e-mail. If you do not join the Company within the dates specified above, then the offer shall automatically stand cancelled.

f) This offer letter and/or subsequent employment relationship between the Company and You, can be revoked/terminated by the Company forthwith, at any time, due to any reasons whatsoever, so long as the reason for such revocation/termination is not statutorily prohibited, unreasonable or otherwise unlawful".

Kindly confirm your acceptance of the offer and the joining date by responding back to this e-mail before 11 am tomorrow.

We welcome you and we are confident that you will contribute in building Access Healthcare Services Private Limited into a world-class organization.

Sincerely,

For Access Healthcare Services Private Limited

_____

Authorised Signatory

I accept this offer and the terms and conditions attached.

…….

Signature of the Candidate

Encl.:

1. Remuneration Details and other benefits.
2. List of Documents to be submitted.

Annexure - I

NAME: **ARCHANA S**

DESIGNATION: **CLIENT PARTNER**

PROPOSED DATE OF JOINING: **07-MAR-2022**

COMPENSATION DETAILS		
NAME	ARCHANA S	
DESIGNATION	CLIENT PARTNER	
	Per Month	**Per Annum**
A Base Components		
Basic	12,900	1,54,800
DA	0	0
HRA	6,450	77,400
Total	19,350	2,32,200
B Basket of Allowance		
Transport Allowance	1,600	19,200
SDA	0	0
Special Allowance	5,821	69,852
Statutory bonus	1,985	23,820
Total	9,406	1,12,872
Total Gross * (A+B)	28,756	3,45,072
C Annual Benefit		
Retention Incentive	1,075	12,900
ESI (Employer)	0	0
Total	1,075	12,900
D Retiral Benefits		
PF - Company contribution	1,800	21,600
Gratuity	619	7,428
Total	2,419	29,028
Total CTC (A+B+C+D)	32,250	3,87,000

You are entitled to the following additional benefits, as applicable:

1. 13th Month Pay Scheme:

- The 13th months' pay scheme shall be applicable only to all Band 1 employees of operations and service quality department of the Accounts Receivable vertical. Pay out shall happen after completion of every one (1) year of service in the Accounts Receivable vertical. Entitlement to pay out of 13th month pay shall be in accordance with the Company's policies.

2. **Floating Medical Insurance:**
    - Married Employees: Floating Medical Insurance Coverage of Rs.1,00,000/- per annum for self and maximum of three dependent coverage, which includes spouse and two children.
    - Unmarried Employees: Floating Medical Insurance Coverage of Rs.1,00,000/- per annum for self and dependent parents.
3. **Personal Accident Insurance:** Round the clock financial protection in case of an accident anywhere in India for self only. Coverage limit: Rs.1,00,000/-
4. **Provident Fund:** Effective September 1st, 2014 - Provident Fund (PF) scheme has been amended to increase the threshold of the wages for being eligible to benefits under the Provident fund Scheme to Rs.15,000/-. If your basic salary is above Rs.15,000/- PF contribution shall be at Rs.1,800/- per month and if your basic salary is less than Rs.15,000/- then PF shall be arrived at 12% of your gross salary (excluding HRA). Employer and Employee's PF contribution forms part of your salary structure mentioned above and is payable as per Employees Provident Fund Act, 1952.
5. **Change in statutory contributions:**
   Any changes in the rate of statutory contribution, on account of statutory increase or decrease in the take home salary, shall be adjusted within the employee's salary.

LIST OF DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING

On the date of joining, it is **mandatory** for you to submit the photocopies of the following documents (Please do bring the original testimonials for verification purpose):

a) Educational Certificates (Original & Xerox Attested Copies) and mark-sheets.(Class 10th /equivalent onwards)
b) Relieving Letter / Accepted Copy of the Resignation from Previous Employer
c) Experience Certificate from the previous employer.
d) Proof of last salary drawn (Copy of salary Certificate / Salary Slip)
e) Passport size photographs (3 nos.)
f) Copy of Aadhar card for Address Proof & ID Proof documents.

ALTIMETRIK™

SIMPLIFY TECHNOLOGY | AMPLIFY POSSIBILITY

Employment Offer



About Us

We deliver outcomes for our clients by rapidly enabling digital business & culture and infuse speed and agility into enterprise technology and connected solutions. We partner with Fortune 500 companies to deliver fast, meaningful outcomes. As practitioners of end-to-end business and technology transformation, we deliver measurable results for clients across financial services, payments, retail, automotive, healthcare, manufacturing, and other industries. Founded in 2012, we have offices across the globe and over 3000 energized employees.

Turnover
$140+ million
& growing

Key Clients

citi · NOVARTIS · DAIMLER · PayPal · VISA · Ford · ancestry

Hindustan Unilever Limited · salesforce · DBS · WESTERN UNION MONEY TRANSFER · Olam · UNIQLO · intuit · mastercard

BNY MELLON · Chobani · stryker · FIS · CVS Health · CENTRAL Garden & Pet · twitter

First Data · S&P Global · TD Ameritrade · Funding Circle · SVB Silicon Valley Bank · KraftHeinz · STATE STREET

Quick Facts

- **4200+ Practitioners World Wide & Growing**
- **Headquartered in Michigan, USA**
- **Development centers in India, US, Uruguay and Poland**
- **Industry Focus**
  - Payments/FinTech
  - Manufacturing/Automotive
  - Healthcare/Life Sciences
  - Retail/CPG

Worldwide Presence



Certifications and Awards

GOLD 2020 STEVIE WINNER AMERICAN BUSINESS AWARDS · CIO 100 HONOREE 2020 · ISO 27001 · PCI DSS · CMMI Level 3

Gartner — Identified by Gartner as vendors to watch for Mobile Application Development & Mobile Application Testing 201

NASSCOM — Influencers of industry 4.0 through Digital India & Engineering R&D council of NASSCOM, Diety & Government of India (GoI)

IDC — Identified as a leading technology solutions provider in the Industrial Interner of Things (IIoT) apace

Corporate plus+ member of National Minority & Supplier Development Council

Top 100 **Best Places to Work** for Women

Top 100 **Best Places to Work** since 2021

Top 25 **Best Places to Work** in IT & IT-BPM

Our Work Culture

ACE is our DNA



Accountability
Of what we do

Customer Centricity
In how we think

Flawless **E**xecution
Is what we deliver

Our Leadership Team



Raj B. Vattikuti
Executive Chairman

Raj Vattikuti, is a philanthropist and successful entrepreneur who founded a string of successful enterprises, including Altimetrik, Covansys, Synova, Vattikuti Ventures, Vattikuti Technologies, and Davinta Technologies.

Through his different ventures, Raj has supported leading global players in healthcare, manufacturing, automotive, retail, travel & hospitality, financial services and is committed to making technology accessible to the less privileged.



Raj Sundaresan
Chief Executive Officer

Raj Sundaresan is a seasoned technology and business leader with extensive experience in cultivating successful product development teams around the globe. At Altimetrik, Raj is responsible for leading and implementing the company's growth strategy.

Prior to Altimetrik, Raj held various leading roles with technology and product teams at Visa, eBay, and PayPal.



Ranga Kanapathy
Head - Global Delivery , India technology Center, APAC Business

As Head of Global Delivery and Engineering, Ranga Kanapathy is focused on engineering rigor and delivery.

Ranga has over two decades of industry experience, previously working for VISA Data Labs as India Head. Prior to VISA Data Labs, Ranga occupied leadership roles at PayPal and Covansys, and cofounded two startups in India that provide technology solutions to large enterprises.



Henk Vlietstra
Chief Operating Officer



Jeffrey Fleischman
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US West



Manuel Vidal
Head of Uruguay
Technology Center



Krishna Muniramaiah
APAC Head - Human Resources



Jarek Wawro
Head of Engineering and
Poland Technology Center



Uday Deo
Chief Transformation Officer
Midwest and Europe



Omar Arana
Head of Engineering and
Mexico Technology Center



Mohammed Farooqui
Chief Transformation Officer
US East



Bheem Adavikolanu
Chief Transformation Officer
UK, Northern Ireland, and Europe



Hello Aarthi A

Congratulations on your selection at Altimetrik - one of the fastest growing global Digital Technology Company!

I am delighted to extend this offer to you to join our highly energetic and innovative team helping Fortune 100 companies modernize and transform their business.

With our engineering excellence, product mindset, and delivery focus, we have become partners to many marquee global brands. Our results driven philosophy has earned the trust of several new clients, placing us on a promising growth trajectory. Even with the recent global pandemic, we are able to continue a substantial growth rate due to our unfailing delivery commitment to customers while taking utmost care of all our employees.

As a workplace, we take pride in our best-in-class policies and standards, and a hyper-collaborative and innovative work culture. A testimonial to our consistent efforts is that we have been ranked in the Top 100 Best Places to Work by the Great Places to Work Institute for five consecutive years, rising up the ranks. This year, we are extremely proud to be ranked 36th and for being in the Top 50 workplaces club for second consecutive time. In addition we are ranked TOP 25 in the IT&IT-BPM category and in the TOP 100 in the Best Workplaces for Women category

India nests the company's largest Technology Center with over 3000 employees across Chennai, Bengaluru, Pune and Hyderabad, catering to our remarkable client portfolio globally. We enable the growth of our business by cultivating a solutioning mindset that helps our clients achieve relevant business outcomes. Delivery excellence is of utmost importance for us to ensure customer satisfaction. As a people centric organization, we help our employees evolve as practitioners in both their tech and business domains. Our approach posits us as a company to be highly agile in technology adoption and stay ahead in the market.

Innovation and learning are therefore given the highest decree here. If you have the zeal to learn, or an idea you believe in, you will discover the ideal culture to help you realize your passion and follow it.

I am confident you will experience personal growth and value in your career with Altimetrik, and be a prized addition to our team. Hoping to see you soon!

Best regards,

Ranga Kanapathy

10 February 2022

Ms. Aarthi A

No : 43D,P.M.Darga,1st lane, Lloyd's Road,

Triplicane, Chennai,

Tamil Nadu 600005.

E-Mail: aarthisam17@gmail.com | Mobile: 6374579018

EMPLOYMENT LETTER

Dear Aarthi A ,

On behalf of Altimetrik India Private Limited, we are pleased to offer you the position of **"Associate Engineer – Product and Platform Engineering"**. Attached are the specific terms and conditions of your employment – please read these important details carefully, including your compensation and benefits.

1. **Date of Employment:** Your employment will be effective on your date of joining, which shall be not be later than **16th August 2022.** Please contact us immediately if you require an alternative joining date. In the event you fail to join us on or before **16th August 2022**, this offer for employment will stands withdrawn without any further obligation from our side.

2. **Emoluments:** Your per annum cost to the Company is **INR 5,50,008/-** the breakup of which is shown in Annexure - I. Your remuneration is strictly confidential and we expect you to treat this information and any changes made therein from time to time as Personal and Confidential. Unless otherwise provided by Company, your salary shall be paid monthly. The total amount paid will be your salary less any statutory, standard, permissible or elected deductions or set-offs applicable to your employment. In addition to your salary, you may receive other benefits, as applicable under the Company's benefits or similar policies. Company may, upon notice to you, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The compensation and/or benefits offered to you by the Company may be pro-rated depending on your effective start or effective termination date. In case you have any queries in this regard, you may discuss the matter with your reporting manager.

3. **Designation:** Company reserves the right to alter your designation as it shall from time to time determine, in accordance with Company's policy.

4. **Posting and Period of Employment:** Your services are transferable and you may be assigned to any office of the Company or to any subsidiary or associate company, whether now existing or still to be formed whether in India or abroad. You may also be deputed to any of our customer's locations. Such transfer/deputation will be in accordance with the Company's rules being in force at the time.

5. **Duties:** The roles, responsibilities and duties appropriate to your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company, contractors and clients. You will be required to report to any reporting manager at the discretion of the Company. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.

6. **Leave Without Approval:** If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice

7. **Travel and Expenses**: You may be required to travel, whether in or around India or overseas, in connection with your employment with Company upon short notice to you. While traveling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during the course of your employment will be reimbursed in accordance with the current travel and expense policy of Company. You are expected to keep your passport valid at all times

8. **Employee Benefits Program:** You will be covered by the Company sponsored Employee Benefit Program as applicable from time to time

9. **Salary Review:** Your compensation will be reviewed periodically as per the Company's policy and your salary may be adjusted depending upon various factors, including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the compensation payable to its employees for successive years and such compensation may be higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Company, the Industry and prevailing economic conditions

10. **Leave:** You are eligible for 24days leave per annum. Company's leave policy shall apply to your employment and may be modified by Company at any time, in its sole discretion, upon notice to you

11. **Working Hours:** Company's general working hours are from 9.00 am to 6.00 pm, Monday through Friday. You may be required to work additional hours as may be necessary for the efficient execution of your responsibilities. Your weekly off may not necessarily be for 2 days and not necessarily be on Saturday and Sunday. Company may, at any time and in its sole discretion, change the working hours applicable to you upon notice to you

12. **Non-Disclosure agreement (NDA):** You are required to sign a separate NDA document covering the following clauses: Confidential Information, Intellectual Property Ownership Rights, Non-compete, Non-solicit and Non-circumvent.

13. **Past Record and Unsatisfactory Services:** It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, any employment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by the Company without notice or salary in lieu of notice, without prejudice to the right of the Company to take disciplinary action against you. The Company will be entitled to conduct such background checks and medical examination upon you as it may deem fit and you hereby expressly grant the Company the permission to do so and waive and all rights under applicable law in this regard

14. **Termination:**
    - You or the Company may terminate your service at any time by giving 60 days' notice or basic salary in lieu thereof. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

- In the event of disputed separation, where the client and/or the Company faces any monetary damage due to the separation, the Company reserves the right to withhold all the non-statutory payments due to you. The Company may further reserve the right to recover any amount receivable/recoverable from you including salary in lieu of un-served notice period.
- Company shall have the right, at its sole discretion, to terminate your contract of employment with Company 'for cause' at any time, without any further payment to you, specifying the reason for such termination, and you shall not be entitled to any incentive compensation for the period ending on the date of such termination. For purposes of this subparagraph, 'cause' shall mean (i) your involvement in any act of moral turpitude; (ii) your misconduct (willful, intentional or otherwise) or negligence during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; (iii) your embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; (iv) your participation or abetment in a strike in contravention of any law; (v) damaging the property of the Company; (vi) continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you; or (vii) the breach by you of a material term of this letter, NDA, policies of the Company or your failure to implement the reasonable business requests or directions of the Company.
- Full & Final Settlement dues (if any) shall be settled upon due receipt of clearance from concerned departments.
- You will retire from the services of the Company on attaining the age of superannuation 60 years.
- Any notice required to be given to you shall be deemed to be duly and properly given if delivered to you personally or sent by registered post to you at your address in India or by e-mail to your last personal e-mail address as recorded with the Company

15. Consequence of Termination:

(a) Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company: (i) any property belonging to the Company, such as laptop computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; (ii) all Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents; and (iii) amounts due or payable, from, or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing

(b) Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training

(c) Any termination of employment or the terms hereof shall be without any further liability, except as specified above, of Company and its affiliates and their employees, contractors or clients to you or to your heirs, administrators, successors or assigns

16. **Indemnification:** You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by or related to your breach of any of the provisions contained hereof

17. **Mode of Communication:** Other than general notices, which may be intimated by e-mail, general notice, announcement on the Company's web site, bulletin e- mail, bulletin boards and other similar postings, notices will be provided to you in person, by email or by 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 of the Company thereafter

18. **Entire Agreement:** This letter sets forth the entire agreement and understanding between the Company and you relating to the subject matter herein and merges all prior discussions between the parties. No modification of or amendment to this letter, nor any waiver of any rights under this letter, will be effective unless in writing signed by the parties

19. **General:** These terms of employment and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. The Company may assign these terms of employment, in part or whole, upon notice to you. No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of employment will operate as a waiver of such powers, rights or remedies. If any provision of these terms of employment is held by any competent authority to be invalid or unenforceable, the validity of the other provisions and the remainder of these terms of employment shall not be affected. You shall not make any announcement concerning Company and its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients. These terms of employment will be construed in accordance with and governed by the laws of India. Upon your acceptance, these terms of employment,
    together with the employment letter (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements negotiations, representations, and proposals relating to the subject matter hereof

20. **Miscellaneous**:
    (a) You will notify the Company immediately of every incapacitation from work and its probable duration. Upon request by the Company, reasons for the incapacitation must be given to the Company by you.
    (b) You represent and warrant that you have not entered into any previous or contemporaneous of this agreement, or which would preclude you from fully performing your job responsibilities for the Company.
    (c) All of the rights, duties and obligations between the Company and you as set forth in this letter are in addition to those provided by applicable law and none of the remedies specifically provided for in this letter will preclude either you or the Company from pursuing additional remedies available to either of the parties.
    (d) It is agreed that any dispute of whatsoever nature between you and the Company will be subject to the jurisdiction of Bangalore Courts only, whether they be any other courts or tribunal or authority of whatsoever nature.
    (e) If one or more provisions of this letter are held to be illegal or unenforceable under Indian law, such illegal or unenforceable portion(s) shall be limited or exclude from this letter to the minimum extent required so that this letter shall otherwise remain in full force and effect and enforceable in accordance with their terms.

21. On the Date of Joining:

a. **Reporting Time**: 09:00am
b. **Reporting Location**: Will be updated 3 weeks before the date of joining
c. Mandatory documents to be submitted is as below:
    i. 3 self-photographs (passport sized, color photos with a white background)
    ii. Originals and 1 set of photocopies of the following documents:
        1. All Educational documents including X, XII, Graduation and Post-Graduation certificates and all year mark sheets. Photocopies should include both front and back sides of certificate/ Mark sheet
        2. PAN card, AADHAR and Passport, if you do not have any of the documents, kindly apply and carry the document/ acknowledgement on the day of your joining
        3. If you have stated that you are differently abled in your application to Altimetrik, please bring related certificate as per the prescribed format, duly filed & signed
        4. If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same
        5. Valid Indian Work Permit, if applicable

    iii. Documents required for UAN (Universal Account Number) for Employee Provident Fund (One set of photocopies of the below documents, which are self-attested) if applicable
        1. Bank Account Document (A Cancelled Cheque leaf or a copy of Cheque leaf or Bank Statement (having IFSC Code) or Passbook (having IFSC Code))
        2. Copy of ID Proof (NPR/ Aadhaar or PAN Card or Passport or Driving License or Election Card or Ration Card or ESIC Card)

b. You are required to submit above mentioned documents or such other documents requested by Altimetrik during your employment within the time stipulated by Altimetrik. Non submission of the documents within the stipulated time will be considered as misconduct and Altimetrik may take appropriate action as per Disciplinary Policy.

22. Retention Bonus: You are entitled to a Retention Bonus ("Bonus") of **INR 1,50,000**, which will be paid out as per the below timelines:

Retention Bonus Payout Period	**Amount**
On completion of 01 month	INR 50,000
On completion of 07 months	INR 50,000
On completion of 13 months	INR 50,000

Retention bonus will be paid in the subsequent month of completing the above said period. In the event of your separation or termination from the company on/before 12 months, you will not be eligible for the retention bonus and you agree that you shall return the entire bonus to the company, inclusive of the tax deducted. The company shall also be entitled to take the bonus into account for reconciling any amounts due to you from the company. Any such deduction from amounts owing to you by the Company upon separation/termination as aforesaid shall not affect the Company's rights in law or equity in respect of the Amount of un-recovered Bonus, if any. The bonus shall be subject to all statutory deductions. All applicable taxes in respect of the Bonus shall be to your account.

It gives me great pleasure to invite you to join the Altimetrik family. We will be delighted to have you as part of our growing family and be a key contributor to the success of Altimetrik

Sincerely,

For **Altimetrik India Pvt Ltd.,**

KRISHNA MUNIRAMAIAH

Digitally signed by KRISHNA MUNIRAMAIAH
Date: 2022.02.10 15:46:08 +05'30'

Krishna Muniramaiah

APAC Head- Human Resources

ACCEPTANCE OF EMPLOYMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with Altimetrik under the terms and conditions stated above.

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

Signature: _____

Printed Name: _____

Date: _____ Date of Joining (if requesting an alternative date): _____

ANNEXURE I

Ms. Aarthi A

	Components	Annual	Monthly
A	Basic Pay	2,10,000.00	17,500.00
B	House Rent Allowance	1,05,000.00	8,750.00
C	Leave Travel Allowance	35,004.00	2,917.00
D	Flexible Benefit Plan	1,30,500.00	10,875.00
E	Meal Voucher	13,200.00	1,100.00
F	Statutory Bonus	21,000.00	1,750.00
	Gross Fixed Pay (A to F)	**5,14,704.00**	**42,892.00**
G	Employer's Contribution to Provident Fund	25,200.00	2,100.00
H	Employer's Contribution to ESI	-	-
I	Gratuity	10,104.00	842.00
	Total Cost to Company (A to I)	**5,50,008.00**	**45,834.00**

Your monthly Net Pay = Gross Fixed Pay (A to F) – (PF, ESIC, Professional Tax, Income Tax & Insurance)

ANNEXURE II

SALARY COMPONENT AND BENEFITS EXPLANATION **(For detailed information please refer to Company policies, which are subject to change from time to time)**		
COMPONENT	**%**	**EXPLANATION**
Basic Salary	40% of gross compensation	Fundamental component of your salary that is linked to many other components
House Rent Allowance (HRA)	50% of Basic Salary (Maximum)	To be used for paying house rent
Flexible Benefit Plan (FBP)	Balancing amount from gross salary based on other components	Employee has to opt for these benefits by submitting the FBP declaration form 1) Meal Voucher 2) Vehicle Maintenance and Driver Salary - Employees with 4 Wheeler Vehicle that are registered in their name and are using the vehicle for primarily official purposes can avail this tax benefit. 4 Wheeler < 1600 CC are eligible for tax benefit up to INR 1800 4 Wheeler > 1600 CC are eligible for tax benefit up to INR 2400 In case a driver is employed, employee will be eligible for an additional exemption of INR 900 per month (employee must submit the license copy of the driver along with the salary receipts. 3) The National Pension System (NPS) is a contribution based pension system launched by the Government of India. This allows employees to augment their retirement solutions. This is a voluntary contribution it is up to the employee to avail the scheme. Employees can make a monthly contribution of a minimum INR 500 to a maximum of 10% of the basic. The amount will be rounded off to the nearest INR 100
Leave Travel Allowance (LTA)	2 Months Annual Basic	Paid as monthly allowance and is tax exempted to the extent of bills submitted for reimbursement. Up to maximum of economy class air fare twice during a four year period as per Income Tax rules
Meal Voucher	INR 1100 or INR 2200 per Month	Meal Cards - provided by the company based on voluntary declaration and is tax exempted. One can opt for INR 1100 per month or INR 2200 per month as part of initial declarations upon joining the company
Gratuity	4.81% of basic salary	Payment of Gratuity will be governed by "Payment of Gratuity Act 1972" and subjected to applicable taxes as per Indian Income Tax Act.
Employee State Insurance Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Employee State Insurance Act , 1948 (ESIC) and will entitled to avail benefits under the same
Payment of Bonus Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Payment of Bonus Act , 1965
Provident Fund	12% of Basic Salary or INR 1800 Per Month	Contributions towards Provident Fund. Two options are available. Option I: Limit equal contribution of 12% of basic salary from employer and employee. This option will give you consistent take home salary, decrease your tax liability and increase your ability to save for retirement Option II: Limit equal contribution of INR 1800 from employer and employee. This option will certainly give you a higher take home salary and conversely increase your tax liability and reduce your ability to save for retirement

<table>
<tr><td></td><td></td><td>The difference is adjusted with FBP (Flexible Benefit Plan) keeping the CTC as constant. The options are available at the time of joining.
Employees can choose to make Voluntary contributions to PF account in addition to the options above (VPF)</td></tr>
<tr><td>Group Term Life Insurance Plan</td><td>3 times of annual CTC subject to min of INR 20,00,000/-</td><td>This is a company paid benefit which provides group term life coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for life coverage will be 3 times of Annual CTC subject to a minimum of INR 20,00,000/-. The coverage is subject to completion of the Insurance company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.</td></tr>
<tr><td>Group Personal Accident Plan</td><td>2 times of annual CTC subject to min of INR 20,00,000/-</td><td>This is a company paid benefit which provides group personal accident coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment will be 2 times of the Annual Cost to the Company subject to a minimum of INR 20,00,000/-.</td></tr>
<tr><td>Group Mediclaim Insurance Policy</td><td>Base Sum Insured of INR 3 Lakhs per family, with the option to Top Up in multiples of 1 Lakh up to 7 Lakhs</td><td>Altimetrik provides a Family Floater cover with a Base Sum Insured of INR 3 Lakhs which costs approximately about INR 15,000/- per employee. Employees can cover their family members (Self + Spouse + 2 Kids + Parents/In laws) under this policy, with no additional cost burden on themselves.

Employees will also have the option to Enhance their Sum Insured by paying the applicable Premium. The details of the same is available in the below table:

<table>
<tr><th>Base Sum insured</th><th>Enhancement Sum Insured</th><th>Total Sum Insured</th><th>Annual Premium (Recoverable from employees)</th></tr>
<tr><td>INR 3 Lakhs</td><td>-</td><td>INR 3 Lakhs</td><td>-</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 1 Lakh</td><td>INR 4 Lakhs</td><td>INR 4,206</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 2 Lakhs</td><td>INR 5 Lakhs</td><td>INR 6,308</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 3 Lakhs</td><td>INR 6 Lakhs</td><td>INR 9,462</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 4 Lakhs</td><td>INR 7 Lakhs</td><td>INR 10,881</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 5 Lakhs</td><td>INR 8 Lakhs</td><td>INR 12,514</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 6 Lakhs</td><td>INR 9 Lakhs</td><td>INR 14,390</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 7 Lakhs</td><td>INR 10 Lakhs</td><td>INR 16,549</td></tr>
</table>
In case you fail to opt for any of the above option, you will be enrolled under the default Sum Insured option of 3 Lakhs. You need to enrol your immediate family (Spouse & 2 Children and dependent parents/in-laws) within 45 days of joining. Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed</td></tr>
</table>

Leave Encashment	Annual Leave Encashment of up to 15 days	Leave balance for the calendar year over and above 30 days (maximum carry forward) and subject to a maximum of 15 days will be encashed at the end of every year. The encashment will be computed on the Monthly Basic Salary of an employee.

ALTIMETRIK™

SIMPLIFY TECHNOLOGY | AMPLIFY POSSIBILITY

Employment Offer



About Us

We deliver outcomes for our clients by rapidly enabling digital business & culture and infuse speed and agility into enterprise technology and connected solutions. We partner with Fortune 500 companies to deliver fast, meaningful outcomes. As practitioners of end-to-end business and technology transformation, we deliver measurable results for clients across financial services, payments, retail, automotive, healthcare, manufacturing, and other industries. Founded in 2012, we have offices across the globe and over 3000 energized employees.

Turnover
$140+ million
& growing

Key Clients

citi · NOVARTIS · DAIMLER · PayPal · VISA · Ford · ancestry · Manhattan Underwear Limited · DBS · WESTERN UNION · Olam · UNIQLO · mastercard · BNY MELLON · Chobani · stryker · FIS · CVS Health · CENTRAL · First Data · S&P Global · TD Ameritrade · Funding Circle · SVB · KraftHeinz · STATE STREET

Quick Facts

- 4200+ Practitioners World Wide & Growing
- Headquartered in Michigan, USA
- Development centers in India, US, Uruguay and Poland
- Industry Focus
  - Payments/FinTech
  - Manufacturing/Automotive
  - Healthcare/Life Sciences
  - Retail/CPG

Worldwide Presence



Certifications and Awards

2020 STEVIE WINNER · CIO 100 HONOREE 2020 · ISO · ISO 27001 · PCI DSS · CMMI Level 3

Gartner — Identified by Gartner as vendors to watch for Mobile Application Development & Mobile Application Testing 201

NASSCOM — Influencers of industry 4.0 through Digital India & Engineering R&D council of NASSCOM. Diety & Government of India (GoI)

IDC — Identified as a leading technology solutions provider in the Industrial Internet of Things (IIoT) space

Corporate plus+ member of National Minority & Supplier Development Council

Top 100 Best Places to Work for Women

Great Place To Work. Certified — Top 100 Best Places to Work since 2021

Top 25 Best Places to Work in IT & IT-BPM

Our Work Culture

ACE is our DNA



Accountability
Of what we do

Customer Centricity
In how we think

Flawless **E**xecution
In what we deliver

Our Leadership Team



Raj B. Vattikuti
Executive Chairman

Raj Vattikuti, is a philanthropist and successful entrepreneur who founded a string of successful enterprises, including Altimetrik, Covansys, Synova, Vattikuti Ventures, Vattikuti Technologies, and Davinta Technologies.

Through his different ventures, Raj has supported leading global players in healthcare, manufacturing, automotive, retail, travel & hospitality, financial services and is committed to making technology accessible to the less privileged.



Raj Sundaresan
Chief Executive Officer

Raj Sundaresan is a seasoned technology and business leader with extensive experience in cultivating successful product development teams around the globe. At Altimetrik, Raj is responsible for leading and implementing the company's growth strategy.

Prior to Altimetrik, Raj held various leading roles with technology and product teams at Visa, eBay, and PayPal.



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Head - Global Delivery , India technology Center, APAC Business

As Head of Global Delivery and Engineering, Ranga Kanapathy is focused on engineering rigor and delivery.

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Jarek Wawro
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Poland Technology Center



Uday Deo
Chief Transformation Officer
Midwest and Europe



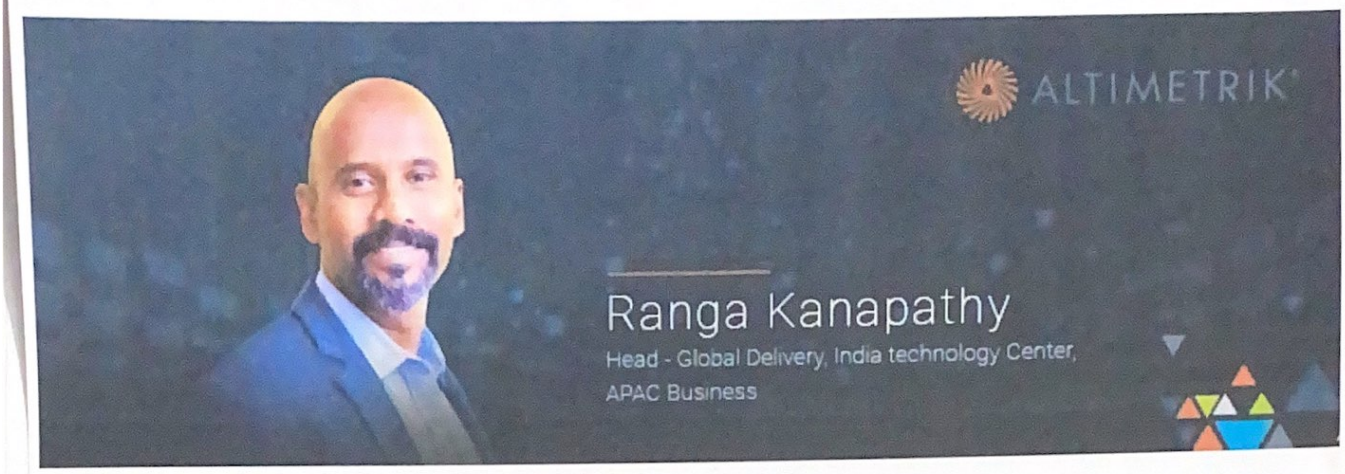
Omar Arana
Head of Engineering and
Mexico Technology Center



Mohammed Farooqui
Chief Transformation Officer
US East



Bheem Adavikolanu
Chief Transformation Officer
UK, Northern Ireland, and Europe



Hello T Raghul Sudharsan

Congratulations on your selection at Altimetrik - one of the fastest growing global Digital Technology Company!

I am delighted to extend this offer to you to join our highly energetic and innovative team helping Fortune 100 companies modernize and transform their business.

With our engineering excellence, product mindset, and delivery focus, we have become partners to many marquee global brands. Our results driven philosophy has earned the trust of several new clients, placing us on a promising growth trajectory. Even with the recent global pandemic, we are able to continue a substantial growth rate due to our unfailing delivery commitment to customers while taking utmost care of all our employees.

As a workplace, we take pride in our best-in-class policies and standards, and a hyper-collaborative and innovative work culture. A testimonial to our consistent efforts is that we have been ranked in the Top 100 Best Places to Work by the Great Places to Work Institute for five consecutive years, rising up the ranks. This year, we are extremely proud to be ranked 36th and for being in the Top 50 workplaces club for second consecutive time. In addition we are ranked TOP 25 in the IT&IT-BPM category and in the TOP 100 in the Best Workplaces for Women category

India nests the company's largest Technology Center with over 3000 employees across Chennai, Bengaluru, Pune and Hyderabad, catering to our remarkable client portfolio globally. We enable the growth of our business by cultivating a solutioning mindset that helps our clients achieve relevant business outcomes. Delivery excellence is of utmost importance for us to ensure customer satisfaction. As a people centric organization, we help our employees evolve as practitioners in both their tech and business domains. Our approach posits us as a company to be highly agile in technology adoption and stay ahead in the market.

Innovation and learning are therefore given the highest decree here. If you have the zeal to learn, or an idea you believe in, you will discover the ideal culture to help you realize your passion and follow it.

I am confident you will experience personal growth and value in your career with Altimetrik, and be a prized addition to our team. Hoping to see you soon!

Best regards,

Ranga Kanapathy

10 February 2022

Mr. T Raghul Sudharsan

No.4/74, Komberipatti village, Ayyalur (via),

Vedasandur (Taluk), Dindigul-624801,

Tamil Nadu 624801.

E-Mail: raghulsudharsan26102000@gmail.com | Mobile: 6383873480

EMPLOYMENT LETTER

Dear T Raghul Sudharsan ,

On behalf of Altimetrik India Private Limited, we are pleased to offer you the position of **"Associate Engineer – Product and Platform Engineering"**. Attached are the specific terms and conditions of your employment – please read these important details carefully, including your compensation and benefits.

1. **Date of Employment:** Your employment will be effective on your date of joining, which shall be not be later than **16th August 2022.** Please contact us immediately if you require an alternative joining date. In the event you fail to join us on or before **16th August 2022**, this offer for employment will stands withdrawn without any further obligation from our side.

2. **Emoluments:** Your per annum cost to the Company is **INR 5,50,008/-** the breakup of which is shown in Annexure - I. Your remuneration is strictly confidential and we expect you to treat this information and any changes made therein from time to time as Personal and Confidential. Unless otherwise provided by Company, your salary shall be paid monthly. The total amount paid will be your salary less any statutory, standard, permissible or elected deductions or set-offs applicable to your employment. In addition to your salary, you may receive other benefits, as applicable under the Company's benefits or similar policies. Company may, upon notice to you, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The compensation and/or benefits offered to you by the Company may be pro-rated depending on your effective start or effective termination date. In case you have any queries in this regard, you may discuss the matter with your reporting manager.

3. **Designation:** Company reserves the right to alter your designation as it shall from time to time determine, in accordance with Company's policy.

4. **Posting and Period of Employment:** Your services are transferable and you may be assigned to any office of the Company or to any subsidiary or associate company, whether now existing or still to be formed whether in India or abroad. You may also be deputed to any of our customer's locations. Such transfer/deputation will be in accordance with the Company's rules being in force at the time.

5. **Duties:** The roles, responsibilities and duties appropriate to your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company, contractors and clients. You will be required to report to any reporting manager at the discretion of the Company. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.

6. **Leave Without Approval:** If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice

7. **Travel and Expenses**: You may be required to travel, whether in or around India or overseas, in connection with your employment with Company upon short notice to you. While traveling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during the course of your employment will be reimbursed in accordance with the current travel and expense policy of Company. You are expected to keep your passport valid at all times

8. **Employee Benefits Program:** You will be covered by the Company sponsored Employee Benefit Program as applicable from time to time

9. **Salary Review:** Your compensation will be reviewed periodically as per the Company's policy and your salary may be adjusted depending upon various factors, including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the compensation payable to its employees for successive years and such compensation may be higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Company, the Industry and prevailing economic conditions

10. **Leave:** You are eligible for 24days leave per annum. Company's leave policy shall apply to your employment and may be modified by Company at any time, in its sole discretion, upon notice to you

11. **Working Hours:** Company's general working hours are from 9.00 am to 6.00 pm, Monday through Friday. You may be required to work additional hours as may be necessary for the efficient execution of your responsibilities. Your weekly off may not necessarily be for 2 days and not necessarily be on Saturday and Sunday. Company may, at any time and in its sole discretion, change the working hours applicable to you upon notice to you

12. **Non-Disclosure agreement (NDA):** You are required to sign a separate NDA document covering the following clauses: Confidential Information, Intellectual Property Ownership Rights, Non-compete, Non-solicit and Non-circumvent.

13. **Past Record and Unsatisfactory Services:** It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, any employment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by the Company without notice or salary in lieu of notice, without prejudice to the right of the Company to take disciplinary action against you. The Company will be entitled to conduct such background checks and medical examination upon you as it may deem fit and you hereby expressly grant the Company the permission to do so and waive and all rights under applicable law in this regard

14. **Termination:**
    - You or the Company may terminate your service at any time by giving 60 days' notice or basic salary in lieu thereof. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

- In the event of disputed separation, where the client and/or the Company faces any monetary damage due to the separation, the Company reserves the right to withhold all the non-statutory payments due to you. The Company may further reserve the right to recover any amount receivable/recoverable from you including salary in lieu of un-served notice period.
- Company shall have the right, at its sole discretion, to terminate your contract of employment with Company 'for cause' at any time, without any further payment to you, specifying the reason for such termination, and you shall not be entitled to any incentive compensation for the period ending on the date of such termination. For purposes of this subparagraph, 'cause' shall mean (i) your involvement in any act of moral turpitude; (ii) your misconduct (willful, intentional or otherwise) or negligence during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; (iii) your embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; (iv) your participation or abetment in a strike in contravention of any law; (v) damaging the property of the Company; (vi) continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you; or (vii) the breach by you of a material term of this letter, NDA, policies of the Company or your failure to implement the reasonable business requests or directions of the Company.
- Full & Final Settlement dues (if any) shall be settled upon due receipt of clearance from concerned departments.
- You will retire from the services of the Company on attaining the age of superannuation 60 years.
- Any notice required to be given to you shall be deemed to be duly and properly given if delivered to you personally or sent by registered post to you at your address in India or by e-mail to your last personal e-mail address as recorded with the Company

15. Consequence of Termination:

(a) Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company: (i) any property belonging to the Company, such as laptop computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; (ii) all Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents; and (iii) amounts due or payable, from, or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing

(b) Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training

(c) Any termination of employment or the terms hereof shall be without any further liability, except as specified above, of Company and its affiliates and their employees, contractors or clients to you or to your heirs, administrators, successors or assigns

16. **Indemnification:** You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by or related to your breach of any of the provisions contained hereof

17. **Mode of Communication:** Other than general notices, which may be intimated by e-mail, general notice, announcement on the Company's web site, bulletin e- mail, bulletin boards and other similar postings, notices will be provided to you in person, by email or by 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 of the Company thereafter

18. **Entire Agreement:** This letter sets forth the entire agreement and understanding between the Company and you relating to the subject matter herein and merges all prior discussions between the parties. No modification of or amendment to this letter, nor any waiver of any rights under this letter, will be effective unless in writing signed by the parties

19. **General:** These terms of employment and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. The Company may assign these terms of employment, in part or whole, upon notice to you. No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of employment will operate as a waiver of such powers, rights or remedies. If any provision of these terms of employment is held by any competent authority to be invalid or unenforceable, the validity of the other provisions and the remainder of these terms of employment shall not be affected. You shall not make any announcement concerning Company and its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients. These terms of employment will be construed in accordance with and governed by the laws of India. Upon your acceptance, these terms of employment,
together with the employment letter (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements negotiations, representations, and proposals relating to the subject matter hereof

20. **Miscellaneous**:
    (a) You will notify the Company immediately of every incapacitation from work and its probable duration. Upon request by the Company, reasons for the incapacitation must be given to the Company by you.
    (b) You represent and warrant that you have not entered into any previous or contemporaneous of this agreement, or which would preclude you from fully performing your job responsibilities for the Company.
    (c) All of the rights, duties and obligations between the Company and you as set forth in this letter are in addition to those provided by applicable law and none of the remedies specifically provided for in this letter will preclude either you or the Company from pursuing additional remedies available to either of the parties.
    (d) It is agreed that any dispute of whatsoever nature between you and the Company will be subject to the jurisdiction of Bangalore Courts only, whether they be any other courts or tribunal or authority of whatsoever nature.
    (e) If one or more provisions of this letter are held to be illegal or unenforceable under Indian law, such illegal or unenforceable portion(s) shall be limited or exclude from this letter to the minimum extent required so that this letter shall otherwise remain in full force and effect and enforceable in accordance with their terms.

21. On the Date of Joining:

a. **Reporting Time**: 09:00am

b. **Reporting Location**: Will be updated 3 weeks before the date of joining

c. Mandatory documents to be submitted is as below:

i. 3 self-photographs (passport sized, color photos with a white background)

ii. Originals and 1 set of photocopies of the following documents:

1. All Educational documents including X, XII, Graduation and Post-Graduation certificates and all year mark sheets. Photocopies should include both front and back sides of certificate/ Mark sheet
2. PAN card, AADHAR and Passport, if you do not have any of the documents, kindly apply and carry the document/ acknowledgement on the day of your joining
3. If you have stated that you are differently abled in your application to Altimetrik, please bring related certificate as per the prescribed format, duly filed & signed
4. If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same
5. Valid Indian Work Permit, if applicable

iii. Documents required for UAN (Universal Account Number) for Employee Provident Fund (One set of photocopies of the below documents, which are self-attested) if applicable

1. Bank Account Document (A Cancelled Cheque leaf or a copy of Cheque leaf or Bank Statement (having IFSC Code) or Passbook (having IFSC Code))
2. Copy of ID Proof (NPR/ Aadhaar or PAN Card or Passport or Driving License or Election Card or Ration Card or ESIC Card)

b. You are required to submit above mentioned documents or such other documents requested by Altimetrik during your employment within the time stipulated by Altimetrik. Non submission of the documents within the stipulated time will be considered as misconduct and Altimetrik may take appropriate action as per Disciplinary Policy.

22. Retention Bonus: You are entitled to a Retention Bonus ("Bonus") of **INR 1,50,000**, which will be paid out as per the below timelines:

Retention Bonus Payout Period	Amount
On completion of 01 month	INR 50,000
On completion of 07 months	INR 50,000
On completion of 13 months	INR 50,000

Retention bonus will be paid in the subsequent month of completing the above said period. In the event of your separation or termination from the company on/before 12 months, you will not be eligible for the retention bonus and you agree that you shall return the entire bonus to the company, inclusive of the tax deducted. The company shall also be entitled to take the bonus into account for reconciling any amounts due to you from the company. Any such deduction from amounts owing to you by the Company upon separation/termination as aforesaid shall not affect the Company's rights in law or equity in respect of the Amount of un-recovered Bonus, if any. The bonus shall be subject to all statutory deductions. All applicable taxes in respect of the Bonus shall be to your account.

It gives me great pleasure to invite you to join the Altimetrik family. We will be delighted to have you as part of our growing family and be a key contributor to the success of Altimetrik

Sincerely,

For **Altimetrik India Pvt Ltd.,**

KRISHNA MUNIRAMAIAH

Digitally signed by KRISHNA MUNIRAMAIAH
Date: 2022.02.10 17:48:02 +05'30'

Krishna Muniramaiah

APAC Head- Human Resources

ACCEPTANCE OF EMPLOYMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with Altimetrik under the terms and conditions stated above.

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

Signature: T Raghul Sudharsan

Printed Name: T Raghul Sudharsan

Date: 19/02/2022 Date of Joining (if requesting an alternative date): _____

ANNEXURE I

Mr. T Raghul Sudharsan

	Components	Annual	Monthly
A	Basic Pay	2,10,000.00	17,500.00
B	House Rent Allowance	1,05,000.00	8,750.00
C	Leave Travel Allowance	35,004.00	2,917.00
D	Flexible Benefit Plan	1,30,500.00	10,875.00
E	Meal Voucher	13,200.00	1,100.00
F	Statutory Bonus	21,000.00	1,750.00
	Gross Fixed Pay (A to F)	**5,14,704.00**	**42,892.00**
G	Employer's Contribution to Provident Fund	25,200.00	2,100.00
H	Employer's Contribution to ESI	-	-
I	Gratuity	10,104.00	842.00
	Total Cost to Company (A to I)	**5,50,008.00**	**45,834.00**

Your monthly Net Pay = Gross Fixed Pay (A to F) – (PF, ESIC, Professional Tax, Income Tax & Insurance)

ANNEXURE II

SALARY COMPONENT AND BENEFITS EXPLANATION **(For detailed information please refer to Company policies, which are subject to change from time to time)**		
COMPONENT	**%**	**EXPLANATION**
Basic Salary	40% of gross compensation	Fundamental component of your salary that is linked to many other components
House Rent Allowance (HRA)	50% of Basic Salary (Maximum)	To be used for paying house rent
Flexible Benefit Plan (FBP)	Balancing amount from gross salary based on other components	Employee has to opt for these benefits by submitting the FBP declaration form 1) Meal Voucher 2) Vehicle Maintenance and Driver Salary - Employees with 4 Wheeler Vehicle that are registered in their name and are using the vehicle for primarily official purposes can avail this tax benefit. 4 Wheeler < 1600 CC are eligible for tax benefit up to INR 1800 4 Wheeler > 1600 CC are eligible for tax benefit up to INR 2400 In case a driver is employed, employee will be eligible for an additional exemption of INR 900 per month (employee must submit the license copy of the driver along with the salary receipts. 3) The National Pension System (NPS) is a contribution based pension system launched by the Government of India. This allows employees to augment their retirement solutions. This is a voluntary contribution it is up to the employee to avail the scheme. Employees can make a monthly contribution of a minimum INR 500 to a maximum of 10% of the basic. The amount will be rounded off to the nearest INR 100
Leave Travel Allowance (LTA)	2 Months Annual Basic	Paid as monthly allowance and is tax exempted to the extent of bills submitted for reimbursement. Up to maximum of economy class air fare twice during a four year period as per Income Tax rules
Meal Voucher	INR 1100 or INR 2200 per Month	Meal Cards - provided by the company based on voluntary declaration and is tax exempted. One can opt for INR 1100 per month or INR 2200 per month as part of initial declarations upon joining the company
Gratuity	4.81% of basic salary	Payment of Gratuity will be governed by "Payment of Gratuity Act 1972" and subjected to applicable taxes as per Indian Income Tax Act.
Employee State Insurance Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Employee State Insurance Act , 1948 (ESIC) and will entitled to avail benefits under the same
Payment of Bonus Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Payment of Bonus Act , 1965
Provident Fund	12% of Basic Salary or INR 1800 Per Month	Contributions towards Provident Fund. Two options are available. Option I: Limit equal contribution of 12% of basic salary from employer and employee. This option will give you consistent take home salary, decrease your tax liability and increase your ability to save for retirement Option II: Limit equal contribution of INR 1800 from employer and employee. This option will certainly give you a higher take home salary and conversely increase your tax liability and reduce your ability to save for retirement

		The difference is adjusted with FBP (Flexible Benefit Plan) keeping the CTC as constant. The options are available at the time of joining. Employees can choose to make Voluntary contributions to PF account in addition to the options above (VPF)
Group Term Life Insurance Plan	3 times of annual CTC subject to min of INR 20,00,000/-	This is a company paid benefit which provides group term life coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for life coverage will be 3 times of Annual CTC subject to a minimum of INR 20,00,000/-. The coverage is subject to completion of the Insurance company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.
Group Personal Accident Plan	2 times of annual CTC subject to min of INR 20,00,000/-	This is a company paid benefit which provides group personal accident coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment will be 2 times of the Annual Cost to the Company subject to a minimum of INR 20,00,000/-.
Group Mediclaim Insurance Policy	Base Sum Insured of INR 3 Lakhs per family, with the option to Top Up in multiples of 1 Lakh up to 7 Lakhs	Altimetrik provides a Family Floater cover with a Base Sum Insured of INR 3 Lakhs which costs approximately about INR 15,000/- per employee. Employees can cover their family members (Self + Spouse + 2 Kids + Parents/In laws) under this policy, with no additional cost burden on themselves. Employees will also have the option to Enhance their Sum Insured by paying the applicable Premium. The details of the same is available in the below table:

Base Sum insured	Enhancement Sum Insured	Total Sum Insured	Annual Premium (Recoverable from employees)
INR 3 Lakhs	-	INR 3 Lakhs	-
INR 3 Lakhs	INR 1 Lakh	INR 4 Lakhs	INR 4,206
INR 3 Lakhs	INR 2 Lakhs	INR 5 Lakhs	INR 6,308
INR 3 Lakhs	INR 3 Lakhs	INR 6 Lakhs	INR 9,462
INR 3 Lakhs	INR 4 Lakhs	INR 7 Lakhs	INR 10,881
INR 3 Lakhs	INR 5 Lakhs	INR 8 Lakhs	INR 12,514
INR 3 Lakhs	INR 6 Lakhs	INR 9 Lakhs	INR 14,390
INR 3 Lakhs	INR 7 Lakhs	INR 10 Lakhs	INR 16,549

		In case you fail to opt for any of the above option, you will be enrolled under the default Sum Insured option of 3 Lakhs. You need to enrol your immediate family (Spouse & 2 Children and dependent parents/in-laws) within 45 days of joining. Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed
Leave Encashment	Annual Leave Encashment of up to 15 days	Leave balance for the calendar year over and above 30 days (maximum carry forward) and subject to a maximum of 15 days will be encashed at the end of every year. The encashment will be computed on the Monthly Basic Salary of an employee

ALTIMETRIK™

SIMPLIFY TECHNOLOGY | AMPLIFY POSSIBILITY

Employment Offer



About Us

We deliver outcomes for our clients by rapidly enabling digital business & culture and infuse speed and agility into enterprise technology and connected solutions. We partner with Fortune 500 companies to deliver fast, meaningful outcomes. As practitioners of end-to-end business and technology transformation, we deliver measurable results for clients across financial services, payments, retail, automotive, healthcare, manufacturing, and other industries. Founded in 2012, we have offices across the globe and over 3000 energized employees.

Turnover
$140+ million
& growing

Key Clients

citi · NOVARTIS · DAIMLER · PayPal · VISA · Ford · ancestry

Hindustan Unilever Limited · salesforce · DBS · WESTERN UNION MONEY TRANSFER · Olam · UNIQLO · intuit · mastercard

BNY MELLON · Chobani · stryker · FIS · CVS Health · CENTRAL Garden & Pet · twitter

First Data · S&P Global · TD Ameritrade · Funding Circle · SVB Silicon Valley Bank · KraftHeinz · STATE STREET

Quick Facts

- **4200+ Practitioners World Wide & Growing**
- **Headquartered in Michigan, USA**
- **Development centers in India, US, Uruguay and Poland**
- **Industry Focus**
  - Payments/FinTech
  - Manufacturing/Automotive
  - Healthcare/Life Sciences
  - Retail/CPG

Worldwide Presence



Certifications and Awards

GOLD 2020 STEVIE WINNER AMERICAN BUSINESS AWARDS · CIO 100 HONOREE 2020 · ISO 27001 · PCI DSS · CMMI Level 3

Gartner — Identified by Gartner as vendors to watch for Mobile Application Development & Mobile Application Testing 201

NASSCOM — Influencers of industry 4.0 through Digital India & Engineering R&D council of NASSCOM, Diety & Government of India (GoI)

IDC — Identified as a leading technology solutions provider in the Industrial Interner of Things (IIoT) apace

Corporate plus+ member of National Minority & Supplier Development Council

Top 100 **Best Places to Work** for Women

Top 100 **Best Places to Work** since 2021

Top 25 **Best Places to Work** in IT & IT-BPM

Our Work Culture

ACE is our DNA



Accountability
Of what we do

Customer Centricity
In how we think

Flawless **E**xecution
Is what we deliver

Our Leadership Team



Raj B. Vattikuti
Executive Chairman

Raj Vattikuti, is a philanthropist and successful entrepreneur who founded a string of successful enterprises, including Altimetrik, Covansys, Synova, Vattikuti Ventures, Vattikuti Technologies, and Davinta Technologies.

Through his different ventures, Raj has supported leading global players in healthcare, manufacturing, automotive, retail, travel & hospitality, financial services and is committed to making technology accessible to the less privileged.



Raj Sundaresan
Chief Executive Officer

Raj Sundaresan is a seasoned technology and business leader with extensive experience in cultivating successful product development teams around the globe. At Altimetrik, Raj is responsible for leading and implementing the company's growth strategy.

Prior to Altimetrik, Raj held various leading roles with technology and product teams at Visa, eBay, and PayPal.



Ranga Kanapathy
Head - Global Delivery , India technology Center, APAC Business

As Head of Global Delivery and Engineering, Ranga Kanapathy is focused on engineering rigor and delivery.

Ranga has over two decades of industry experience, previously working for VISA Data Labs as India Head. Prior to VISA Data Labs, Ranga occupied leadership roles at PayPal and Covansys, and cofounded two startups in India that provide technology solutions to large enterprises.



Henk Vlietstra
Chief Operating Officer



Jeffrey Fleischman
Chief Marketing Officer



Anil Somani
Chief Transformation Officer
US West



Manuel Vidal
Head of Uruguay
Technology Center



Krishna Muniramaiah
APAC Head - Human Resources



Jarek Wawro
Head of Engineering and
Poland Technology Center



Uday Deo
Chief Transformation Officer
Midwest and Europe



Omar Arana
Head of Engineering and
Mexico Technology Center



Mohammed Farooqui
Chief Transformation Officer
US East



Bheem Adavikolanu
Chief Transformation Officer
UK, Northern Ireland, and Europe



Hello Santhosh Kumar M

Congratulations on your selection at Altimetrik - one of the fastest growing global Digital Technology Company!

I am delighted to extend this offer to you to join our highly energetic and innovative team helping Fortune 100 companies modernize and transform their business.

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Innovation and learning are therefore given the highest decree here. If you have the zeal to learn, or an idea you believe in, you will discover the ideal culture to help you realize your passion and follow it.

I am confident you will experience personal growth and value in your career with Altimetrik, and be a prized addition to our team. Hoping to see you soon!

Best regards,

Ranga Kanapathy

10 February 2022

Mr. Santhosh Kumar M

W-4, Main Road, Near State Bank of India,

Varusanadu, Theni-625579,

Tamil Nadu 625579.

E-Mail: santhozkumar3@gmail.com | Mobile: 8124258694

EMPLOYMENT LETTER

Dear Santhosh Kumar M ,

On behalf of Altimetrik India Private Limited, we are pleased to offer you the position of **"Associate Engineer – Product and Platform Engineering"**. Attached are the specific terms and conditions of your employment – please read these important details carefully, including your compensation and benefits.

1. **Date of Employment:** Your employment will be effective on your date of joining, which shall be not be later than **16th August 2022.** Please contact us immediately if you require an alternative joining date. In the event you fail to join us on or before **16th August 2022**, this offer for employment will stands withdrawn without any further obligation from our side.

2. **Emoluments:** Your per annum cost to the Company is **INR 5,50,008/-** the breakup of which is shown in Annexure - I. Your remuneration is strictly confidential and we expect you to treat this information and any changes made therein from time to time as Personal and Confidential. Unless otherwise provided by Company, your salary shall be paid monthly. The total amount paid will be your salary less any statutory, standard, permissible or elected deductions or set-offs applicable to your employment. In addition to your salary, you may receive other benefits, as applicable under the Company's benefits or similar policies. Company may, upon notice to you, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The compensation and/or benefits offered to you by the Company may be pro-rated depending on your effective start or effective termination date. In case you have any queries in this regard, you may discuss the matter with your reporting manager.

3. **Designation:** Company reserves the right to alter your designation as it shall from time to time determine, in accordance with Company's policy.

4. **Posting and Period of Employment:** Your services are transferable and you may be assigned to any office of the Company or to any subsidiary or associate company, whether now existing or still to be formed whether in India or abroad. You may also be deputed to any of our customer's locations. Such transfer/deputation will be in accordance with the Company's rules being in force at the time.

5. **Duties:** The roles, responsibilities and duties appropriate to your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company, contractors and clients. You will be required to report to any reporting manager at the discretion of the Company. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.

6. **Leave Without Approval:** If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice

7. **Travel and Expenses**: You may be required to travel, whether in or around India or overseas, in connection with your employment with Company upon short notice to you. While traveling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during the course of your employment will be reimbursed in accordance with the current travel and expense policy of Company. You are expected to keep your passport valid at all times

8. **Employee Benefits Program:** You will be covered by the Company sponsored Employee Benefit Program as applicable from time to time

9. **Salary Review:** Your compensation will be reviewed periodically as per the Company's policy and your salary may be adjusted depending upon various factors, including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the compensation payable to its employees for successive years and such compensation may be higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Company, the Industry and prevailing economic conditions

10. **Leave:** You are eligible for 24days leave per annum. Company's leave policy shall apply to your employment and may be modified by Company at any time, in its sole discretion, upon notice to you

11. **Working Hours:** Company's general working hours are from 9.00 am to 6.00 pm, Monday through Friday. You may be required to work additional hours as may be necessary for the efficient execution of your responsibilities. Your weekly off may not necessarily be for 2 days and not necessarily be on Saturday and Sunday. Company may, at any time and in its sole discretion, change the working hours applicable to you upon notice to you

12. **Non-Disclosure agreement (NDA):** You are required to sign a separate NDA document covering the following clauses: Confidential Information, Intellectual Property Ownership Rights, Non-compete, Non-solicit and Non-circumvent.

13. **Past Record and Unsatisfactory Services:** It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, any employment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by the Company without notice or salary in lieu of notice, without prejudice to the right of the Company to take disciplinary action against you. The Company will be entitled to conduct such background checks and medical examination upon you as it may deem fit and you hereby expressly grant the Company the permission to do so and waive and all rights under applicable law in this regard

14. **Termination:**
    - You or the Company may terminate your service at any time by giving 60 days' notice or basic salary in lieu thereof. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

- In the event of disputed separation, where the client and/or the Company faces any monetary damage due to the separation, the Company reserves the right to withhold all the non-statutory payments due to you. The Company may further reserve the right to recover any amount receivable/recoverable from you including salary in lieu of un-served notice period.
- Company shall have the right, at its sole discretion, to terminate your contract of employment with Company 'for cause' at any time, without any further payment to you, specifying the reason for such termination, and you shall not be entitled to any incentive compensation for the period ending on the date of such termination. For purposes of this subparagraph, 'cause' shall mean (i) your involvement in any act of moral turpitude; (ii) your misconduct (willful, intentional or otherwise) or negligence during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; (iii) your embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; (iv) your participation or abetment in a strike in contravention of any law; (v) damaging the property of the Company; (vi) continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you; or (vii) the breach by you of a material term of this letter, NDA, policies of the Company or your failure to implement the reasonable business requests or directions of the Company.
- Full & Final Settlement dues (if any) shall be settled upon due receipt of clearance from concerned departments.
- You will retire from the services of the Company on attaining the age of superannuation 60 years.
- Any notice required to be given to you shall be deemed to be duly and properly given if delivered to you personally or sent by registered post to you at your address in India or by e-mail to your last personal e-mail address as recorded with the Company

15. Consequence of Termination:

(a) Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company: (i) any property belonging to the Company, such as laptop computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; (ii) all Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents; and (iii) amounts due or payable, from, or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing

(b) Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training

(c) Any termination of employment or the terms hereof shall be without any further liability, except as specified above, of Company and its affiliates and their employees, contractors or clients to you or to your heirs, administrators, successors or assigns

16. **Indemnification:** You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by or related to your breach of any of the provisions contained hereof

17. **Mode of Communication:** Other than general notices, which may be intimated by e-mail, general notice, announcement on the Company's web site, bulletin e- mail, bulletin boards and other similar postings, notices will be provided to you in person, by email or by 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 of the Company thereafter

18. **Entire Agreement:** This letter sets forth the entire agreement and understanding between the Company and you relating to the subject matter herein and merges all prior discussions between the parties. No modification of or amendment to this letter, nor any waiver of any rights under this letter, will be effective unless in writing signed by the parties

19. **General:** These terms of employment and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. The Company may assign these terms of employment, in part or whole, upon notice to you. No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of employment will operate as a waiver of such powers, rights or remedies. If any provision of these terms of employment is held by any competent authority to be invalid or unenforceable, the validity of the other provisions and the remainder of these terms of employment shall not be affected. You shall not make any announcement concerning Company and its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients. These terms of employment will be construed in accordance with and governed by the laws of India. Upon your acceptance, these terms of employment,
    together with the employment letter (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements negotiations, representations, and proposals relating to the subject matter hereof

20. **Miscellaneous**:
    (a) You will notify the Company immediately of every incapacitation from work and its probable duration. Upon request by the Company, reasons for the incapacitation must be given to the Company by you.
    (b) You represent and warrant that you have not entered into any previous or contemporaneous of this agreement, or which would preclude you from fully performing your job responsibilities for the Company.
    (c) All of the rights, duties and obligations between the Company and you as set forth in this letter are in addition to those provided by applicable law and none of the remedies specifically provided for in this letter will preclude either you or the Company from pursuing additional remedies available to either of the parties.
    (d) It is agreed that any dispute of whatsoever nature between you and the Company will be subject to the jurisdiction of Bangalore Courts only, whether they be any other courts or tribunal or authority of whatsoever nature.
    (e) If one or more provisions of this letter are held to be illegal or unenforceable under Indian law, such illegal or unenforceable portion(s) shall be limited or exclude from this letter to the minimum extent required so that this letter shall otherwise remain in full force and effect and enforceable in accordance with their terms.

21. On the Date of Joining:

a. **Reporting Time**: 09:00am
b. **Reporting Location**: Will be updated 3 weeks before the date of joining
c. Mandatory documents to be submitted is as below:
    i. 3 self-photographs (passport sized, color photos with a white background)
    ii. Originals and 1 set of photocopies of the following documents:
        1. All Educational documents including X, XII, Graduation and Post-Graduation certificates and all year mark sheets. Photocopies should include both front and back sides of certificate/ Mark sheet
        2. PAN card, AADHAR and Passport, if you do not have any of the documents, kindly apply and carry the document/ acknowledgement on the day of your joining
        3. If you have stated that you are differently abled in your application to Altimetrik, please bring related certificate as per the prescribed format, duly filed & signed
        4. If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same
        5. Valid Indian Work Permit, if applicable

    iii. Documents required for UAN (Universal Account Number) for Employee Provident Fund (One set of photocopies of the below documents, which are self-attested) if applicable
        1. Bank Account Document (A Cancelled Cheque leaf or a copy of Cheque leaf or Bank Statement (having IFSC Code) or Passbook (having IFSC Code))
        2. Copy of ID Proof (NPR/ Aadhaar or PAN Card or Passport or Driving License or Election Card or Ration Card or ESIC Card)

b. You are required to submit above mentioned documents or such other documents requested by Altimetrik during your employment within the time stipulated by Altimetrik. Non submission of the documents within the stipulated time will be considered as misconduct and Altimetrik may take appropriate action as per Disciplinary Policy.

22. Retention Bonus: You are entitled to a Retention Bonus ("Bonus") of **INR 1,50,000**, which will be paid out as per the below timelines:

Retention Bonus Payout Period	**Amount**
On completion of 01 month	INR 50,000
On completion of 07 months	INR 50,000
On completion of 13 months	INR 50,000

Retention bonus will be paid in the subsequent month of completing the above said period. In the event of your separation or termination from the company on/before 12 months, you will not be eligible for the retention bonus and you agree that you shall return the entire bonus to the company, inclusive of the tax deducted. The company shall also be entitled to take the bonus into account for reconciling any amounts due to you from the company. Any such deduction from amounts owing to you by the Company upon separation/termination as aforesaid shall not affect the Company's rights in law or equity in respect of the Amount of un-recovered Bonus, if any. The bonus shall be subject to all statutory deductions. All applicable taxes in respect of the Bonus shall be to your account.

It gives me great pleasure to invite you to join the Altimetrik family. We will be delighted to have you as part of our growing family and be a key contributor to the success of Altimetrik

Sincerely,

For **Altimetrik India Pvt Ltd.,**

KRISHNA MUNIRAMAIAH

Digitally signed by KRISHNA MUNIRAMAIAH
Date: 2022.02.10 17:11:39 +05'30'

Krishna Muniramaiah

APAC Head- Human Resources

ACCEPTANCE OF EMPLOYMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with Altimetrik under the terms and conditions stated above.

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

Signature: _____ Digitally signed by Santhosh Kumar M
Date: 2022.02.21 09:34:24 +05'30'

Printed Name: _____

Date: _____ Date of Joining (if requesting an alternative date): _____

ANNEXURE I

Mr. Santhosh Kumar M

	Components	Annual	Monthly
A	Basic Pay	2,10,000.00	17,500.00
B	House Rent Allowance	1,05,000.00	8,750.00
C	Leave Travel Allowance	35,004.00	2,917.00
D	Flexible Benefit Plan	1,30,500.00	10,875.00
E	Meal Voucher	13,200.00	1,100.00
F	Statutory Bonus	21,000.00	1,750.00
	Gross Fixed Pay (A to F)	**5,14,704.00**	**42,892.00**
G	Employer's Contribution to Provident Fund	25,200.00	2,100.00
H	Employer's Contribution to ESI	-	-
I	Gratuity	10,104.00	842.00
	Total Cost to Company (A to I)	**5,50,008.00**	**45,834.00**

Your monthly Net Pay = Gross Fixed Pay (A to F) – (PF, ESIC, Professional Tax, Income Tax & Insurance)

ANNEXURE II

SALARY COMPONENT AND BENEFITS EXPLANATION **(For detailed information please refer to Company policies, which are subject to change from time to time)**		
COMPONENT	**%**	**EXPLANATION**
Basic Salary	40% of gross compensation	Fundamental component of your salary that is linked to many other components
House Rent Allowance (HRA)	50% of Basic Salary (Maximum)	To be used for paying house rent
Flexible Benefit Plan (FBP)	Balancing amount from gross salary based on other components	Employee has to opt for these benefits by submitting the FBP declaration form 1) Meal Voucher 2) Vehicle Maintenance and Driver Salary - Employees with 4 Wheeler Vehicle that are registered in their name and are using the vehicle for primarily official purposes can avail this tax benefit. 4 Wheeler < 1600 CC are eligible for tax benefit up to INR 1800 4 Wheeler > 1600 CC are eligible for tax benefit up to INR 2400 In case a driver is employed, employee will be eligible for an additional exemption of INR 900 per month (employee must submit the license copy of the driver along with the salary receipts. 3) The National Pension System (NPS) is a contribution based pension system launched by the Government of India. This allows employees to augment their retirement solutions. This is a voluntary contribution it is up to the employee to avail the scheme. Employees can make a monthly contribution of a minimum INR 500 to a maximum of 10% of the basic. The amount will be rounded off to the nearest INR 100
Leave Travel Allowance (LTA)	2 Months Annual Basic	Paid as monthly allowance and is tax exempted to the extent of bills submitted for reimbursement. Up to maximum of economy class air fare twice during a four year period as per Income Tax rules
Meal Voucher	INR 1100 or INR 2200 per Month	Meal Cards - provided by the company based on voluntary declaration and is tax exempted. One can opt for INR 1100 per month or INR 2200 per month as part of initial declarations upon joining the company
Gratuity	4.81% of basic salary	Payment of Gratuity will be governed by "Payment of Gratuity Act 1972" and subjected to applicable taxes as per Indian Income Tax Act.
Employee State Insurance Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Employee State Insurance Act , 1948 (ESIC) and will entitled to avail benefits under the same
Payment of Bonus Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Payment of Bonus Act , 1965
Provident Fund	12% of Basic Salary or INR 1800 Per Month	Contributions towards Provident Fund. Two options are available. Option I: Limit equal contribution of 12% of basic salary from employer and employee. This option will give you consistent take home salary, decrease your tax liability and increase your ability to save for retirement Option II: Limit equal contribution of INR 1800 from employer and employee. This option will certainly give you a higher take home salary and conversely increase your tax liability and reduce your ability to save for retirement

<table>
<tr><td></td><td></td><td>The difference is adjusted with FBP (Flexible Benefit Plan) keeping the CTC as constant. The options are available at the time of joining.
Employees can choose to make Voluntary contributions to PF account in addition to the options above (VPF)</td></tr>
<tr><td>Group Term Life Insurance Plan</td><td>3 times of annual CTC subject to min of INR 20,00,000/-</td><td>This is a company paid benefit which provides group term life coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for life coverage will be 3 times of Annual CTC subject to a minimum of INR 20,00,000/-. The coverage is subject to completion of the Insurance company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.</td></tr>
<tr><td>Group Personal Accident Plan</td><td>2 times of annual CTC subject to min of INR 20,00,000/-</td><td>This is a company paid benefit which provides group personal accident coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment will be 2 times of the Annual Cost to the Company subject to a minimum of INR 20,00,000/-.</td></tr>
<tr><td>Group Mediclaim Insurance Policy</td><td>Base Sum Insured of INR 3 Lakhs per family, with the option to Top Up in multiples of 1 Lakh up to 7 Lakhs</td><td>Altimetrik provides a Family Floater cover with a Base Sum Insured of INR 3 Lakhs which costs approximately about INR 15,000/- per employee. Employees can cover their family members (Self + Spouse + 2 Kids + Parents/In laws) under this policy, with no additional cost burden on themselves.

Employees will also have the option to Enhance their Sum Insured by paying the applicable Premium. The details of the same is available in the below table:

<table>
<tr><th>Base Sum insured</th><th>Enhancement Sum Insured</th><th>Total Sum Insured</th><th>Annual Premium (Recoverable from employees)</th></tr>
<tr><td>INR 3 Lakhs</td><td>-</td><td>INR 3 Lakhs</td><td>-</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 1 Lakh</td><td>INR 4 Lakhs</td><td>INR 4,206</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 2 Lakhs</td><td>INR 5 Lakhs</td><td>INR 6,308</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 3 Lakhs</td><td>INR 6 Lakhs</td><td>INR 9,462</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 4 Lakhs</td><td>INR 7 Lakhs</td><td>INR 10,881</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 5 Lakhs</td><td>INR 8 Lakhs</td><td>INR 12,514</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 6 Lakhs</td><td>INR 9 Lakhs</td><td>INR 14,390</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 7 Lakhs</td><td>INR 10 Lakhs</td><td>INR 16,549</td></tr>
</table>
In case you fail to opt for any of the above option, you will be enrolled under the default Sum Insured option of 3 Lakhs. You need to enrol your immediate family (Spouse & 2 Children and dependent parents/in-laws) within 45 days of joining. Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed</td></tr>
</table>

Leave Encashment	Annual Leave Encashment of up to 15 days	Leave balance for the calendar year over and above 30 days (maximum carry forward) and subject to a maximum of 15 days will be encashed at the end of every year. The encashment will be computed on the Monthly Basic Salary of an employee.

Internship Offer Letter

10th December 2021

Gunaseelan P V
Madurai

Dear Mr. Gunaseelan P V,

Further to our discussions and as part of your ongoing academic curriculum, CareerNet Technologies Pvt. Ltd. hereby referred to as the 'Company', is pleased to offer you an opportunity for internship with our client **Aptean India Private Limited** for six (6) months effective **03rd January 2022.**

Your internship will be at the client's offices at Madurai. During your internship, you will be trained on certain specialised projects relating to our client, Aptean India Private Limited. However, all the legal obligations relating to this internship arrangement shall be the responsibility of the Company.

The break-up of your salary is given in Annexure1.

The term of the internship period may be reduced or extended or otherwise modified at the sole discretion of the Company, without assigning any reason whatsoever. The Company also reserves the right to discontinue the internship for any reason whatsoever.

Upon successful completion of your internship, you shall be entitled to a certificate of internship from the Company. Additionally, we will also recommend your name to Aptean for their evaluation for a full-time employment, subject to the following conditions:

1. Successfully meeting the training criteria, goals and indicators during your internship period.
2. Submission of all the relevant documents requested by the Company.
3. Successful completion of your Graduate / Master's degree, as appropriate.
4. Successfully clearing any and all background checks that may be conducted.

You agree and understand that your relationship with the Company or Aptean shall not be construed as an employer - employee relationship. You understand and acknowledge that nothing contained in this letter shall be construed as a confirmation or guarantee of employment with the Company or Aptean.

You understand that this internship is being extended to you under strict confidence. By signing below, you agree not to disclose the details of the internship or the terms of this letter, except as may be required by applicable law.

During the term of your internship, you may have access to confidential and proprietary information of the Company, Aptean or their business. You understand and acknowledge that it is essential to the conduct of Company and Aptean's business and to the protection of its clients' interests that all information and knowledge acquired by you during your internship be kept strictly confidential.

You hereby agree and undertake not to misuse or wrongfully disclose or disseminate this information to any person either during or after the term of your internship.

Either the company or you may at any time terminate this agreement by giving in writing to the other party 30 Days notice.

The company may immediately and without notice, terminate your services, in case of any substantial or continued unwillingness or inability to perform duties assigned to you or unsatisfactory job performance at the client premises.
On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company or our Client where you have been deputed:
1. Any material items belonging to the Company in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information).
2. Any physical company documents that you may have in your possession.
3. Any other company assets within your control.

You shall be entitled to leaves and holidays accordingly to Company Policy.

You recognize and agree that the Company shall be entitled to recover from you any losses suffered by the Company or Aptean on account of any damage, theft or misuse of the Company's and/or Aptean's physical Assets or intellectual properties, whilst in your custody or while entrusted to you during the term of your internship.

This internship offer shall automatically be null and void if the Company does not receive your acceptance as below and returning a copy of this letter to us within 3 working days from the date of the letter. Please arrange to send a copy of your student ID card and no objection letter from your college / university.

If you have any specific questions about this internship offer, please contact the undersigned.

We wishing you a happy learning experience.

Sincerely,

For **CareerNet Technologies Pvt. Ltd.**

Kavitha S
Vice President-HR

Internship Offer Acceptance

I _____, have read and understood the provisions of this offer of internship, and I accept the internship offered. I confirm that I am above the age of 18 years.

Signature

Name:

Date:

Annexure 1

Components	Monthly
Basic	21,000
HRA	3,750
Gross Salary (B)	**24,750**
Personal Accident Insurance & Group Medical Insurance	250
Total Benefits (H)	250
Cost To Company (CTC) (B+H)	**25,000**
PT	208
Total Deferred Benefits / Deductions (G)*	**208**
Net Salary (B-G)	**24,542**
Income Tax Applicable As per Government Regulations	

- Employee will be eligible for Term Life Insurance Self (Rs.5 Lacs) and Personal Medical Insurance Self (Rs.2 Lacs) cover. Employee name will be added in the insurance policy after 45 days from the date of joining.
- CTC- Cost to Company.
- *Your Gross Salary will be reduced by this amount.

Internship Offer Letter

10th December 2021

Sanku Revathi
Madurai

Dear Ms. Sanku Revathi,

Further to our discussions and as part of your ongoing academic curriculum, CareerNet Technologies Pvt. Ltd. hereby referred to as the 'Company', is pleased to offer you an opportunity for internship with our client **Aptean India Private Limited** for six (6) months effective **03rd January 2022.**

Your internship will be at the client's offices at Madurai. During your internship, you will be trained on certain specialised projects relating to our client, Aptean India Private Limited. However, all the legal obligations relating to this internship arrangement shall be the responsibility of the Company.

The break-up of your salary is given in Annexure1.

The term of the internship period may be reduced or extended or otherwise modified at the sole discretion of the Company, without assigning any reason whatsoever. The Company also reserves the right to discontinue the internship for any reason whatsoever.

Upon successful completion of your internship, you shall be entitled to a certificate of internship from the Company. Additionally, we will also recommend your name to Aptean for their evaluation for a full-time employment, subject to the following conditions:

1. Successfully meeting the training criteria, goals and indicators during your internship period.
2. Submission of all the relevant documents requested by the Company.
3. Successful completion of your Graduate / Master's degree, as appropriate.
4. Successfully clearing any and all background checks that may be conducted.

You agree and understand that your relationship with the Company or Aptean shall not be construed as an employer - employee relationship. You understand and acknowledge that nothing contained in this letter shall be construed as a confirmation or guarantee of employment with the Company or Aptean.

You understand that this internship is being extended to you under strict confidence. By signing below, you agree not to disclose the details of the internship or the terms of this letter, except as may be required by applicable law.

During the term of your internship, you may have access to confidential and proprietary information of the Company, Aptean or their business. You understand and acknowledge that it is essential to the conduct of Company and Aptean's business and to the protection of its clients' interests that all information and knowledge acquired by you during your internship be kept strictly confidential.

You hereby agree and undertake not to misuse or wrongfully disclose or disseminate this information to any person either during or after the term of your internship.

Either the company or you may at any time terminate this agreement by giving in writing to the other party 30 Days notice.

The company may immediately and without notice, terminate your services, in case of any substantial or continued unwillingness or inability to perform duties assigned to you or unsatisfactory job performance at the client premises.
On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company or our Client where you have been deputed:
1. Any material items belonging to the Company in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information).
2. Any physical company documents that you may have in your possession.
3. Any other company assets within your control.

You shall be entitled to leaves and holidays accordingly to Company Policy.

You recognize and agree that the Company shall be entitled to recover from you any losses suffered by the Company or Aptean on account of any damage, theft or misuse of the Company's and/or Aptean's physical Assets or intellectual properties, whilst in your custody or while entrusted to you during the term of your internship.

This internship offer shall automatically be null and void if the Company does not receive your acceptance as below and returning a copy of this letter to us within 3 working days from the date of the letter. Please arrange to send a copy of your student ID card and no objection letter from your college / university.

If you have any specific questions about this internship offer, please contact the undersigned.

We wishing you a happy learning experience.

Sincerely,

For **CareerNet Technologies Pvt. Ltd.**

Kavitha S
Vice President-HR

Internship Offer Acceptance

I _____, have read and understood the provisions of this offer of internship, and I accept the internship offered. I confirm that I am above the age of 18 years.

Signature

Name:

Date:

Annexure 1

Components	Monthly
Basic	21,000
HRA	3,750
Gross Salary (B)	**24,750**
Personal Accident Insurance & Group Medical Insurance	250
Total Benefits (H)	250
Cost To Company (CTC) (B+H)	**25,000**
PT	208
Total Deferred Benefits / Deductions (G)*	**208**
Net Salary (B-G)	**24,542**
Income Tax Applicable As per Government Regulations	

- Employee will be eligible for Term Life Insurance Self (Rs.5 Lacs) and Personal Medical Insurance Self (Rs.2 Lacs) cover. Employee name will be added in the insurance policy after 45 days from the date of joining.
- CTC- Cost to Company.
- *Your Gross Salary will be reduced by this amount.

INTEGRATED ENGINEERING SOLUTIONS
ISO 9001:2015 ISO 27001:2013

Automotive Robotics (India) Private Limited
MY HOME HUB | BLOCK NO.1 | WEST WING | 6TH FLOOR | MADHAPUR | HYDERABAD - 500081 | TELANGANA | INDIA
Tel: +91-40-66887200 www.arigs.com | CIN: U74900TG2010PTC066921

OFFER LETTER

(Personal & Confidential)

Date: 08, Feb 2022

Name	:	Mr K Akhil Kumar Reddy
Designation	:	Gradulate Engineer Trainee (GET)
Department	:	Electrical & Electronic Systems (EES)
Level	:	10

Dear K Akhil Kumar Reddy,

It is our pleasure to extend a formal offer of employment to you on behalf of **Automotive Robotics India Pvt. Ltd**, as per the terms and conditions mentioned below.

Location of Work

Your base location of work will be at **Chennai.** However, company has the discretion to post you at any of ARIPL's offices /client locations as per the changing needs of business.

Date of Joining

The date of joining shall be on or before **18, Jul 2022.** You are required to acknowledge the receipt of offer as well as provide acceptance to the same within 3 days from the offer date mentioned above.

Cost to Company (CTC)

Your CTC will be Rs. 3,00,000 per annum (Only). *A break-up of the same is explained in the Annexure-II*

Probation Period

You shall be on probation for an initial period of 6 months during which the notice period will be 2 Months. Employee completing 6-months with the organization is deemed to be a permanent employee and no separate mail or letter will be issued to this extent. The notice period after the probation will be 3 months. Date of joining shall include probation period for all records of ARi.

Annual Performance Review

You will be covered under Annual Performance Review. The Performance Review Cycle at ARi is **April to March,** and the related compensation changes shall be affected from the **1st of July** on a pro-rata basis. There shall not be a retrospective pay for the period between April and June. As per the current norms you will be eligible for a performance review in **August 2023.**

Appointment Letter

The Appointment Letter will be issued subject to completion of Background Verification, within 30 days from joining.

Non-Disclosure Agreement

You shall sign the **Confidentiality and Non-Disclosure agreement** with organization as per the rules of the company. You will be governed by the policies of the company that may be laid down/modified from time to time.

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Automotive Robotics(India) Private Limited

ISO 9001:2008 ISO 27001:2013

Hours of Work

The Company follows 5 working days a week schedule but for trainees, a 6-day working schedule may be followed. Each shift spreads across **8.45 hours** a day (including 45 minutes of break time). However, as the Company's business requires round the clock support, your weekly days off may not necessarily be on Saturdays/Sundays and you may be required to work in day-night/night shifts. Shift information will be given well in advance. Occasions may arise when you may be required to serve the Company beyond your assigned normal working hours.

Leave Rules

You will be eligible for 12 Days Privilege Leaves and 9 Sick Leaves per annum. All leave requests must be submitted to your Reporting Manager prior to availing, as per the policy guidelines. However, you will not be entitled to leave during notice period. Absence for a continuous period of 3 days, without prior approval including an overstay of leave, will be treated as abandonment of services. In such an event, your employment shall automatically come to an end with/without any notice of termination.

Validity of the Offer

In case you do not respond within the above stipulated time and company has not received your acceptance, this offer letter stands automatically withdrawn forthwith without further reference to you. If you have any queries regarding this letter, please contact HR on **+91 (40) 66887214.**

You are required to report on or before **18, Jul 2022** by **09:45 AM** at the following address failing which, this offer might stand withdrawn, unless such date is extended and communicated to you in writing.

Automotive Robotics India Private Limited
Tek Meadows Campus, Tower "B", 6th Floor, No. 51, Rajiv Gandhi Salai (OMR), Chennai, Tamil Nadu - 600119

Note:

- The above terms and conditions are based on company policies, procedures and other rules currently applicable and are subject to amendments from time to time. By accepting this offer you agree to comply with and shall abide by all rules and regulations of the company as shall be in force, from time to time.
- In all matters, including those not specifically covered herein, such as Travel and other Organizational policies, you will be governed by the rules of the Company as may be framed from time to time.

For Automotive Robotics India Private Limited

GVS Gurunadh
Senior Manager - Human Resources

I, Kathera Pally Akhil Kumar Reddy (Indicate name in full) have read &understood the terms and conditions of the offer and do hereby accept the above offer. I will join on 18 Jul 2022 at the aforementioned address.

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Automotive Robotics(India) Private Limited

SYSTEMS • DESIGN • CONTROLS • TESTING

ISO 9001:2008 ISO 27001:2013

ANNEXURE –I

Documentation Check List to be submitted at the time of joining

S. No.	Details	Submitted Y/N	Remarks
1	Xth Certificate		
2	XIIth Certificate		
3	Bachelor's Degree Certificate *(Copy of both front and back).*		
4	Bachelor's transcripts *(Statement marks and/or consolidated mark sheet indicating all subjects and marks- front and back)*		
5	Master's Degree Certificate *(if any –both front and back)*		
6	Master's transcripts *(Statement of marks and / or consolidated mark sheet indicating all subjects and marks - front and back)*		
7	Resignation acceptance letter from Previous Employer *(Not applicable in case if you are submitting Relieving letter)* on the day of Joining.		
8	Experience Certificate from Previous Employers - *Should include the date of joining, date of leaving and designation while leaving and role.*		
9	Relieving Letter from Previous Employers.		
10	Latest month pay-slip prior to joining ARIPL.		
11	Copy of Pan Card and Aadhaar Card full page with Aadhaar Enrolment Number.		
12	Photocopy of Birth certificate.		
13	Five passport size color photographs only on White background.		

Note:

- A copy of **Aadhaar / PAN Card / Passport / Voter ID Card** is mandatory for opening of Bank Account.
- You are requested to bring **One Set** of the above documents along with Originals at the time of joining.

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Automotive Robotics(India) Private Limited

ISO 9001:2008 &IC 27001:2013

Annexure - II

Name	Mr K Akhil Kumar Reddy
Designation and Level	Gradulate Engineer Trainee (GET) , 10
Department	Electrical & Electronic Systems (EES)

Salary components	Monthly	Annual
Basic Pay	9,997	1,19,959
HRA	3,999	47,984
Education allowance	200	2,400
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Statutory Bonus	1,400	16,800
Leave Travel Allowance	0	0
Special allowance	3,770	45,234
Gross salary	**22,215**	**2,66,577**
Employer PF	1,200	14,395
Employer ESI	0	0
Fixed CTC	**23,414**	**2,80,973**
Gratuity		5,770
Group Insurance premium		13,257
Total CTC		**3,00,000**
Monthly take home (Excluding taxes)	**21,015**	

Benefits include -

- **Group Health Insurance**
  Health Insurance for Self, Spouse, 2 Children, 2 parents for 3 Lakhs – Floater Policy with Parental Coverage limited to a Sum of 1 Lakh with (10% Co-pay Option for parents).

Group Term Life Insurance

I. Upto Grade VII – **INR 20,00,000 /-**
II. Grade VI and above - **INR 50,00,000 /-**

- **Group Personal Accident Insurance**:
  Coverage of **INR 10,00,000/-**
- **Gratuity** – Payable as per Gratuity act.

Note:

- This compensation is subjected to statutory deductions viz. PF (Employee's contribution), Professional Tax and Income Tax etc. as per the statutory requirement will be borne solely by the employee.
- Your compensation details are personal and should not be shared with anyone other than reporting manager and HR.

For **Automotive Robotics (India) Pvt Ltd**

GVS Gurunadh
Senior Manager - Human Resources

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Date : 14-12-2021

Letter of Intent (''LOI'')

Dear JENIFAR. M,

With reference to your application and subsequent discussions we had with you. We are pleased to inform that your candidature have been shortlisted for appointment as “Trainee” with Atos Global IT Solutions and Services Private Limited (referred as “Atos or Company”).

Subject to completion of election and documentation process, detailed Offer letter will be issued to you, which will contain the following details:

- Date of Joining;
- Joining & Training location;
- Other terms and condition.

The location of your initial reporting, training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination/ Documentation Process.

The date of joining and the location of posting will be based on business requirements.
Atos solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Atos,

1. You are expected to enter into an employment agreement with the Company which shall contain details including the scope, terms and conditions of your employment and various obligations with the Company.
2. You will be on probation for a period as determined by the Company from your date of joining and subject to satisfactory performance your employment will be confirmed at the end of probation or such other extended period as the Company deems fit.
3. You may be required to undergo various training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Atos plans to invest in debut trainings and certifications to impart appropriate skills for the required services. Therefore, all “Trainee” (debut) are required to complete the training period and expected to remain in the service with Atos for a minimum period of 24 months from the date of joining. Failing to which, debut unconditionally needs to pay/reimburse the cost of training to Atos which will extend up to maximum of Rs.75,000/- (Seventy Five Thousand Rupees only).

Your selection and further procedure ahead is subject to your being found medically fit, you completing your academic course with the specified eligibility criteria as informed to you during selection process, and completing all necessary documentations & process pertaining to your education, verification and other employment criteria.

Confidential

Atos reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company and documentation process.
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 Atos nor should it in any manner confirm our obligations to make you an offer of employment.
We may, any time revoke this Letter of Intent considering incomplete documentation, failure to fulfil the eligibility criteria, background verification or at our discretion.

We request you to confirm back to us your acceptance of above terms and conditions herein by signing and returning the copy of this letter to Campus recruitment team (nanda.ancelm.external@atos.net) within 05 days from issuance of this letter, failing which this letter of Intent shall stand withdrawn/cancelled automatically. Should you have any query, please do not hesitate to contact Campus Recruitment team.

We look forward to hear from you soon and wish you a rewarding career ahead.

Thanking you.
Yours Sincerely,
For Atos Global IT Solutions and Services Private Limited



Nasir Usman Shaikh
Vice President – HR

Confidential

Date : 14-12-2021

Letter of Intent ("LOI")

Dear Vasanth Mathew. B,

With reference to your application and subsequent discussions we had with you. We are pleased to inform that your candidature have been shortlisted for appointment as "Trainee" with Atos Global IT Solutions and Services Private Limited (referred as "Atos or Company").

Subject to completion of election and documentation process, detailed Offer letter will be issued to you, which will contain the following details:

- Date of Joining;
- Joining & Training location;
- Other terms and condition.

The location of your initial reporting, training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination/ Documentation Process.

The date of joining and the location of posting will be based on business requirements.
Atos solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Atos,

1. You are expected to enter into an employment agreement with the Company which shall contain details including the scope, terms and conditions of your employment and various obligations with the Company.
2. You will be on probation for a period as determined by the Company from your date of joining and subject to satisfactory performance your employment will be confirmed at the end of probation or such other extended period as the Company deems fit.
3. You may be required to undergo various training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Atos plans to invest in debut trainings and certifications to impart appropriate skills for the required services. Therefore, all "Trainee" (debut) are required to complete the training period and expected to remain in the service with Atos for a minimum period of 24 months from the date of joining. Failing to which, debut unconditionally needs to pay/reimburse the cost of training to Atos which will extend up to maximum of Rs.75,000/- (Seventy Five Thousand Rupees only).

Your selection and further procedure ahead is subject to your being found medically fit, you completing your academic course with the specified eligibility criteria as informed to you during selection process, and completing all necessary documentations & process pertaining to your education, verification and other employment criteria.

Confidential

Atos reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company and documentation process.
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 Atos nor should it in any manner confirm our obligations to make you an offer of employment.
We may, any time revoke this Letter of Intent considering incomplete documentation, failure to fulfil the eligibility criteria, background verification or at our discretion.

We request you to confirm back to us your acceptance of above terms and conditions herein by signing and returning the copy of this letter to Campus recruitment team (nanda.ancelm.external@atos.net) within 05 days from issuance of this letter, failing which this letter of Intent shall stand withdrawn/cancelled automatically. Should you have any query, please do not hesitate to contact Campus Recruitment team.

We look forward to hear from you soon and wish you a rewarding career ahead.

Thanking you.
Yours Sincerely,
For Atos Global IT Solutions and Services Private Limited

Nasir Usman Shaikh
Vice President – HR

Vasanth Mathew B

Confidential

Private & Confidential

17 Mar 2022

Anna Greeta Titus T
Annie's Villa ,Medavilagom, Kollemcode , Kanyakumari,
Marthandam
Tamil Nadu
629160
India

Dear Anna Greeta,

Congratulations, subsequent to the interview process we are pleased that you are considering joining BA Continuum India Pvt. Ltd. (herein after referred to as "Company") at our **Chennai office/work**. This letter confirms the terms of our offer with respect to your planned engagement/appointment. You will be designated as **Apprentice** for one year ("Apprentice Training Period"). Your Annual Compensation (CTC including stipend) will be Rs. **645000** - (Rupees Six Lakh Forty Five Thousand Only) as more specifically stated in Annexure I attached to this offer.

Other Terms & Conditions

Your start date will be **05 Apr 2022 ("Date of Joining")**. The Company however reserves the right, at its absolute discretion, to extend the Date of Joining if it considers it necessary. You shall be notified in advance if the Date of Joining is being extended and the new Date of Joining will be informed accordingly. In case you do not join BA Continuum India Pvt. Ltd. by **05 Apr 2022** this offer of engagement/appointment will stand cancelled and withdrawn. Your engagement/ appointment stands effective from the date you report at the premises/work of BA Continuum India Pvt. Ltd. During the Apprentice Training Period you will be based in Gurugram, however, during this period you may be sent to other locations within the Company, for training purpose, at the discretion of the Company.

You will be or may become eligible for other benefit plans as adopted by the Company from time to time. The terms of such benefit plans shall be as determined and/or amended from time to time by the Company and shall be governed by the terms of the applicable plans or award agreement provided to you at the time of issuance.

The Company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. Your continuation of engagement/appointment shall be contingent upon you producing your Degree/Graduation Certificate/ Provisional degree certificate or such other educational documents as may be requested by the Company, within One Hundred and Eighty days (180) from Date of Joining On failure to comply with the said requirement, you hereby agree and acknowledge that the Company shall have the right to terminate this agreement and your engagement with immediate effect or as deemed fit by the Company. Should you or the company wishes to voluntarily terminate your engagement for any reasons during the Apprentice Training Period, both parties are required to give fifteen (15) days' notice in writing. The Company reserves the right to request service of notice or pay salary in lieu thereof. Your notice period waiver or payment in lieu of the same will be at the sole discretion of the Company. No notice will be served in case your engagement is terminated on disciplinary grounds.

Post successful completion of the Apprentice Training Period, you will be absorbed as Sr Tech Associate in Band 7. Thereafter either party is entitled to terminate the contract by giving 60 days notice. Whereas the Company reserves the right to request service of notice or pay salary in lieu of, your notice period waiver or payment in lieu will be at the sole discretion of the Company, but in no event will be less than the minimum period required by applicable law.

The condition of this offer are:

1. Your background check, including credit, and engagement/employment reference is satisfactory to the Company and the Company is able to verify, to its satisfaction, the personal and sensitive information (including but not limited to biometric data, such as fingerprints) you have provided or would be required to provide during the course of your application in your resume, Candidate Information Sheet that you will be signing at the time of execution of this offer letter ("CIS Form") and such other information as may be requested by the Company. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be confidential and solely for the Company's use, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company;
2. Where required, you are able to provide evidence of your right to work and remain in India, in accordance with legal requirements, or being issued with the relevant work visa, work permits, residence cards, licences, registrations or memberships;
3. Where required, you provide original documentary evidence of your previous employment, academic and professional qualifications as part of the background screening process;
4. You make full and frank written disclosure of all directorships and other positions of office that you currently hold;
5. You commence engagement/employment with Company on a date acceptable to Company and further that you are not subject to any restrictions arising from your current (or any previous) employment which may adversely impact on your activities for the Company;
6. You meet any further requirements as stated in this offer letter; and
7. You warrant and represent to the Company that all information, statements and documents made or provided to the Company for the purposes of any job application or any part of the recruitment process, including any application form or resume, are not misleading, false, incomplete or inaccurate for any reason, whether by way of any omission or otherwise.

Objections to the collection, use, storage, transfer or other processing of personal and sensitive information or withdrawal of consent may affect your engagement/employment with the Company as sharing of such information with the regulatory authorities both in India and other jurisdictions of operations can be an essential prerequisite of your job requirement.

We reserve the right to withdraw this offer as appropriate if any of the above conditions are not met, or if accepted, to rescind any agreement by reason of you failing to meet a condition precedent of engagement/employment, or to terminate your engagement/employment at our option.

By accepting this offer you acknowledge that you have been directed by the Company to comply with any continuing lawful and enforceable obligations that you may have to any former employer. You should make your trainer, line manager and HR representative aware of these obligations at the time of accepting this offer. This will include any post termination restrictions on your activities in relation to clients or employees of any former employer and any confidentiality obligations regarding trade secrets or other proprietary information belonging to your previous employer(s). Additionally, you should provide to the Company any correspondence from your former employer which you receive following your resignation, such as a relieving letter, which summarises the obligations by which your former employer believes you to be bound. In particular you agree not to bring to the Company any documents or other Information in any format, will not download, email, copy or otherwise send to yourself or anyone at the Company any documents or information in any format from your former employer(s) or other parties to whom you owe a duty of confidentiality; will not disclose any confidential, proprietary or trade secret information of any former employer or its clients, and will not use, disclose or act on such information in performing your duties for the Company. If, in the Company's opinion, such obligations to your former employer would mean you could not carry out your role with the Company then we may rescind or revoke this offer of engagement/employment.

By accepting this offer, you are agreeable to keep yourself in reasonable readiness to move to whatever place of training/occupation, the Company desires you to undertake.

Your engagement/employment is transferable or, you may be sent on deputation or on secondment, to any location in India or abroad either within the Company or to any of its associate or sister concerns or its subsidiary whether existing today or which may come up in future at any time at the sole discretion of the Company.

In case you are entitled to 'Relocation' and/or 'Notice pay out' benefit as per Company policy, the Company reserves the right to recover the entire amount spent, should you voluntarily terminate your engagement/employment or your engagement/employment is terminated by the Company (on disciplinary grounds), anytime within twelve (12) months from your start date at the new location. The amount recoverable from you by the Company will be based on actual amount spent by the Company or paid by the Company pursuant to your claims. The Company may at its sole discretion, if it thinks so fit to do, waive any portion of or the entire amount recoverable from you. The amount recoverable from you by the Company will be based on actual amount spent by the Company or claimed by you from the Company, on such relocation and/or Notice Payout.

Your engagement/employment with the Company is at all-time contingent upon your adherence to the Company's policies and procedures applicable to all employees generally, and/or applicable to your position or within the Company, and as amended from time to time.

This Agreement is governed by and construed in accordance with Indian law and the parties submit to the exclusive jurisdiction of the Indian courts.

Representations & Warranties

1. By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to engagement/employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of engagement/employment.

2. You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company, or participate in recruiting or staffing efforts on behalf of the Company.

3. You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in connection with the performance of your job duties for the Company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment, and that this provision should be regarded as this Company's instruction for you not to do so. You represent that you have provided the Company with full and accurate documentation of your last drawn compensation. To the fullest extent permitted by law, you agree to keep the terms of this letter confidential, and agree not to share them with anyone except with your immediate family, personal, financial and legal advisors.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your engagement/employment with the Company and any changes to such terms must be in writing and signed by you and an authorized representative of the Company.

Assuming that you accept and agree to the terms of this letter, during the period which begins immediately after you sign and date this letter, and ends upon your actual commencement date, you acknowledge and agree that your engagement/employment with the Company will not yet have begun (the **"Interim Period"**). You further acknowledge and agree that your engagement/employment, as the case may be, with the Company will begin on the commencement date when you start the training/work for the Company. During the

described Interim Period, this letter remains subject to rescission / revocation by the Company, in its sole discretion upon discovery of conduct or behavior by you which would constitute a breach of the representations and warranties set out in this letter; or such other behavior or conduct as is plainly and materially injurious to the Company, its business interests or its reputation.

During the Interim Period the Company will conduct verification of the information provided by you in your resume, CIS Form etc., in connection with your engagement/employment application and for engagement/employment purpose. By executing the CIS Form you give your consent regarding such verification being conducted by the Company. In the event the Company consents to your engagement/employment commencing ahead of the satisfactory completion of the required background check(s), your continued engagement/employment will be conditional on the satisfactory completion of such background screening procedures. If the Company requires additional documentation in support of your background check you will be given a maximum of thirty (30) days from the Date of Joining to provide any such documentation. Consequently, in the event that you fail to provide any documentation within thirty (30) days, or the Company is not satisfied with the documentation, or the results of your pre- engagement/employment screening, Company will be entitled to withdraw or rescind this offer by reason of you failing to meet a condition precedent of engagement/employment, or to terminate your engagement/employment at its option. Your engagement/employment will cease without any entitlement to notice or pay in lieu of notice. In the event of withdrawal or termination, no further entitlements (including any sign-on incentives) will be payable and you will be required to repay any sign-on payments already made.

We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career with the Company (subject to successful completion of the Apprentice Training Period). Please review this letter and return the signed copy of this letter as your acceptance of the terms and conditions contained herein. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Sincerely,

For BA Continuum India Pvt. Ltd.

_____

Jiten Kapoor

Senior Vice President

Date: 17 Mar 2022

Accepted and Agreed:

_____

Anna Greeta Titus T

Date: _____

City: _____

Annexure I: Compensation Details

Date of Offer: 17 Mar 2022

Name: Anna Greeta Titus T

Job Title: Apprentice for first year and post successful completion of Apprenticeship Training will be designated as Sr Tech Associate

Band: 7

Annual Compensation

Annual Compensation Components (All figures are in Rs, per annum)
Stipend#: 225750
House Rent Allowance: 112875
LTA: 30000
Advanced Statutory Bonus: **21600**
Employer's Contribution to Provident Fund: 27090
Gratuity (as per payment of Gratuity Act)*: 10859
BA Continuum Allowance: 216826
Total Annual Compensation (CTC): 645000

Statutory Deductions:
1. Pursuant to applicable laws, rules, regulations notifications, ordinances and policies notified or promulgated and modifications thereof in effect from time to time and in accordance with Company Policies your compensation shall be subjected to necessary deductions towards provident fund contribution.
2. Basis the eligibility criteria for your coverage under Employees' State Insurance Act, 1948 ("ESIC") and in line with the statutory requirements and amendments thereto from time to time, your salary will be subjected to necessary deductions towards employee's contribution to ESIC. The Company will make the necessary employer's contribution accordingly.

General Terms:
1. The design of compensation structure is subject to revision by the Company at any time, in line with the changing operating environment and applicable laws, rules and regulations. Therefore, compensation, statutory entitlements or contributions may undergo change. The company determines the amount of each compensation component in its sole discretion subject to the same being not in violation of any prevailing statues of the land.
2. Upon joining the Company, you will also be enrolled in the hospitalization insurance scheme as applicable to employees at your level. In addition, you will be entitled to any other benefits, as per prevailing Company's policies.
3. Taxes at source will be deducted as per provisions of Income Tax Act, 1961.

* The Gratuity amount mentioned in the CTC is an indicative figure and used only for calculation purposes and the company will pay the Gratuity amount as per the norms laid out in The Payment of Gratuity Act, 1972.

"Stipend" will be paid only during first year of Apprenticeship training along with the above allowances and post successful completion of the Apprenticeship Training Period, in lieu of "stipend", "basic" salary along with allowances as applicable to your band will be paid.

Private & Confidential

19 Apr 2022

Immaculate Maria Fernando
4A, 46/13, V.O.C street, Abith colony, Alandur road, Saidapet
Chennai
Tamil Nadu
600015
India

Dear Immaculate,

Congratulations, subsequent to the interview process we are pleased that you are considering joining BA Continuum India Pvt. Ltd. (herein after referred to as "Company") at our **Chennai office/work**. This letter confirms the terms of our offer with respect to your planned engagement/appointment. You will be designated as **Apprentice** for one year ("Apprentice Training Period"). Your Annual Compensation (CTC including stipend) will be Rs. **645000** - (Rupees Six Lakh Forty Five Thousand Only) as more specifically stated in Annexure I attached to this offer.

Other Terms & Conditions

Your start date will be **11 May 2022 ("Date of Joining")**. The Company however reserves the right, at its absolute discretion, to extend the Date of Joining if it considers it necessary. You shall be notified in advance if the Date of Joining is being extended and the new Date of Joining will be informed accordingly. In case you do not join BA Continuum India Pvt. Ltd. by **11 May 2022** this offer of engagement/appointment will stand cancelled and withdrawn. Your engagement/ appointment stands effective from the date you report at the premises/work of BA Continuum India Pvt. Ltd. During the Apprentice Training Period you will be based in Gurugram, however, during this period you may be sent to other locations within the Company, for training purpose, at the discretion of the Company.

You will be or may become eligible for other benefit plans as adopted by the Company from time to time. The terms of such benefit plans shall be as determined and/or amended from time to time by the Company and shall be governed by the terms of the applicable plans or award agreement provided to you at the time of issuance.

The Company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. Your continuation of engagement/appointment shall be contingent upon you producing your Degree/Graduation Certificate/ Provisional degree certificate or such other educational documents as may be requested by the Company, within One Hundred and Eighty days (180) from Date of Joining On failure to comply with the said requirement, you hereby agree and acknowledge that the Company shall have the right to terminate this agreement and your engagement with immediate effect or as deemed fit by the Company. Should you or the company wishes to voluntarily terminate your engagement for any reasons during the Apprentice Training Period, both parties are required to give fifteen (15) days' notice in writing. The Company reserves the right to request service of notice or pay salary in lieu thereof. Your notice period waiver or payment in lieu of the same will be at the sole discretion of the Company. No notice will be served in case your engagement is terminated on disciplinary grounds.

Post successful completion of the Apprentice Training Period, you will be absorbed as Sr Tech Associate in Band 7. Thereafter either party is entitled to terminate the contract by giving 60 days notice. Whereas the Company reserves the right to request service of notice or pay salary in lieu of, your notice period waiver or payment in lieu will be at the sole discretion of the Company, but in no event will be less than the minimum period required by applicable law.

The condition of this offer are:

1. Your background check, including credit, and engagement/employment reference is satisfactory to the Company and the Company is able to verify, to its satisfaction, the personal and sensitive information (including but not limited to biometric data, such as fingerprints) you have provided or would be required to provide during the course of your application in your resume, Candidate Information Sheet that you will be signing at the time of execution of this offer letter ("CIS Form") and such other information as may be requested by the Company. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be confidential and solely for the Company's use, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company;
2. Where required, you are able to provide evidence of your right to work and remain in India, in accordance with legal requirements, or being issued with the relevant work visa, work permits, residence cards, licences, registrations or memberships;
3. Where required, you provide original documentary evidence of your previous employment, academic and professional qualifications as part of the background screening process;
4. You make full and frank written disclosure of all directorships and other positions of office that you currently hold;
5. You commence engagement/employment with Company on a date acceptable to Company and further that you are not subject to any restrictions arising from your current (or any previous) employment which may adversely impact on your activities for the Company;
6. You meet any further requirements as stated in this offer letter; and
7. You warrant and represent to the Company that all information, statements and documents made or provided to the Company for the purposes of any job application or any part of the recruitment process, including any application form or resume, are not misleading, false, incomplete or inaccurate for any reason, whether by way of any omission or otherwise.

Objections to the collection, use, storage, transfer or other processing of personal and sensitive information or withdrawal of consent may affect your engagement/employment with the Company as sharing of such information with the regulatory authorities both in India and other jurisdictions of operations can be an essential prerequisite of your job requirement.

We reserve the right to withdraw this offer as appropriate if any of the above conditions are not met, or if accepted, to rescind any agreement by reason of you failing to meet a condition precedent of engagement/employment, or to terminate your engagement/employment at our option.

By accepting this offer you acknowledge that you have been directed by the Company to comply with any continuing lawful and enforceable obligations that you may have to any former employer. You should make your trainer, line manager and HR representative aware of these obligations at the time of accepting this offer. This will include any post termination restrictions on your activities in relation to clients or employees of any former employer and any confidentiality obligations regarding trade secrets or other proprietary information belonging to your previous employer(s). Additionally, you should provide to the Company any correspondence from your former employer which you receive following your resignation, such as a relieving letter, which summarises the obligations by which your former employer believes you to be bound. In particular you agree not to bring to the Company any documents or other Information in any format, will not download, email, copy or otherwise send to yourself or anyone at the Company any documents or information in any format from your former employer(s) or other parties to whom you owe a duty of confidentiality; will not disclose any confidential, proprietary or trade secret information of any former employer or its clients, and will not use, disclose or act on such information in performing your duties for the Company. If, in the Company's opinion, such obligations to your former employer would mean you could not carry out your role with the Company then we may rescind or revoke this offer of engagement/employment.

By accepting this offer, you are agreeable to keep yourself in reasonable readiness to move to whatever place of training/occupation, the Company desires you to undertake.

Your engagement/employment is transferable or, you may be sent on deputation or on secondment, to any location in India or abroad either within the Company or to any of its associate or sister concerns or its subsidiary whether existing today or which may come up in future at any time at the sole discretion of the Company.

In case you are entitled to 'Relocation' and/or 'Notice pay out' benefit as per Company policy, the Company reserves the right to recover the entire amount spent, should you voluntarily terminate your engagement/employment or your engagement/employment is terminated by the Company (on disciplinary grounds), anytime within twelve (12) months from your start date at the new location. The amount recoverable from you by the Company will be based on actual amount spent by the Company or paid by the Company pursuant to your claims. The Company may at its sole discretion, if it thinks so fit to do, waive any portion of or the entire amount recoverable from you. The amount recoverable from you by the Company will be based on actual amount spent by the Company or claimed by you from the Company, on such relocation and/or Notice Payout.

Your engagement/employment with the Company is at all-time contingent upon your adherence to the Company's policies and procedures applicable to all employees generally, and/or applicable to your position or within the Company, and as amended from time to time.

This Agreement is governed by and construed in accordance with Indian law and the parties submit to the exclusive jurisdiction of the Indian courts.

Representations & Warranties

1. By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to engagement/employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of engagement/employment.

2. You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company, or participate in recruiting or staffing efforts on behalf of the Company.

3. You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in connection with the performance of your job duties for the Company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment, and that this provision should be regarded as this Company's instruction for you not to do so. You represent that you have provided the Company with full and accurate documentation of your last drawn compensation. To the fullest extent permitted by law, you agree to keep the terms of this letter confidential, and agree not to share them with anyone except with your immediate family, personal, financial and legal advisors.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your engagement/employment with the Company and any changes to such terms must be in writing and signed by you and an authorized representative of the Company.

Assuming that you accept and agree to the terms of this letter, during the period which begins immediately after you sign and date this letter, and ends upon your actual commencement date, you acknowledge and agree that your engagement/employment with the Company will not yet have begun (the **"Interim Period"**). You further acknowledge and agree that your engagement/employment, as the case may be, with the Company will begin on the commencement date when you start the training/work for the Company. During the

described Interim Period, this letter remains subject to rescission / revocation by the Company, in its sole discretion upon discovery of conduct or behavior by you which would constitute a breach of the representations and warranties set out in this letter; or such other behavior or conduct as is plainly and materially injurious to the Company, its business interests or its reputation.

During the Interim Period the Company will conduct verification of the information provided by you in your resume, CIS Form etc., in connection with your engagement/employment application and for engagement/employment purpose. By executing the CIS Form you give your consent regarding such verification being conducted by the Company. In the event the Company consents to your engagement/employment commencing ahead of the satisfactory completion of the required background check(s), your continued engagement/employment will be conditional on the satisfactory completion of such background screening procedures. If the Company requires additional documentation in support of your background check you will be given a maximum of thirty (30) days from the Date of Joining to provide any such documentation. Consequently, in the event that you fail to provide any documentation within thirty (30) days, or the Company is not satisfied with the documentation, or the results of your pre- engagement/employment screening, Company will be entitled to withdraw or rescind this offer by reason of you failing to meet a condition precedent of engagement/employment, or to terminate your engagement/employment at its option. Your engagement/employment will cease without any entitlement to notice or pay in lieu of notice. In the event of withdrawal or termination, no further entitlements (including any sign-on incentives) will be payable and you will be required to repay any sign-on payments already made.

We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career with the Company (subject to successful completion of the Apprentice Training Period). Please review this letter and return the signed copy of this letter as your acceptance of the terms and conditions contained herein. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Sincerely,

For BA Continuum India Pvt. Ltd.

_____

Jiten Kapoor

Senior Vice President

Date: 19 Apr 2022

Accepted and Agreed:

_____

Immaculate Maria Fernando

Date: _____

City: _____

Annexure I: Compensation Details

Date of Offer: 19 Apr 2022

Name: Immaculate Maria Fernando

Job Title: Apprentice for first year and post successful completion of Apprenticeship Training will be designated as Sr Tech Associate

Band: 7

Annual Compensation

Annual Compensation Components (All figures are in Rs, per annum)
Stipend#: 225750
House Rent Allowance: 112875
LTA: 30000
Advanced Statutory Bonus: **21600**
Employer's Contribution to Provident Fund: 27090
Gratuity (as per payment of Gratuity Act)*: 10859
BA Continuum Allowance: 216826
Total Annual Compensation (CTC): 645000

Statutory Deductions:
1. Pursuant to applicable laws, rules, regulations notifications, ordinances and policies notified or promulgated and modifications thereof in effect from time to time and in accordance with Company Policies your compensation shall be subjected to necessary deductions towards provident fund contribution.
2. Basis the eligibility criteria for your coverage under Employees' State Insurance Act, 1948 ("ESIC") and in line with the statutory requirements and amendments thereto from time to time, your salary will be subjected to necessary deductions towards employee's contribution to ESIC. The Company will make the necessary employer's contribution accordingly.

General Terms:
1. The design of compensation structure is subject to revision by the Company at any time, in line with the changing operating environment and applicable laws, rules and regulations. Therefore, compensation, statutory entitlements or contributions may undergo change. The company determines the amount of each compensation component in its sole discretion subject to the same being not in violation of any prevailing statues of the land.
2. Upon joining the Company, you will also be enrolled in the hospitalization insurance scheme as applicable to employees at your level. In addition, you will be entitled to any other benefits, as per prevailing Company's policies.
3. Taxes at source will be deducted as per provisions of Income Tax Act, 1961.

* The Gratuity amount mentioned in the CTC is an indicative figure and used only for calculation purposes and the company will pay the Gratuity amount as per the norms laid out in The Payment of Gratuity Act, 1972.

"Stipend" will be paid only during first year of Apprenticeship training along with the above allowances and post successful completion of the Apprenticeship Training Period, in lieu of "stipend", "basic" salary along with allowances as applicable to your band will be paid.

Bonfiglioli Transmissions Pvt. Ltd.
Plot No. AC7-AC11, SIDCO Industrial Estate,
Thirumudivakkam, Chennai- 600 044, India.
Tel. +91 84484 48649
Salesindia.mws@bonfiglioli.com
www.bonfiglioli.com
CIN NO. U29309TN1998PTC040717

Bonfiglioli
Forever Forward

BTPL/OFFER/GET/M&W/2022/3/16
March 16, 2022

Mr. Kaushik S,
Sathyabama Institute of Science and Technology,
Kamaraj Nagar, Semmancheri,
Chennai - 600119.

Sub: Letter of Offer

Dear Kaushik,

In continuation to our personal interview held recently, we are pleased to make a provisional offer to you as **Graduate Engineer Trainee** in our Company.

Your Cost to the Company (CTC) would be Rs.4,00,000/- (Four Lakh Thousand Only) Per Annum and the detailed breakup would be shared along with the appointment letter.

The allowances, Benefits and other terms and conditions of your training will be as per company policies as applicable from time to time.

On Joining the company, your training period will be of One year and thereafter Six months' Probation from the date of successful completion of training. Based on your performance and skill set for the job position offered to you, in the opinion of the management after apprising your performance on regular intervals, your Training/probation employment may be extended/ confirmed and the same will be intimated to you in writing.

You shall comply with the rules and regulations of our Organization, either existing or enforced from time to time. You shall comply with all the instructions given to you by the management from time to time. For issues not so covered in this offer letter, you will be guided by the rules and regulations of the company as on date and in the future.

You will be executing the service bond for a period of 3 years from the date of joining.

Your offer stands automatically withdrawn on the following reasons:

1) Incompletion of the Degree at the time of joining.
2) Medically found unfit during pre-employment medical examination.
3) Discrepancies found in the Background Verification check.

Candidate's Signature

The detailed appointment letter containing all the terms and conditions will be given to you at the time of your joining.
We expect you to join on (or) before **June 1st 2022.**

Please bring the below mentioned documents at the time of Joining

1) Photocopy of 10th Mark Sheet / 12th Mark Sheets / Certificates up to Highest Degree (Originals for Verification)

2) Address and Identity Proof (PAN Card/Passport/Aadhar Card/ Voter ID / Driving License) (Originals for Verification)

3) Passport size photos – 6 Nos

The company looks for a long – term association with all its employees and expects the same from you.

We once again welcome you into our organization and look forward to your fruitful association with us.

Kindly sign your acceptance and return the same to us

Yours faithfully

for **Bonfiglioli Transmissions (Pvt.) Ltd.,**

Suresh Babu S
Vice President - Human Capital, India

Kennady V. Kaippally
Country Manager
Bonfiglioli - India

ACCEPTANCE OF LETTER OF OFFER

I hereby accept the above terms and conditions,.

Date :

Place :

Tentative Date of Joining :

Signature : _____

(KAUSHIK S)

Candidate's Signature

Botree Software
Unite Group Company

December 28, 2021

To

Ms. Gnanamani Chidamabaram
Sathyabama Institute of Science and Technology

Sub: Internship cum Placement

Dear Gnanamani

We are excited to offer you full time Internship, at Botree Software International Private Limited starting from **January 3, 2022 to June 3, 2022.**

Botree is a leader in Downstream Supply Chain Management, offering collaborative Sales, Marketing, Distribution and Supply Chain Solutions across the distribution network. Since inception in 1999, the company is uniquely positioned to deliver benefits of the integrated supply chain to the FMCG, Consumer Durables and Telecom industries. Today, Botree's solution connects more than 60,000+ distributors.

You shall devote your full efforts and time to the Company and agree to perform your duties faithfully and to the best of your ability. You agree that you will be available full-time for this internship period of 6 months.

You shall not engage in any other employment, occupation or activity for any direct or indirect remuneration. You agree to enter into the Non Disclosure Agreement upon commencing internship hereunder. To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below and return it by email.

During the Internship you will be compensated with **INR 15,000** per month.

Post successful completion and based on your performance during internship and training you will be offered a placement with Botree.

Welcome to Botree Software, its going to be an exciting & rewarding journey. Looking forward to see you shine and grow with us.

For Botree Software International Private Limited

BASKAR

BASKAR
C=IN, O=Personal, T=7993, OID.2.5.4.65=3521b9d27bea270a5a944681df36d7a609e96dcf485a5700d814afe39d16b5cf, PostalCode=600068, S=Tamil Nadu, SERIALNUMBER=2d568bdded752e363e3af9e10dd96c1d61c8493ab3c2cd8f128ce743fcaf537f, CN=BASKAR

Baskar M
Manager - HR

I accept the above offer and I am joining on _____ *Signature:* _____

APPOINTMENT CUM WORK ASSIGNMENT LETTER

11-Jan-2022

To
Mr.G Shabin Gilbert,
No 13-8-5 Elanagattu Veedu Kannanakam Junction Marthanaddamthurai Kollamcode,
Kanniyakumari, , 629160

Dear **G Shabin Gilbert,**

We are pleased to appoint you as **Data Entry Operator** with our Client KiranaKart Technologies Private Limited, Hyderabad on a fixed Term Basis. You have to complete pending Joining Formalities within 10 days from the date mentioned for your joining.

In addition to this :

1. As the Project work awarded to us by our Clients is only for a certain period, your assignment with us initially will be from **10-01-2022** to **09-01-2023** as per terms mentioned in the Letter of Engagement dated **10-01-2022** If however, the Project work is extended, your association with us may be extended for such further period as may be decided by us. Hence, this contract of employment by no means be treated or construed to be of permanent in nature granting thereby to you a status of permanent employee of the Company. Your employment is governed by the contractual agreement between Buzzworks Business Services Private Limited and Client for which your services have been engaged.
2. If however the project work awarded to us is completed before time or if is terminated for any reasons whatsoever earlier, then your services shall be terminated on such earlier date as the situation demands as per terms mentioned in your Letter of Engagement.
3. Your CTC details are as per the details mentioned in Appendix-1.The net salary is subject to Income Tax. Your salary is payable only through electronic payment mode such as EFT/NEFT/RTGS/ECS or account payable cheque for which you have to provide relevant information at the time of joining. One month grace period shall be provided to you on reasonable ground.
4. In addition to the Monthly Salary, you will not be entitled to any other perquisites/ allowances unless given to you in writing. Your coverage under ESIC scheme, Provident Fund scheme, and Bonus Act where applicable will be as per the government regulations. Salary would be receivable on or before 10th of the subsequent month, subject to receipt of corresponding payments from our Client where you will be deployed. Any discrepancy in the salary received needs to be reported to our nearest branch within 7 days of receipt of salary after which, it will be considered as correct and further claims will not be entertained. Gratuity will be payable as per Payment of Gratuity Act, 1972. TDS will be deducted at rates applicable as per Income Tax Act, in case PAN number along with proof is not provided to nearest ` Branch within 7 days of joining. Any unclaimed salary within 3 years from when it is due, will be paid to Labour Welfare Fund as per Labour Welfare Fund Act. You will be entitled to leave as per the practice followed by the client.
5. Your coverage under ESIC scheme is subject to adherence of rules & regulation of it. It is mandatory for you to submit Aadhar Card (UID) including your family within one month from the date of issuance of ESIC number, if you fail to submit the Aadhar Card (UID) within stipulated period in that case you will not be eligible to take benefits of ESIC coverage and in that Circumstances Company shall not be held responsible.
6. You are eligible under Provident Fund scheme subject to adherence of rules & regulation of it. It is also mandatory for you to submit Aadhar Card (UID), PAN Card & Bank A/c. No. with IFSC (collectively referred as 'KYC') within one month from your date of joining, if you fail to submit the KYC within stipulated period in that case as per PF norms you will not able to withdraw or transfer or to take any benefits of PF and in that circumstances company shall not be held responsible or liable.
7. Since our Client undertakes contract projects, you may be required to work at different project sites and are likely to be deputed in any establishment within the city or outside the city including outside the State for the purpose of discharging your duties as and when the situation demands, at the said working hours.
8. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which is unethical or can be considered as breach of integrity or in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation. At all-time during the tenure of this Contract of employment you will be bound by any Rules & Regulations enforced by the management from time to time in relation to the conduct, discipline, leave, holidays or any other matters relating to service conditions.
9. Either party can terminate the contract during the existence of a work assignment by providing a notice of One Month to the other Party. This is as per the terms laid out in the Letter of Engagement. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against our clients. Your continuance in employment is subject to your remaining physically and mentally fit. As and when required, the Management may require you to submit yourself to medical examination by a physician of the choice of the management.
10. Employee Insurance as per applicable terms & conditions.
11. This letter is being sent to you in duplicate, Please return two copies of the same, duly signed as the token of acceptance this Contract of employment with the above terms and conditions along with the appended letter of assignement.

Yours faithfully,

For Buzzworks Business Services Private Limited

Authorized Signatory
Confirmation of Acceptance
I have received the Work Assignment Letter and hereby confirm that I have read, discussed and hereby therefore agree to the terms and conditions contained thereto

Candidate Name & Signature

Letter of Engagement with our Clients/Business Partners

11-Jan-2022

Dear MrG Shabin Gilbert,

1. Buzzworks Business Services Private Limited (also known as “Buzzworks”) is involved in the business of providing services to manage key business processes of our Clients/ Business Partner s. Based on your interaction with us, we wish to confirm your registration with us for the purpose of selection to perform any service ("Work Assignment":) that may be required by our Clients/ Business Partners ("Customer").
2. It is understood that mere registration with Buzzworks does not guarantee you any Work Assignment and is subject to selection by Buzzworks and/or its Customers. Buzzworks may offer to engage you to perform specific Work Assignments from time to time for any of its Customers at a specified location and you may choose to accept such offer at your discretion.
3. The terms of this letter ("Engagement Letter") shall govern your relationship with Buzzworks now and in the future. Each Work Assignment will be governed by the terms of this letter and the specific Work Assignment Letter. In the event of any inconsistency, the terms of the relevant Work Assignment Letter shall govern.
4. Execution of any Work Assignment Letter by you shall be a full and complete acceptance by you to perform the services. Upon acceptance, you shall
   1.fully perform the services, in a professional manner, at the Customer's location till the completion of the term of the Work Assignment;
   2.during the term of the Work Assignment, render services exclusively to the Customer and such performance shall not be inconsistent with any obligation you may have to other third parties;
   3.not engage in any conduct detrimental to the interests of the Customer or Buzzworks
   4.not receive any payments of any nature directly from the Customer or any person or institution related to the customer unless agreed to by Buzzworks
   5..not, either directly or indirectly, offer yourself for employment with the Customer, its agencies or its affiliates during the period of the Work Assignment without the prior permission of Buzzworks
   6.comply with the safety, health, environment and other rules and regulations of the Customer provided that you have been made aware of the same;
   7.report and be present at the Customer's designated location during the working hours mentioned in the applicable Work Assignment Letter
   8..extend all co-operation to the Customer's employees, consultants, representatives, etc.,and do all such things as may be necessary and comply with all terms of the applicable Work Assignment Letter so as to effectively undertake the Work Assignment.
5. At the end of each Record Period, as mentioned in the Work Assignment Letter, or at the completion of the Work Assignment, whichever is applicable, you will deliver to the Customer, a Time Sheet (or any other format/ register as required by the Customer) containing the number of hours worked in any given day at the Customer's location and such other details as may be prescribed by Buzzworks and produce the same to Buzzworks upon request.
6. As consideration for the services performed during any Work Assignment, Buzzworks will pay you remuneration, as per the Work Assignment Letter. Buzzworks will be entitled to make deductions as per applicable law or in respect of any amounts due to Buzzworks or to the Customer from you. You will be reimbursed any approved expenses subject to you, submitting original bills/ declarations as required by Buzzworks and/or the Customer.
7. Any intellectual property that results from work performed by the Individual under any Work Assignment Letter shall be the property of the Customer and the Individual agrees to assign/ transfer to the Customer, the worldwide, perpetual and entire right, title, and interest in all intellectual properties including all rights to obtain, register, perfect, and enforce patents, copyrights, and other intellectual property protection under any laws and conventions.
8. All proprietary information/ material of the Customer that is made known to you during the term of the Work Assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such proprietary information/ material. You agree that all information, correspondence, documents, materials or items provided to you by the Customer or Buzzworks are provided to you in trust and on lapse/ termination of the Work Assignment, you shall promptly return all such material to the Customer or Buzzworks, as the case may be.
9. You agree that this Letter of Engagement creates no obligation on the part of either party unless you are selected for a particular Work Assignment and you execute the relevant Work Assignment. By executing this Letter of Engagement, neither do we offer you employment with Buzzworks nor do you become an employee of Buzzworks. The terms of this Letter of Engagement shall however govern any Work Assignments that you undertake to perform.
10. Should you be selected to perform the Work Assignment, the nature of your relationship with Buzzworks will be that of Employment/ Contract of Service for a period mentioned in the Work Assignment Letter. Upon lapse or termination of the Work Assignment, your employment with Buzzworks shall stand terminated forthwith.

buzzworks
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11. Except for lapse of a Work Assignment due to completion, if either Party wishes to terminate the Work Assignment during its existence, the terminating Party shall provide a notice of One Month to the other Party .In case you fail to give the above notice, the salary in lieu of notice will be recovered from you.
12. In case there is no Work Assignment subsisting, either party may terminate this Letter of Engagement forthwith by sending notice in writing. If a Work Assignment is subsisting, this Letter of Engagement can be terminated only co-terminus with the relevant Work Assignment as per the notice period required for termination of the Work Assignment as above.
13. Termination of this Letter of Engagement shall not affect the obligations of the parties that have been incurred prior to termination and Buzzworks will promptly settle all your dues after making applicable deductions. Further, obligations relating to confidentiality and intellectual property shall continue after termination/ expiry of this Letter of Engagement or the Work Assignment.
14. You agree to defend, indemnify and hold Buzzworks or the Customer harmless from any and all claims, damages, liability, attorneys' fees and expenses on account of your failure to satisfy any of your obligations under this Letter of Engagement or under the Work Assignment Letter or for misconduct, violation of any law or creation of any legal liability by you.
15. Any dispute between the Individual and Buzzworks shall be referred to a sole arbitrator to be selected from a list of arbitrators nominated by Buzzworks. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act, 1996, at Chennai, India. This engagement letter shall be governed in all respects by the laws of India.

In addition to the terms contained herein, your relationship with Buzzworks may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Buzzworks.

Confirmation of Acceptance
I have received the Work Assignment Letter and hereby confirm that I have read, discussed and hereby therefore agree to the terms and conditions contained thereto

Candidate Name & Signature

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Annexure

SALARY HEAD	MONTHLY	YEARLY
Basic	**10548**	**126576**
House Rent Allowance	**5274**	**63288**
Bonus	**879**	**10548**
Supplementary Allowance	**3321**	**39852**
Gross Salary	**20022**	**240264**
Total Earning	**20022**	**240264**
EPF Employee Contribution	**1664**	**19968**
ESI Employee Contribution	**150**	**1800**
Professional Tax	**208**	**2496**
Total Deduction	**2022**	**24264**
Net Salary	**18000**	**216000**
EPF Employer Contribution	**1803**	**21636**
ESI Employer Contribution	**651**	**7812**
Employer Insurance	**60**	**720**
Total Employer Contribution	**2514**	**30168**
Cost to Company	**22536**	**270432**

Kindly return copy of the letter as acknowledgement of the terms and conditions.
This is system generated document. Hence, Signature is not required.

Offer Letter

Date : Friday, March 25, 2022

Dear **Jerin Js**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Team Lead - Marketing** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company'') in the **Marketing (51000013)** department subject to your acceptance of the terms of employment mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Friday, April 1, 2022**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Friday, April 1, 2022, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process*. Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Team Lead - Marketing
Department	Marketing (51000013)
Employment Type	Regular
Work Location	Nagercoil

Fixed Compensation: ₹ 350000
Variable Compensation: ₹ 100000
Total Annual Cost to Company : ₹ 450000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Friday, April 1, 2022, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of this letter by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.
The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Deeptha A R
Head – Human Resources
Think & Learn Pvt. Ltd

Annexure - A

Compensation Details	
Name	Jerin Js
Designation	Team Lead - Marketing
Date Of Joining	Friday, April 1, 2022
Annual Cost To Company(CTC)	₹ 450000
Fixed Compensation	₹ 350000
Variable Compensation	₹ 100000
Earnings	
Component Category	**Annual**
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)	₹21,600.00
Leave Travel Allowance	₹49,100.00
Special Allowance	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹8,400.00
Total Annual Earnings (Fixed CTC - Company PF Contribution)	₹328,400.00
Deductions	
PF (Employee's Part)	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
Total Annual Net Pay (Before Taxes)*	₹306,800.00

**Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your takehome salary would be Total Annual Net Pay - Taxes.*

Bonuses (As Applicable)

Joining Bonus : ₹ 0 **Retention Bonus** : ₹ 0 **Relocation Bonus** : ₹ 0

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund
- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.
This clause is applicable only if the Joining Bonus component in the above structure is non-zero.

6. Retention Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the year is deemed satisfactory.
This clause is applicable only if the Retention Bonus component in the above structure is non-zero.

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of the Relocation Bonus received. This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.
This clause is applicable only if there has been a notice-period buyout by BYJU'S.

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving 2 days' notice. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After confirmation of your appointment at the end of your period of probation, your services may be terminated in the following manner

- In the event of your resignation from the services of the Company, where you will be required to give the Company 30 days' written notice, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 30 days of notice in writing or 30 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, incorrect information found during background verification, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

OFFER LETTER

CSI/DEV/2022/011-003
Thursday, 17 February 2022

To

Mr. Paranthaman D
No. 29, Kuppusamy Street
Poothapedu
Ramapuram
Chennai- 600089

Dear Paranthaman,

We have pleasure in confirming our offer of employment as **Trainee Software Engineer** at CADS Software India (P) Ltd.

Date of joining

Your employment is effective from the date of joining, which shall not be later than **15th June 2022.**

Place of work

Your place of work is at our office located at Type II/5, Dr. VSI Estate, Rajiv Gandhi Salai, Thiruvanmiyur, Chennai 600 041. The place of work is subject to change based on the organization business requirement, and in the interest of CADS India.

Probation

You will be on probation for a period of six months from the date of joining. The company may at its discretion, extend or reduce such probationary period subject to your performance. During the probationary period this appointment may be terminated without assigning any reasons, by either party on one month's notice or on payment of one month's salary in lieu of notice.

Confirmation

On successful completion of the probationary period there will be a performance review and your appointment may be confirmed, subject to satisfactory performance. You will also become entitled to the additional benefits which will be described in the Appointment Letter.

Retirement Age

The standard retirement age at CADS Software India (P) Ltd is 65 years.

Other work

Your position is a full time employment with this company and you shall devote yourself exclusively to the business of the company.

Holidays and Leave

You will be entitled to Holidays and Leave as per the Holiday and Leave Policy of the Company.

Insurance

The Company insures the Employees and dependents for Medicare protection for hospitalisation, Accident Insurance and Group Term Insurance as per the company policies.

Salary

Your gross annual compensation is **Rs.3,50,000/-(Rupees Three Lakhs Fifty Thousand Only**) on a cost to the company basis; details are provided in Annexure A.

Salary Review

After your confirmation, your salary may be reviewed annually, usually in the month of April. Your increment is discretionary and is subject to your performance and the company results.

Gratuity

You are eligible to Gratuity as prescribed in the Payment of Gratuity Act, 1972.

Offer letter validity

This offer letter remains valid only if acceptance of the offer letter by signing in all pages.

Please confirm your acceptance by sending the scanned copy of signed letter at the earliest.

Yours sincerely

For **CADS Software India Pvt. Ltd.**

Kalavathy Seshadri
Sr. Corporate Manager – Human Resources

I, **Paranthaman D,** agree to accept employment on the terms and conditions mentioned in the above offer of appointment.

(Signature)

24/02/2022
(Date)

Annexure A – Compensation Structure Breakup

Components	Amount per annum (INR)

A. **Annualised Monthly Components**

Basic	98,400
House Rent Allowance	49,200
Conveyance Allowance	19,200
Medical Allowance	15,000
Other Allowance	96,600
Total	**278,400**

B. **Retiral Benefits**

Provident Fund	21,600
Gratuity (subject to Provisions of the payment of Gratuity Act)	4,700
Total	**26,300**

C. **Bonus & Incentive**

Retention Bonus – Year I (based on company policy)	27,000
Individual Performance Incentive	8,100
Festival Bonus	2,000
Total	**37,100**

D. **Other Benefits (based on company policy)**

Medical Insurance	4,600
Accident Insurance	1,000
Term Insurance	2,600
Total	**8,200**

TOTAL (A + B + C + D)	**350,000**

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
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Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1327298

Letter of Intent ("LOI")

Dear Abhishek S,

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 such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1327298**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1327298**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1327298**

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

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Abhishek S
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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www.capgemini.com/in-en

Superset ID: 1226170

Letter of Intent ("LOI")

Dear Kamma 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 such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

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

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

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

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

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

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- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1226170**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1226170**

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

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Kamma kumar
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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www.capgemini.com/in-en

Superset ID: 1223295

Letter of Intent ("LOI")

Dear Nithya M,

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 such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

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

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

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

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

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

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1223295**

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

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Nithya M
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Superset ID: 1223618

Letter of Intent ("LOI")

Dear Sandra Samson,

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 such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

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

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

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

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

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

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- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1223618**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1223618**

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

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Sandra Samson
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Letter of Offer

1st March 2022

Madhumita M,
Chennai.

RE: Letter of offer of employment

Dear Ms. Madhumita,

This refers to your application for employment with CareerNet Technologies Pvt. Ltd. and your subsequent interview for the same. We are pleased to offer you an employment with CareerNet Technologies Pvt. Ltd.as a **Associate Consultant** at **Level 1** at our **Bangalore** office.

Joining Date and Salary
You are required to report to duty on **4th March 2022.** Your yearly TCTC on joining CareerNet Technologies Pvt. Ltd. is **Rs.3,00,000/-**. The break-up of your salary is given in Annexure1.

Training & Probation Period, Confirmation
You shall serve a probationary period of three months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, in the event that your performance is not up to the expectation.

Place of work and mobility
You shall be currently based in **Chennai** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

Non-Disclosure and Intellectual Property Rights
As a condition of your employment, you will be required to sign the Company's standard form of employee nondisclosure and intellectual property assignment agreement at the time of your joining.

The company retains ownership of the intellectual property rights relating to copyrights concerning work undertaken while in the employment of the company.

Termination & Notice period

Termination by the company

The company may terminate your services with or without cause under the following conditions:

With Cause: The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause' shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the Employee; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of 7 days or more consecutive days without due consent or notifying your superior officer; (7) providing any false information to the company;

Without Cause: In the event that the employment is terminated without Cause, the Employee will be provided with a 60 days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 60 days, calculated on the basis of the last gross salary.

Resignation by Employee:

If you wish to leave the services of the Company, a clear written notice of 60 days has to be given to the Company. This clause will be applicable only after successful completion of probation. During probation period prior notice of 15 days is required. In case you resign within three months of your joining, training cost incurred by the organization to an extent of Rs. 15000 would be recovered from you.

In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

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 part of the notice period.

Background Check

The company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished false information or have concealed/suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

Company Properties in your possession
You are expected to take proper care of company properties entrusted to you by the company. In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

Change of Address
Any change of residential address should be intimated to the HR department in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless otherwise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

Annual Leave
After successful completion of your probation period, you shall be entitled to Annual leave accordingly to Company rules. The company's holiday year runs from the first day of January to the last day of December in the calendar year. Further details could be taken after your joining the organization.

Employees with less than 1 year's service receive a proportional amount of annual leave entitlement.

Professional Commitment:
All employees are required to comply with Company policies, which shall be communicated to you shortly. These include those related to nondiscrimination, sexual harassment, confidentiality and non-disclosure, board memberships and inside information. Such Company policies shall be available with the HR Department and you are expected to keep yourself apprised of the same from time to time.

Rules & Regulations
Your work in the company will be subject to the policies, rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, employment and all other matters. In addition to the above, all other policies, rules and regulations as maybe in operation at the time of your accepting the appointment with the company as maybe amended or altered from time to time at the discretion of the Company will apply to you.

Alternative Employment:
Please note that you are restricted from accepting any other employment or carry on any other commercial activity while engaged by us, without our prior specific \written approval.

In addition you agree that, while employed with the Company, you shall not perform work or provide services similar to those provided by you to the Company (including as employee. independent contractor, consultant. principal, agent. director, joint venture, partner, trustee, beneficiary), directly or indirectly, for any person or entity that competes with the business of the Company.

Further, you shall not either directly or indirectly engage with any of the suppliers, service providers of the Company or earn any separate profit or interest from them. You are also prohibited to receive any kind of benefit in cash or kind directly or indirectly from any of the vendors/service providers.

Post Employment:
You will not, for the period of your employment with the company and the Restraint period (i.e., the period of 12 months from the date of the cessation of employment with the company):

a) Canvass, solicit or endeavor to entice away from the company any client or customer(s) of the company, or any person (s), who at any time during your employment, where or are clients or customers of the company, or were in the habit of dealing with the company;
b) Solicit, interfere with, or endeavor to entice away any employee of the company; or
c) Counsel, or otherwise assist any person to do any of the acts referred to in Paragraphs (a) and (b) of this clause.
d) Seek direct or indirect employment with any client organization with whom you have worked during a period of 12 months preceding your cessation of employment. You will sign a declaration, with mention of all such clients, at the time of leaving the organization.

Representations & Warranties:
By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.

You acknowledge that the restraints contained herein are reasonable in all the circumstances of your employment, and you agree that they are necessary for the protection and maintenance of the Company and its business. You also acknowledge that the Company shall be entitled to seek an order for specific performance or injunctive or other equitable reliefs in case of your failure to observe or a breach by you of any of the restraints herein.

You represent that you have provided the Company with full and accurate documentation of your last drawn compensation. This offer is contingent upon the satisfactory completion of background investigations including employment history and personal references.

Acceptance
Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We look forward to your joining CareerNet Technologies Pvt. Ltd. for a long and successful association.

Regards,

Kavitha S
Vice President -HR

I hereby agree to and accept the terms of employment offer and shall report for duty on the _____

Signature

Madhumita M
Date:

Annexure 1

Name:Madhumita M

Salary Components	Monthly	Yearly
Basic (A)	15,100	1,81,200
HRA	4,226	50,711
Gross Salary (B)	**19,326**	**2,31,911**
Statutory Bonus (C)	820	9,840
ESI - Employer	628	7,537
Gratuity	726	8,712
Total Retirement Benefits & Employee Benefits (F)	**1,354**	**16,249**
Cost To Company (CTC) (B+C+F)	**21,500**	**2,58,000**
Cafeteria	1,500	18,000
Employee Welfare (including Personal Accident Insurance & Group Medical Insurance)	2,000	24,000
Total Benefits (H)	3,500	42,000
Total Cost To Company (TCTC) (B+C+F+H)	**25,000**	**3,00,000**
ESI - Employee	145	1,739
PT	200	2,400
Total Deferred Benefits / Deductions (G)*	**345**	**4,139**
Net Salary (B- G)	**18,981**	**2,27,772**
Income Tax Applicable As per Government Regulations		

- *Your Gross Salary will be reduced by this amount.
- Statutory bonus is as per bonus act.
- Onsite employees will be eligible for monthly onsite allowance as applicable.
- Employee welfare is the amount which company spends on employee recreation and welfare.
- You will be eligible for bi-annual appraisals. You will be considered for your first hike in the nearest appraisal cycle provided you have completed more than 3 months stay in the organisation. Please note, hike will be for the prorated period and will be effective from the following month of 6-month completion. In case the stay is less than or equal to 3 months, you will be considered in the subsequent appraisal cycle and the hike effective date will be either 1-Jan or 1-Jul as may be the case and the hike will be for the total period."
- Please note you will be eligible for your first salary appraisal in Jul 2022
- Employee will be eligible for Term Life Insurance Self (Rs.7.5 Lacs) and Personal Medical Insurance Self (Rs. 2 Lacs) cover. Employee name will be added in the insurance policy after 45 days from the date of joining.
- Cafeteria Subsidy is the amount that the company spends on employee's food (Lunch and Snacks)
- CTC- Annual Cost to Company

Deductions

There will be deductions in the salary as per the Government regulations.

April 22, 2022

PRIVATE & CONFIDENTIAL

Mukul Kumar

Near shamrock school, Shastri Nagar, Rammohini Chowk, Gulabbagh,Purnea, Bihar, Pin no:-854326

Dear **Mukul Kumar,**

LETTER OF APPOINTMENT

We, Celestica (India) Private Limited, ("the Company"), are pleased to offer you the position of **Associate Engineer, Software/Controls Design.**

Your Career Framework title is **Associate Engineer, Software/Controls Design** at Band **6**.

Your terms and conditions of employment are as follows: -

1.0 Appointment

You shall be employed as **Associate Engineer, Software/Controls Design** of the Company with effect from **June 15, 2022.**

2.0 Location

You shall be based at **Chennai.**

3.0 Hours of Work

Your normal work schedule shall be 09:00 a.m. to 06:00 p.m., 5 (five) days a week; however due to the nature of your duties, it may be necessary to work outside of these hours/days subject to business needs from time to time.

4.0 Duties and Responsibilities

4.1 Your duties and responsibilities shall be as outlined at the interview and set out in the job description and assignment given to You by the Company. The Company, may in its business interest, and to the extent permitted by law, reserve the right 'to change your duties and responsibilities and to transfer You or second You to any of its offices, or the offices of Celestica Inc. subsidiaries, in the region or abroad, on such terms and conditions in accordance with the company's rules, regulations and policies.

4.2 During your employment with the Company, You shall devote your entire and undivided business time, attention, effort and care to the business of the Company.

You shall perform your duties faithfully, intelligently to the best of your ability and in the best interest of the Company.

5.0 Compensation and Benefits

5.1 Salary

Your Cost to Company (CTC) per annum would be **INR 1,000,184.8 as per compensation structure outlined in Annexure-A.** You will be responsible for personal income tax on all your earnings.

The payment of your salary shall be subjected to prevailing statutory deductions, including the withholding tax which the Company is required by law to withhold from your salary, as may be required in accordance with applicable legislation in force from time to time.

5.2 13th Months Pay

You shall be eligible to one month of contractual bonus if you complete 12 (twelve) consecutive months of service with the company at the point of payment. The contractual bonus will not be pro-rated for incomplete months of service however with exception for incomplete months for the first year of employment only.

5.3 Sign-On Bonus

You are not eligible for a one-time sign-on bonus of payable on your first payroll following your start date. You shall be responsible for personal income tax on this bonus.

If You should voluntarily initiate resignation before completing 12 (twelve) months of service, You agree to repay the entire sum of the Sign-On Bonus to the Company that has already been paid to You (if applicable)

5.4 Celestica's Team Incentive (CTI)

You shall be eligible for Celestica's Team Incentive (CTI) plan, which pays **10%** of annualised base salary at target. This is conditional on the achievement of certain business targets at a corporate and/or business unit level. Personal achievements and performance will also influence the overall payment determination. Business results exceeding target shall result in a higher percentage payment.

CTI payments are pro-rated based on your date of hire for the current year. The maximum payment under CTI is three times the target payment. Please refer to full details from the Company's CTI policy, and other changes that may be implemented from time to time.

6.0 Other Benefits

The Company offers a variety of benefits, including leave time and health care plans. You shall enjoy all benefits in accordance with the Company's prevailing policy and practices.

7.0 Termination of Services

7.1 **Resignation:** You may terminate your employment relationship by providing **02 (Two)** months' written notice or 02 **(Two)** months' salary in-lieu of notice thereof. The Company may accept your resignation for it to become effective and your notice period shall commence from the date of such acceptance. The Company may in its sole discretion waive your notice period. Once your resignation has been accepted, it cannot be withdrawn or revoked unless otherwise allowed by the Company.

7.2 **Termination by Company:** The Company may terminate your employment at any point by providing you with 02 (two) month's notice or payment in lieu thereof.

7.3 **Termination for misconduct:** 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, serious misconduct, a breach of any Company policy including but not limited to the Code of Conduct; or commit any criminal offences. In such an event, without prejudice to the Company's rights at law and/or under other provisions of this letter, the Company shall pay only salary earned by You up to the date of termination.

7.4 **Recovery of dues:** In the event of termination, You agree and authorize, the Company to offset payment of any pro-rated allowance advances and any other sums due to the Company to the extent permitted by law, against salary due and to withhold amounts that may be required by the relevant authorities.

7.5 **Return of Company Property:** Upon termination of your employment, You are required to promptly deliver to the Company all originals and copies of confidential information, materials, documents and property of the Company which are in your possession or control.

7.6 Non-Solicitation: In addition, for a period of one year after termination of your employment, You shall not solicit or endeavour to take away from the Company, the business of the Company or any customers or clients of the Company who is or has been a client of or has been identified as a prospective client of any member of the Celestica group.

8.0 Code of Conduct

It is a condition of this employment that, in terms of your business activities and personal endeavours, your conduct shall be in accordance with the Company Business Conduct Guidelines, which shall continue to be in force after your joining.

9.0 Confidentiality and Intellectual Property Obligations

9.1 You will also be required to sign, as condition of your employment, a Confidentiality and IP Assignment Agreement.

9.2 During your employment, You may have access to confidential information including but not limited to trade secrets, operations, dealings, business, transactions, customers, customer lists, finance, strategies, know how or affairs of the Company

or any of its related companies ("Confidential Information") belonging to the Company. The Confidential Information of the Company is solely and exclusively the property of the Company. By accepting this offer of employment, You acknowledge that You shall keep all of this information strictly confidential, and refrain from transferring to any personal devices or accounts or using it for your own purposes or from disclosing it to anyone outside the Company. In addition, You agree that, upon cessation of your employment, You shall immediately return to the Company all of its property, equipment, and documents, including electronically stored information in your possession.

9.3 Notwithstanding the foregoing, Confidential Information shall not include information that: (a) is independently developed by You; or (b) is lawfully received by You free of any obligation to keep it confidential; or (c) becomes generally available to the public other than by breach of this Section 9, provided that the burden of establishing the availability of the foregoing exceptions shall be on You.

9.4 You acknowledge that the work carried by You under the terms and conditions herein shall be on the principle "work for hire'" basis and all the intellectual property rights including but not limited to copyright trademark etc. in all materials of at work, and other work produced by You while providing the services shall at all times vest with the Company and You shall have no claim over it for any reason whatsoever. The Company shall have the right to register these results in its sole discretion in India and/or abroad by naming itself as the inventor for protection and pursue the resulting trademark, rights or drop it. The Company shall have the right to any (random) application processing, modification, reproduction and circulation of the performance and the results and to grant usage rights to third parties. You undertake to report protectable results at once to the responsible department and render all necessary support and assistance with regard to matters including but not limited to signing all necessary declarations other relevant documents necessary for registration of such works.

9.5 This Section 9 and obligations hereunder shall survive in perpetuity upon termination of this Appointment Letter.

10.0 Company Regulations

During your employment with the Company, You shall observe and comply with all of the rules, regulations and/or directives of the Company as may from time to time be made and given, including all amendments and alterations thereto. The Company shall have the right to alter and amend the rules and regulations of the Company from time to time.

11.0 Indemnification

You agree to indemnify and keep the Company indemnified against all losses, claims, injury, damage, costs and expenses that the Company may suffer or incur as a result of or in connection with (i) any breach or non-compliance by You of any term of this Appointment Letter and the policies of the Company; and (ii) any liability of the Company towards any third party including any government or statutory authority attributable to any action or default on your part as the company employee of the Company.

12.0 Non-Compete

During the term of the employment and for a period of 06 (six) months from the date of cessation of employment, You shall not whether directly or indirectly and whether on own behalf or jointly with any person, firm or corporation be engaged in any business or activity which competes with the business of the Company.

13.0 Severability

Each clause herein shall be deemed independent and the invalidity or unenforceability of any such clause shall not affect the validity or enforceability of any other clause of this Appointment Letter.

14.0 Counterparts

This Appointment Letter may be executed in any number of counterparts and all of which taken together shall constitute one and the same instrument. The Parties may enter into this Appointment Letter by signing any such counterpart.

15.0 Amendments

No amendment, modification or termination of any provision of this Appointment Letter shall be effective unless the same be in writing and signed by each of the Party hereto.

16.0 Entire Contract

This Appointment Letter along with the Confidentiality and IP Assignment Agreement constitutes the Entire Contract between you and the Company with respect to the subject matter hereof, to the exclusion of all other understandings and assurances, either written or oral.

17.0 Waiver

No delay in exercising or omission to exercise any right, power or remedy accruing to either You or Company upon any default under this Appointment Letter shall impair any such right, power or remedy or shall be construed to be a waiver thereof or any acquiescence in such default, nor shall the action or inaction of such party in respect of any default or any acquiescence by it in any default, affect or impair any right, power or remedy of such party in respect of any other default.

18.0 Governing Law & Jurisdiction

This Appointment Letter shall be interpreted and governed by the laws of India. You and Company agree that the courts at Tamil Nadu, India shall have the exclusive jurisdiction to settle any claim or matter arising under this Appointment Letter. The Company and You acknowledge that this Appointment Letter is written in English and that English is the controlling language.

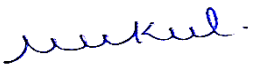
We look forward to your continued commitment and contribution towards the growth of Celestica,

Yours sincerely,



Even Chen, HR Director
Celestica (India) Private Limited

I, Mukul Kumar, Aadhaar ID **735555862385** hereby agree, accept and am legally bound by the terms of this Appointment Letter.



Signature: …….. Date: 22nd April 2022……

Celestica™

Annexure-A – Total Compensation

(A) Salary and Other Components		Celestica Proposal	
No.	**Salary Components**	**Proposed - Monthly**	**Proposed - Annually**
1	Monthly Basic	34,000.00	408,000.00
2	Basket of Allowances	34,000.00	408,000.00
	Sub-total	**68,000.00**	**816,000.00**
(B) Bonuses			
3	Fixed Bonus	2,833.33	34,000.00
4	Variable Bonus (Target)	6,800.00	81,600.00
	Sub-total	**9,633.33**	**115,600.00**
	Total Compensation	**77,633.33**	**931,600.00**
(C) Other Benefits			
5	Provident Fund - 12% on basic	4,080.00	48,960.00
6	Gratuity - 4.81% on basic	1,635.40	19,624.80
	Sub-total	**5,715.40**	**68,584.80**
	Total CTC	**83,348.73**	**1,000,184.80**

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Cisco Systems (India) Private Limited
SEZ Unit, Cessna Business Park,
Kadubeesanahalli Village
Varthur Hobli, Sarjapur Marathalli Outer Ring Road
Bangalore, Karnataka 560103
CIN: U31909KA1995PTC019505
India

Dear **Konchada**

Congratulations on your offer to join Cisco.

At Cisco, our commitment is to drive the most trusted customer experience in the industry, through our innovation, choice, and extraordinary people. We have a unique opportunity to build a better, more equitable, and inclusive future for everyone.

Day to day, we make a meaningful difference for our people, our customers, and the world around us. We support each other and work together to create shared success that will benefit everyone. As we bring our talents and ideas together, we hope you will join us as we work to empower an inclusive future for all.

We're offering you a position as a **Technical Undergraduate Intern**, Grade **99** in **123 - Cisco Systems (India) Private Limited**. You'll report to me, **Anu M Chacko |anchacko@cisco.com** and you'll start in our **IND-BANGALORE.NON-REMOTE** office.

When you'll start

We're planning for you to start on **02-Feb-2022** (Start Date). If this date won't work for you, please email me (**Anu M Chacko |anchacko@cisco.com**) with the date you prefer and we can discuss options. You just need to make sure it is at least two weeks after we received all your signed documents.

What Happens Next?

Please let us know your response to this offer by **17-Jan-2022** by either accepting this offer or contacting your recruiter or me to discuss.

If you accept the offer, you'll get access to our hiring portal, "My Documents Space" where you'll find more about what you need to get started on your Cisco career journey, including an overview of the benefits that are offered to our employees in India.

Get in touch if you have any questions. Reach out to me personally, or your recruiter, who is also a great source of information. It's been a pleasure getting to know you, **Konchada**. I look forward to having you on our team!

Welcome to Cisco!

Anu M Chacko |anchacko@cisco.com

Leader, Technical Marketing

WeWork, Vaishnavi Signature,
Marthahalli, Sarjapur Outer
Ring Rd, Bellandur
Bangalore,Karnataka, 560103
support@Codeyoung.com
8186928385

Employment Offer and Employment Agreement

24th March 2022,

Dear Abinisha.L

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **16th June 2022**

1. **BACKGROUND CHECKS AND REFERENCE CHECKS**

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.
For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

2. **Probation/ Training**

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

JOB TITLE: Inside Sales Executive

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

3. COMPENSATION

Your remuneration shall be as per Annexure titled "Compensation"

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory char ges arising as a result of your employment with the Company , these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

4. SALARY REVISIONS

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

5. DEDUCTIONS FROM PAY

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

Codeyoung

6. HOURS OF WORK

Your usual working hours shall be 10pm to 7am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required fromtime to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

14.DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess,is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled t o a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months**' notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any

of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the
same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary
material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any c laims, losses or damages arising from your breaches or unlawful activities.

20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoun g's customers or employees. This restriction applies during your tenure with Codeyoung
and for aduration of two years after termination of your engagement with Codeyoung, regard less of the reason for termination of your engagement with Codeyoung.

21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes

shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

Codeyoung

CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically . We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

Shailendra Dhakad

Director

Codeyoung

Codeyoung

HR 2.01 F5 -- Acceptance of Software and Systems usage.

To

Codeyoung

("Thecompany")

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company's regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

Codeyoung

HR 2.01 F6 – Data Protection Declaration

To: Codeyoung ("Codeyoung")

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as
a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a "Data Controller" and together the "Data Controllers").

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else's use (whether for profit or not) m ake copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

a. Codeyoung staff training video on data protection;
b. Security procedures specific to the building where I am to carry out my assignment; and
c. Codeyoung staff handbook.

6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE
DATE

Codeyoung

DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed _____

Name _____

Codeyoung Dept. / Job title_

Date _____

Codeyoung

INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business- like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subje ct to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must bemade.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

I **Abinisha.L**,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

Codeyoung

HR 2.01 F10 – Data Consent Form

Personal data - Consent

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

Codeyoung

HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a monthly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	Gross Salary	**₹376,608**	**₹31,384**
C	Employer Contribution to PF	₹23,400	₹1,950
A	**Fixed CTC**	**₹400,008**	**₹33,334**
	Deductions		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
B	**Total Deductions**	₹24,000	₹2,000
A – B- C	**Net Salary**	**₹352,608**	**₹29,384**

With regards,

Shailendra Dhakad
Director
Codeyoung

WeWork, Vaishnavi Signature,
Marthahalli, Sarjapur Outer
Ring Rd, Bellandur
Bangalore,Karnataka, 560103
support@Codeyoung.com
8186928385

Employment Offer and Employment Agreement

24th March 2022,

Dear Kruparaja P

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **16th June 2022**

1. **BACKGROUND CHECKS AND REFERENCE CHECKS**

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.
For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

2. **Probation/ Training**

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

JOB TITLE: Inside Sales Executive

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

3. COMPENSATION

Your remuneration shall be as per Annexure titled "Compensation"

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory char ges arising as a result of your employment with the Company , these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

4. SALARY REVISIONS

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

5. DEDUCTIONS FROM PAY

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

Codeyoung

6. HOURS OF WORK

Your usual working hours shall be 10pm to 7am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required fromtime to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

14.DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess,is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled t o a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months**' notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

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In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the
same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary
material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

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You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any c laims, losses or damages arising from your breaches or unlawful activities.

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The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes

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Codeyoung

CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically . We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

Shailendra Dhakad

Director

Codeyoung

Codeyoung

HR 2.01 F5 -- Acceptance of Software and Systems usage.

To

Codeyoung

("Thecompany")

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company's regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

Codeyoung

HR 2.01 F6 – Data Protection Declaration

To: Codeyoung ("Codeyoung")

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as
a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a "Data Controller" and together the "Data Controllers").

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else's use (whether for profit or not) m ake copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

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5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

a. Codeyoung staff training video on data protection;
b. Security procedures specific to the building where I am to carry out my assignment; and
c. Codeyoung staff handbook.

6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE
DATE

Codeyoung

DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed _____

Name _____

Codeyoung Dept. / Job title_

Date _____

Codeyoung

INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business- like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subje ct to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must bemade.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

I **A Kruparaja P,**

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

Codeyoung

HR 2.01 F10 – Data Consent Form

Personal data - Consent

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

Codeyoung

HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a monthly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	Gross Salary	**₹376,608**	**₹31,384**
C	Employer Contribution to PF	₹23,400	₹1,950
A	**Fixed CTC**	**₹400,008**	**₹33,334**
	Deductions		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
B	**Total Deductions**	₹24,000	₹2,000
A – B- C	**Net Salary**	**₹352,608**	**₹29,384**

With regards,

Shailendra Dhakad
Director
Codeyoung

Cognizant

05-Jan-2022

Ashmita Singh
B.Tech Information Technology
Sathyabama Institute of Science and Technology, Chennai

Dear Ashmita Singh,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

· The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
· Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
· There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
· 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 program
· Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
· Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
· Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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. Any breach of information security will be dealt as per Company Policy.

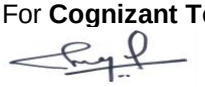
You will also be required to submit the following documents at the time of reporting;

- 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.

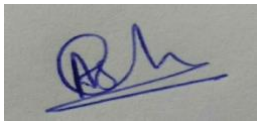
We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:  **Date: 5th Jan 2022**

Cognizant

03-Dec-2021

Deepthi Chowdary Bolla
B.E. Aeronautical Engineering
Sathyabama Institute of Science and Technology, Chennai

Dear Deepthi Chowdary Bolla,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

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 outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- 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 program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time

- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

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. Any breach of information security will be dealt as per Company Policy.

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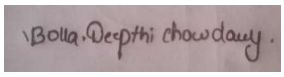
We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:  **Date: 21/12/2021**

Cognizant

03-Dec-2021

Kamalinee S
B.E. Mechatronics Engineering
Sathyabama Institute of Science and Technology, Chennai

Dear Kamalinee S,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

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Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

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- 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.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: S. Kamalinee **Date:** 06/12/2021

Cognizant

03-Dec-2021

Neeraja Medim
B.E. Aeronautical Engineering
Sathyabama Institute of Science and Technology, Chennai

Dear Neeraja Medim,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

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Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

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- 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.,**



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.



Signature: **Date: 04/12/2021**

Cognizant

03-Dec-2021

Nivetha J
B.Tech Biomedical
Sathyabama Institute of Science and Technology, Chennai

Dear Nivetha J,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

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Please also note that:

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Cognizant

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- 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.,**

Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: J. Nivi **Date:** 06/12/2021

Dhyan

Offer Letter

Jan 28, 2022

Mr. Harris Maria Waltin,
5 B, Nikunjam Rhapsody,
Kammattam Lane,
General Hospital, Rishimangalam,
Thiruvananthapuram - 695035.

Dear **Mr. Harris Maria Waltin**,

We are pleased to offer you a Marketing Internship position at **Dhyan Networks and Technologies Private Limited ("Company").**

The Marketing Internship is being offered at the Company under the following terms:

- Your monthly pay will be INR 12,000/-.
- The Marketing Internship at the Company is from February 07, 2022, until June 30, 2022.
- You will be required to start the Marketing Internship at the Company no later than February 7th, 2022.
- As a Marketing intern you will be required to abide the policies of the Company.

You will be working with a Company Mentor who will help you in learning marketing techniques to enable you to meet your course requirements and successfully graduate from Sathyabama Institute of Science & Technology ("College").

Upon successfully graduating with a bachelor's degree in Business Administration from your College no later than June 30, 2022, and upon satisfactorily completing the marketing internship at the Company, we would be pleased to offer you the role of a **Marketing Executive -Trainee** at Dhyan Networks and Technologies Private Limited under the following terms and conditions

1. Your annual pay will be **INR 3,35,436/-**. Please refer to Annexure for the details.
2. Initially you will be on probation for a period of 6 months. You will be deemed to be on probation until confirmed to services in writing.
3. You will be based at CHENNAI. You should be prepared to work anywhere in India or abroad. The Company reserves the right to transfer you to any office, department or establishment forming a part of our company or any establishment wherever our company will be having interest.
4. You will report to the Head Marketing or his/her nominee.
5. You will be eligible for leave in accordance with the rules of the Company.
6. You will be required to sign a service agreement prior to starting employment with the Company.

7. All Company confidential information such as trade know-how, proprietary knowledge to the Company, trade secrets, methods and plans, drawings, designs etc., including Confidential information of Company's customers shall remain a secret and should be safe guarded by you at all times and you shall not under any circumstances, disclose such information to any unauthorized person(s).

8. While in employment of the Company,
    a) You shall inform the Company of any changes in your personal data within 3 days' time. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.
    b) You shall not take technical documents or information or copies hereof belonging to the Company outside the office unless specifically entrusted to you in writing.
    c) If you conceive of / invent / discover / improve on any new or advanced or current methods of improving processes / formulae / systems in relation to the operation of the Company or its affiliates or customers, such developments, discoveries, or inventions should be fully communicated to the Company and will be and remain the sole right/property of the Company.
    d) Your position is whole time employment with the Company, and you shall 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 in any other trade or business during the employment with the Company.
    e) You shall not engage in any sexual harassment activities and you should refrain from any form of sexual harassment.
    f) You shall behave in an ethical manner and not engage in any sort of theft, fraud, misrepresentation or any other illegal and unlawful acts.
    g) If you are provided with any company assets, you shall maintain the same in good working condition and you shall return the items to the Company prior to your ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
    h) You shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules, and regulations, as it deems fit, without notice which shall be binding on you.

9. Non-Competition
    During the employment period and for a period of two (2) years after the employment period, you shall not, without the Company's prior consent, which consent shall not be unreasonably withheld either directly or indirectly.
    a) Hire any employee of the Company or recruit, solicit, or induce, or attempt to induce, any employee or employees of the Company to terminate their employment with, or otherwise cease their relationship with the Company.
    b) Solicit, divert, or take away, or attempt to divert or take away, the business of patronage of any clients, customers or accounts or prospective clients, customers, or accounts of the Company and that of Dhyan Networks and Technologies Inc., Fremont, CA, USA which were contacted or served by you while in employment with the Company.

10. You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of the Company.

11. Please note that your compensation structure is personal to you, and you are requested not to share details of the same with others. All terms, conditions and payments are subject to tax laws in India and the amount of taxes will be recoverable from the payments payable. The perquisites and benefits shall cease on termination or separation. In addition, if any of the conditions of your employment or post-employment with

Dhyan

Dhyan Networks and Technologies Private Limited are violated the Company or its representatives will take suitable actions against you as per the Indian law for damages.

12. During the period of your service with the Company, you will be required to give three months' notice or salary thereof in case you decide to leave the services, subject to the Company's discretion. In the event if you have any incomplete assignment, the Company will have the discretion to relieve you only at the end of three-month notice period. Similarly, the Company can terminate your services by giving you three months' notice or salary thereof.

13. Breach of any of the above conditions will render you liable to termination of your employment without notice or compensation.

14. You are required to submit to us at the time of your joining.
    - Photocopies of your educational qualifications
    - 4 passport size photographs & 2 stamp size photographs
    - Photocopy of your Passport, Pan card and Aadhar Card

15. Kindly indicate your acceptance by returning a signed copy of this letter so that it reaches us by **February 2, 2022.** If your offer acceptance letter is not received by us by the above-mentioned date, then the offer is automatically withdrawn.

    We take great pleasure in welcoming you to our organization and are looking forward to a mutually rewarding relationship!

Mahendran Kulandasamy
Authorized Signatory

ACCEPTANCE

I have carefully and consciously gone through the entire covenants, terms and conditions of employment and have fully read and understood the above terms and conditions of employment and am accepting the same with full satisfaction without any coercion, or compulsion or duress or any misrepresentation. I will be reporting for employment on _____

Address:

Signature and Date

Name:

Dhyan

Annexure

Name: Harris Maria Waltin
Designation: Marketing Executive Trainee

Salary Breakup	
Description	**Amount (INR.)**
Basic	7,900
HRA	3,950
Flexi Expense Allowance	11,550
Conveyance Allowance	1,600
Medical Reimbursement	1,250
Monthly Gross	**26,250**
Annual Gross	**3,15,000**
PF (Company contribution - Yearly)	11,376
Insurance	4,500
Gratuity	4,560
Annual Salary Compensation (ATC)	**3,35,436**

* Any deduction shall be applicable as per the Government Laws.
** Income tax deductions, if applicable, will be as per the Income Tax Act.

Note: This Statement is only for the purpose of information and is illustrative in nature.

Date: 11/01/2022

Niranchana K
Bengaluru, KA

Dear Niranchana K

Employment Offer

ECONZ's, greatest strength lies in the talent of its people. To enable the growth and development of its people, the organization continuously strives to provide new opportunities and experiences.

One of such avenues are role changes which are great learning and development opportunities.

On behalf of ECONZ's, we are pleased to offer you employment as a **Asst. Support Engineer Trainee** in our organization. Your employment is governed by the following terms and conditions of this employment offer letter.

1. **Term of Employment:**
   We would expect you to accept the offer on or before **11/01/2022.**

2. **Working Hours:**
   Your normal working hours shall be in accordance with the employment policies as applicable at your place of posting/location. However, depending on the business needs, you may be required to work beyond the normal working hours.

3. **Location and Transfer:**
   Your work location will be **Bengaluru.** Your services are liable to be transferred/deputed/seconded/ to any of the offices, factory, projects, department, or location of the Company or its affiliates, associates with whom Company may have an arrangement within India or overseas. On transfer, you will be governed by the terms and conditions of service as applicable to the new location or place of posting.

4. **Remuneration:**
   The salary and perquisites applicable to your employment under this letter is set out in Annexure A. The base monthly salary will be paid in arrears on a monthly basis on or before the expiry of the seventh day of each calendar month. The Company has the right to adjust your monthly basic salary according to the provisions of the internal rules and regulations of the Company regarding deductions and adjustments. Please note that the Company shall withhold your individual tax, social security, and other costs from the above salary in accordance with applicable laws and regulations. Your bonus and allowance shall be paid pursuant to the rules and regulations of the Company. Your pay and bonus are private and confidential and you agree to keep the details of payment confidential and not disclose them to any other person. The Company may, at its discretion, review & re-constitute the heads of compensation in terms of monthly and annual payments, incentives, and retrial benefits, from time to time. By accepting the offer under this Letter, you acknowledge that the terms herein are agreeable to you and you waive and release any rights you may have as of the date of your execution of this Letter under Indian or any other laws with respect to your employment and termination

of employment with the Company as per any previous communication or understanding. This offer shall supersede all other communication with respect to your employment.

5. **Holiday**

You shall be eligible for the local public holidays scheduled in the location of your assignment in accordance with the internal rules and regulations of the Company.

6. **Confidentiality**

You will both during your employment with the Company and anytime thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose or transfer any proprietary information of the Company to any person or entity, or utilize any proprietary information of the Company for any purpose, except in the course of your work for the Company and for the Company's sole benefit. In addition, you will not remove, reproduce, summarize, or copy any proprietary information of the Company except as expressly required by the Company to enable you to perform your duties. You will not indulge in any activity or dealing which as a consequence will tarnish or defame the reputation of the Company, its associates, affiliate group of companies, shareholders, directors, representatives, or other employees.

7. **Exclusivity**

During the term of your employment, you shall perform the services on an exclusive basis for the Company. You shall not during your employment with the Company be directly or indirectly engaged or involved in any work or trade or business other than the business of the Company.

You are required to devote all of your professional and business time, attention, and skill to your duties and responsibilities towards the Company.

8. **Variable pay/Bonus**

The amount of Variable Pay/Bonus, if any, payable to you shall be subject to the bonus policy of the Company, as applicable and declared from time to time.

9. **Leave:**

You will be entitled to annual leaves and any other leaves in accordance with the applicable leave policy of the Company as applicable to your place of posting/location. Please refer to the leave policy for more details or contact the HR function of your location.

10. **Gratuity:**

On completion of 5 years of continuous service with the Company, you will be eligible for payment of gratuity as per the prevalent rules and regulations under the payment of Gratuity Act, 1972 (as amended from time to time). The said amount shall be paid at the time of separation from the Company on account of Superannuation or resignation or retirement or death. For all statutory purposes, the date of joining **13/01/2022** will be considered.

11. **Social Security:**

You shall be eligible to join the Employee Provident Fund Scheme, Employee Pension Scheme, Employee Deposit Linked Insurance Scheme, Employee State Insurance Scheme, and any other social security schemes adopted by the Company as per the applicable laws. The amount towards the employee's contribution for aforesaid social security

benefits shall be deducted as per the provisions, rules, and regulations of the applicable laws, in force, from time to time.

12. **Standard of Business Conduct:**

The Company's standard of business conduct policy forms part of your terms and conditions of employment. Violations of the standard of business conduct may result in disciplinary action including dismissal and legal actions taken by the Company. By accepting its offer letter you hereby acknowledge and undertake to abide by and comply with our Company's policy and with all applicable laws and regulations and observe highest standards of business ethics in all your dealings with the customers, suppliers, competitors, employees on governmental bodies and officials, you shall adhere by the Company's compliance policy and with all applicable anti-bribery and corruption laws.
Any instance of non-compliance will result in immediate termination and respective legal actions at your risk and consequences.

You will not engage in any prohibited Conduct (defined below) and not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately report the same to the management of the Company.

The term "**Prohibited Conduct**" means: (i) authorizing, offering, promising or providing any financial or other advantage (including without limitation any payment, loan, gift or transfer of anything of value), directly or indirectly, to or for the use or benefit of any official, employee, agent or representative of, or any other person acting in an official capacity for or on behalf of: any (a) governmental authority, including any entity owned or controlled thereby, (b) political party, party official or political candidate, (c) public international organization, or (d) any person, party or firm or company having dealing with the Company, or any other natural or legal person, (each hereinafter referred to as an "official") in order to assist the Company to improperly obtain or retain business for or with any person, improperly direct business to any person, secure any improper advantage, influence any act or decision of such Official, including a decision to fail to perform her/his or its official functions or as a reward for the improper performance of a function or activity by any official.

13. **Intellectual Property Rights**

You hereby expressly acknowledge and agree that any work that you may be conducting either on the premises of Company or otherwise with regard to production, process, improvements, and discovery or any other form of intellectual property whether protected under law or not, you are working on express or implied instructions of and on behalf of the Company. Further, all research and development activities/process improvement done by you in your or other functional area whether at the Company's site or on deputation are being done on behalf of Company, and it shall be deemed that you have provided your consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the Company. You shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vest solely with the Company.

14. **Security**

Security of information, infrastructure and other material is an important aspect of any business and hence you are expected to:

a) Adhere to the Company's requirement related to download of copyright information from the internet, security of Company's network and office decorum.
b) Be responsible for the security of the official/documents/manuals and such material that came to you during the tenure of employment with the Company, its associates or its affiliates; and
c) Not install, download, copy or duplicate any unauthorized or unlicensed software programs, games or attachment in any of the computer systems.

You are responsible to use the company's internet and IT network in a productive, effective, ethical & lawful manner.

15. Non – Compete

Without the prior written consent of the Company, you shall not, directly or indirectly, during the term of your employment, be engaged as a director, consultant, principal or agent or otherwise, with an entity undertaking any business and activities which is substantially similar to or competing with the business of the Company, its associates, affiliate group of Companies.

16. Termination:

Upon confirmation, this employment is liable to be terminated by giving at least two months' notice in writing. You will retire from the service of the Company on attaining the age of 60 years. Upon termination of your employment with the Company, you shall forthwith return all the assets, property, work-in-progress, documents, files, books etc. of the Company which may be in your possession or control, to the person designated by the Company and you will not retain any copies or extracts thereof.

17. Personal Data

During the tenure of employment with the Company you are required to disclose all material or relevant information which may either affect your employment with the Company, currently or in future or may be in conflict with the terms and conditions of your employment with the Company directly or indirectly.

You agree that the Company may collect, use, process by computer or otherwise and transmit locally or internationally your personal data for business and other legitimate purposes. The onus of updating any changes in the personal data with proper supporting documentation, in the records of the Company, lies with the employee.

18. Warranty and Undertaking

You hereby represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment in accordance with the terms and conditions of this letter, including without limitation non-compete restriction and so on.

19. Use of Company's Resources

You shall be responsible for safekeeping, maintaining and returning in good condition all the property of the Company which may be in your possession, custody, care or charge. The Company reserves the right to recover the money value of such property, as deemed fit, in the event of your failure to account for such property during the tenure of your service.

20. Environment, Health And Safety

You shall at all times ensure that all environmental, health and safety conditions are in conformance with Company's policies and procedures. You will be responsible for all environmental, health and safety related policies as applicable to your function and place of posting.

21. General

In the event of any breach of the business code of conduct or ethics or non-performance of contractual obligation or the terms and conditions as laid down in this letter or any other act of misconduct (which also includes receiving of any monetary benefits or rewards either in cash or kind out of any affairs of the Company or of its associates or affiliates), your employment is liable to be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company also reserves the right to invoke legal remedial measures, as deemed fit, to protect its interest.

22. Employment Terms & Conditions

Your employment is subject to and governed by the terms and conditions set out herein read with the Company's employment policies (as amended and in force from time to time).

23. Applicable Law

This Letter shall be governed by and interpreted in accordance with the Laws of India. In case of any dispute out of your employment, irrespective of your place of posting in India or overseas, the jurisdiction will be of the competent courts of Bangalore only.

24. Severability

If any of the provisions of this letter is found by a court or other competent authority to be void or unenforceable, such provision shall be deemed to be deleted from this letter and the remaining provision of this letter shall continue in full force and effect.

A Very warm welcome from the Company. We wish you a successful career with us.

Yours Sincerely,

For Econz IT Service Pvt. Ltd.



Authorized Signatory

Acceptance Letter

I confirm that I have read & agreed and fully accepted and shall be bound by the terms and conditions as set forth in this Employment offer letter by Econz IT Service Pvt. Ltd.

Candidate Name : Niranchana.K
Date : 11/01/2022



Econz IT Services Pvt Ltd.
Ground Floor, #58, H.M Towers, Brigade Road, Bengaluru-560001
Tel+91-901 902 2000 | e-mail: people@econz.net | web: www.econzit.com

Annexure - A

Candidate Name	Niranchana K	
Role	Asst. Support Engineer Trainee	
Annexure		
Components	**Amount (P.M)**	**Amount (P.A)**
Basic	15,000	180,000
HRA	6,000	72,000
Gross	21,000	252,000
Employer's PF	1,800	21,600
Gratuity	722	8,658
Cost to the Company	23,522	282,258

Note: All other benefits will be applicable as per the Econz Policy.

Econz IT Services Pvt Ltd.
Ground Floor, #58, H.M Towers, Brigade Road, Bengaluru-560001
Tel+91-901 902 2000 | e-mail: people@econz.net | web: www.econzit.com

Date: 11/01/2022

Sivaprakash M
Bengaluru, KA

Dear Sivaprakash M

Employment Offer

ECONZ's, greatest strength lies in the talent of its people. To enable the growth and development of its people, the organization continuously strives to provide new opportunities and experiences.

One of such avenues are role changes which are great learning and development opportunities.

On behalf of ECONZ's, we are pleased to offer you employment as a **Asst. Support Engineer Trainee** in our organization. Your employment is governed by the following terms and conditions of this employment offer letter.

1. **Term of Employment:**
   We would expect you to accept the offer on or before **11/01/2022.**

2. **Working Hours:**
   Your normal working hours shall be in accordance with the employment policies as applicable at your place of posting/location. However, depending on the business needs, you may be required to work beyond the normal working hours.

3. **Location and Transfer:**
   Your work location will be **Bengaluru.** Your services are liable to be transferred/deputed/seconded/ to any of the offices, factory, projects, department, or location of the Company or its affiliates, associates with whom Company may have an arrangement within India or overseas. On transfer, you will be governed by the terms and conditions of service as applicable to the new location or place of posting.

4. **Remuneration:**
   The salary and perquisites applicable to your employment under this letter is set out in Annexure A. The base monthly salary will be paid in arrears on a monthly basis on or before the expiry of the seventh day of each calendar month. The Company has the right to adjust your monthly basic salary according to the provisions of the internal rules and regulations of the Company regarding deductions and adjustments. Please note that the Company shall withhold your individual tax, social security, and other costs from the above salary in accordance with applicable laws and regulations. Your bonus and allowance shall be paid pursuant to the rules and regulations of the Company. Your pay and bonus are private and confidential and you agree to keep the details of payment confidential and not disclose them to any other person. The Company may, at its discretion, review & re-constitute the heads of compensation in terms of monthly and annual payments, incentives, and retrial benefits, from time to time. By accepting the offer under this Letter, you acknowledge that the terms herein are agreeable to you and you waive and release any rights you may have as of the date of your execution of this Letter under Indian or any other laws with respect to your employment and termination

of employment with the Company as per any previous communication or understanding. This offer shall supersede all other communication with respect to your employment.

5. **Holiday**

You shall be eligible for the local public holidays scheduled in the location of your assignment in accordance with the internal rules and regulations of the Company.

6. **Confidentiality**

You will both during your employment with the Company and anytime thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose or transfer any proprietary information of the Company to any person or entity, or utilize any proprietary information of the Company for any purpose, except in the course of your work for the Company and for the Company's sole benefit. In addition, you will not remove, reproduce, summarize, or copy any proprietary information of the Company except as expressly required by the Company to enable you to perform your duties. You will not indulge in any activity or dealing which as a consequence will tarnish or defame the reputation of the Company, its associates, affiliate group of companies, shareholders, directors, representatives, or other employees.

7. **Exclusivity**

During the term of your employment, you shall perform the services on an exclusive basis for the Company. You shall not during your employment with the Company be directly or indirectly engaged or involved in any work or trade or business other than the business of the Company.

You are required to devote all of your professional and business time, attention, and skill to your duties and responsibilities towards the Company.

8. **Variable pay/Bonus**

The amount of Variable Pay/Bonus, if any, payable to you shall be subject to the bonus policy of the Company, as applicable and declared from time to time.

9. **Leave:**

You will be entitled to annual leaves and any other leaves in accordance with the applicable leave policy of the Company as applicable to your place of posting/location. Please refer to the leave policy for more details or contact the HR function of your location.

10. **Gratuity:**

On completion of 5 years of continuous service with the Company, you will be eligible for payment of gratuity as per the prevalent rules and regulations under the payment of Gratuity Act, 1972 (as amended from time to time). The said amount shall be paid at the time of separation from the Company on account of Superannuation or resignation or retirement or death. For all statutory purposes, the date of joining **13/01/2022** will be considered.

11. **Social Security:**

You shall be eligible to join the Employee Provident Fund Scheme, Employee Pension Scheme, Employee Deposit Linked Insurance Scheme, Employee State Insurance Scheme, and any other social security schemes adopted by the Company as per the applicable laws. The amount towards the employee's contribution for aforesaid social security

benefits shall be deducted as per the provisions, rules, and regulations of the applicable laws, in force, from time to time.

12. **Standard of Business Conduct:**

The Company's standard of business conduct policy forms part of your terms and conditions of employment. Violations of the standard of business conduct may result in disciplinary action including dismissal and legal actions taken by the Company. By accepting its offer letter you hereby acknowledge and undertake to abide by and comply with our Company's policy and with all applicable laws and regulations and observe highest standards of business ethics in all your dealings with the customers, suppliers, competitors, employees on governmental bodies and officials, you shall adhere by the Company's compliance policy and with all applicable anti-bribery and corruption laws.
Any instance of non-compliance will result in immediate termination and respective legal actions at your risk and consequences.

You will not engage in any prohibited Conduct (defined below) and not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately report the same to the management of the Company.

The term "**Prohibited Conduct**" means: (i) authorizing, offering, promising or providing any financial or other advantage (including without limitation any payment, loan, gift or transfer of anything of value), directly or indirectly, to or for the use or benefit of any official, employee, agent or representative of, or any other person acting in an official capacity for or on behalf of: any (a) governmental authority, including any entity owned or controlled thereby, (b) political party, party official or political candidate, (c) public international organization, or (d) any person, party or firm or company having dealing with the Company, or any other natural or legal person, (each hereinafter referred to as an "official") in order to assist the Company to improperly obtain or retain business for or with any person, improperly direct business to any person, secure any improper advantage, influence any act or decision of such Official, including a decision to fail to perform her/his or its official functions or as a reward for the improper performance of a function or activity by any official.

13. **Intellectual Property Rights**

You hereby expressly acknowledge and agree that any work that you may be conducting either on the premises of Company or otherwise with regard to production, process, improvements, and discovery or any other form of intellectual property whether protected under law or not, you are working on express or implied instructions of and on behalf of the Company. Further, all research and development activities/process improvement done by you in your or other functional area whether at the Company's site or on deputation are being done on behalf of Company, and it shall be deemed that you have provided your consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the Company. You shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vest solely with the Company.

14. **Security**

Security of information, infrastructure and other material is an important aspect of any business and hence you are expected to:

a) Adhere to the Company's requirement related to download of copyright information from the internet, security of Company's network and office decorum.
b) Be responsible for the security of the official/documents/manuals and such material that came to you during the tenure of employment with the Company, its associates or its affiliates; and
c) Not install, download, copy or duplicate any unauthorized or unlicensed software programs, games or attachment in any of the computer systems.

You are responsible to use the company's internet and IT network in a productive, effective, ethical & lawful manner.

15. Non – Compete

Without the prior written consent of the Company, you shall not, directly or indirectly, during the term of your employment, be engaged as a director, consultant, principal or agent or otherwise, with an entity undertaking any business and activities which is substantially similar to or competing with the business of the Company, its associates, affiliate group of Companies.

16. Termination:

Upon confirmation, this employment is liable to be terminated by giving at least two months' notice in writing. You will retire from the service of the Company on attaining the age of 60 years. Upon termination of your employment with the Company, you shall forthwith return all the assets, property, work-in-progress, documents, files, books etc. of the Company which may be in your possession or control, to the person designated by the Company and you will not retain any copies or extracts thereof.

17. Personal Data

During the tenure of employment with the Company you are required to disclose all material or relevant information which may either affect your employment with the Company, currently or in future or may be in conflict with the terms and conditions of your employment with the Company directly or indirectly.

You agree that the Company may collect, use, process by computer or otherwise and transmit locally or internationally your personal data for business and other legitimate purposes. The onus of updating any changes in the personal data with proper supporting documentation, in the records of the Company, lies with the employee.

18. Warranty and Undertaking

You hereby represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment in accordance with the terms and conditions of this letter, including without limitation non-compete restriction and so on.

19. Use of Company's Resources

You shall be responsible for safekeeping, maintaining and returning in good condition all the property of the Company which may be in your possession, custody, care or charge. The Company reserves the right to recover the money value of such property, as deemed fit, in the event of your failure to account for such property during the tenure of your service.

20. Environment, Health And Safety

You shall at all times ensure that all environmental, health and safety conditions are in conformance with Company's policies and procedures. You will be responsible for all environmental, health and safety related policies as applicable to your function and place of posting.

21. General

In the event of any breach of the business code of conduct or ethics or non-performance of contractual obligation or the terms and conditions as laid down in this letter or any other act of misconduct (which also includes receiving of any monetary benefits or rewards either in cash or kind out of any affairs of the Company or of its associates or affiliates), your employment is liable to be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company also reserves the right to invoke legal remedial measures, as deemed fit, to protect its interest.

22. Employment Terms & Conditions

Your employment is subject to and governed by the terms and conditions set out herein read with the Company's employment policies (as amended and in force from time to time).

23. Applicable Law

This Letter shall be governed by and interpreted in accordance with the Laws of India. In case of any dispute out of your employment, irrespective of your place of posting in India or overseas, the jurisdiction will be of the competent courts of Bangalore only.

24. Severability

If any of the provisions of this letter is found by a court or other competent authority to be void or unenforceable, such provision shall be deemed to be deleted from this letter and the remaining provision of this letter shall continue in full force and effect.

A Very warm welcome from the Company. We wish you a successful career with us.

Yours Sincerely,

For Econz IT Service Pvt. Ltd.

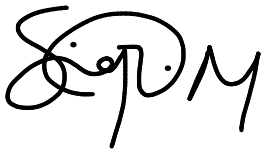


Authorized Signatory

Acceptance Letter

I confirm that I have read & agreed and fully accepted and shall be bound by the terms and conditions as set forth in this Employment offer letter by Econz IT Service Pvt. Ltd.

Candidate Name : Sivaprakash. M
Date : 11/01/2022



Econz IT Services Pvt Ltd.
Ground Floor, #58, H.M Towers, Brigade Road, Bengaluru-560001
Tel+91-901 902 2000 | e-mail: people@econz.net | web: www.econzit.com

Annexure - A

Candidate Name	Sivaprakash M	
Role	Asst. Support Engineer Trainee	
Annexure		
Components	**Amount (P.M)**	**Amount (P.A)**
Basic	15,000	180,000
HRA	6,000	72,000
Gross	21,000	252,000
Employer's PF	1,800	21,600
Gratuity	722	8,658
Cost to the Company	23,522	282,258

Note: All other benefits will be applicable as per the Econz Policy.

Econz IT Services Pvt Ltd.
Ground Floor, #58, H.M Towers, Brigade Road, Bengaluru-560001
Tel+91-901 902 2000 | e-mail: people@econz.net | web: www.econzit.com

20th January 2022

Yuvasri
Chennai

E-mail ID – yuvasri2601@gmail.com

Offer Letter

Dear **Yuvasri**,

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	:	7th &3rd, Floor, Block C, Ambit IT Park, Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd, Chennai, Tamil Nadu 600058
4.	Date of Joining	:	**27th June 2022**
5.	Compensation & Benefits	:	Annual Base Pay : Rs. **765,000** /- Performance Pay : Rs. **57,375** /- Total Compensation (TC) : Rs. **822,375** /-

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 6 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 probationary period 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
Compensation and Benefits

Name: **Yuvasri** **w.e.f.** **27-Jun-22**

FIXED PAY

Particulars	Amount (PM)	Amount (PA)
Basic Salary	31,880	382,560
House Rent Allowance	15,940	191,280
Flexi Benefit Plan^	12,104	145,248
Employer's contribution to Provident Fund	3,826	45,912
BASE PAY (FIXED PAY)	**63,750**	**765,000**
Performance Bonus*		57,375
TOTAL COMPENSATION (TC)		**822,375**

ANNUAL BENEFITS

Benefit Particulars	Amount (PA)
Gratuity (As per payment of Gratuity Act)	18,402
Premium paid by the employer for Group Health Medical Insurance**	24,145
COST TO COMPANY (CTC)	**864,922**

* 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 **Yuvasri,** 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 Business Solutions 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: **Yuvasri**

Signature: _____

Date:

FULL Creative Private Limited

Offer of Internship Training

Hamid Hussain
Hno 578, A Block, Jj Colony Bawana,
Delhi - 110039

Date: 01-Apr-2022

Dear Hamid Hussain,

With reference to your application and subsequent successful completion of interviews, we are pleased to offer you appointment subject to the following terms and conditions:

1. You are hereby appointed as **Development Intern** for a fixed period of three months commencing from **01 Apr 2022** and ending on **30 Jun 2022**. After completion of the above stipulated period of service, your contract shall automatically come to an end and you shall have no claim whatsoever on our establishment regarding your employment/non-employment or terms and conditions of employment.
2. Being a fixed tenure contract of service, you will neither have any right nor lien on the job held by you in the Company.
3. Out of the fixed tenure period of three months, you will be initially placed on probation for a period of one month to assess your suitability for the above position. In case your performance is found to be not satisfactory the Company reserves the right to terminate your services without any notice even during the currency of the fixed period contract of service.
4. Notwithstanding the fixed tenure contract of service either party may terminate the contract upon giving one month's prior notice in writing or by payment of one month's gross pay in lieu of notice. However, the Management reserves the right to relieve the employee without insisting notice period or payment in lieu thereof at its own discretion.
5. You shall be entitled to salary and other allowances as given in the annexure. The payment of the above remuneration shall be subject to statutory deductions at source such IT, PT, PF, ESI, TNLWF etc in so far as they are applicable to you and your entitlements will be governed by the respective statutes as notified by the Government and made applicable from time to time.
6. Your working hours shall be as per the requirements of our establishment and you will be eligible for leave at the rate of one day per month.
7. Your official place of work will be at **FULL Creative Ascendas, Phase 1, 4th Floor, Pinnacle Building, International Tech Park, Taramani Road, Taramani, Chennai, Tamil Nadu 600113.** However, based on the current health environment you may be allowed to work from home until such time the situation comes back to normality. You will be informed in advance if you are required to work at the official place of work as mentioned above. You may be transferred to a different position or department of the Company either in existence or which may come up pursuant to the requirements of the Company, during the tenure of your employment with the Company.

8. You will not engage with any other work other than our clients' business during the period of your services with the Company. You will abide by all rules and regulations of the clients as applicable to you from time to time.
9. You will carry out all the work assigned to you as per the instruction of your higher-ups, the establishment's officials, and other representatives of the Company from time to time. You are required to discharge your duties in an efficient and satisfactory manner and shall own responsibility on any duty that may be assigned to you from time to time.
10. You will be responsible for the safe-keeping and return in good condition and order, of all the company & client equipment's/property which are entrusted to you for the efficient discharge of your duties. In case of any damage or loss caused to any of the property/equipment due to your negligence, you will be liable to compensate such damage or loss, the value of which shall be determined by the company.
11. 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 a loss of confidence etc., your appointment will be deemed void *ab initio* and liable for termination without any notice or salary in lieu of such notice.
12. You are liable to summarily dismissed from service without notice or compensation or any other benefits if, in the opinion of the company, you are found guilty of insubordination, dereliction of duty, disobedience and disorderly behaviour, any act subversive of indiscipline, absence from duty without prior permission, habitual late attendance or any other conduct considered detrimental to the interest of the company.
13. You shall not at any time during the tenure of your engagement with the Company or thereafter disclose or divulge, directly or indirectly, any knowledge, information or material that you may gain or come across in respect of this organization/client in the course of discharging your duties. You are required to sign a separate Invention Assignment and Confidentiality Agreement with the Company which shall be shared with this appointment letter
14. Your address, as indicated in the official 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.
15. Your appointment and continued employment shall be subject to be found physically, medically, and mentally fit for carrying out your work as per the requirement of the Company. You are to present yourself for medical examination as & when required by the Management.
16. You agree to indemnify and hold the Company and its Board of Directors harmless from any and all claims, damages, liability, attorney fees and expenses on account of your failure to satisfy any of your obligations under this fixed tenure appointment.

17. In addition to the terms and conditions of this appointment letter, you are bound by the following policies of the Company:

a. General Terms and Conditions of Employment insofar as they apply to the Fixed Tenure Contract of Service,
b. Conflict of Interest Policy,
c. Hours of Work & Weekly Off Policy,
d. Company Properties (Laptop) Policy, if applicable,
e. Work from Home Policy.

You must diligently comply with the above Company's policies and procedures, as amended from time to time and notified to you.

18. 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.

Thanking you.

For FULL CREATIVE PRIVATE LIMITED

Vidya Balakrishnan

Authorised Signatory
Name: Vidya Balakrishnan
Designation: People Partner - Human Resources

Declaration/Acceptance

I …….. D/o (or) S/o ..……, aged about …….. years, residing at ……..., do hereby declare that I have read and understood the terms and conditions of the Appointment letter dated ……. And accept the same as it is and abide by the same.

_____
Signature of the Applicant

Date: 01-Apr-2022
Place:

INVENTION ASSIGNMENT AND CONFIDENTIALITY AGREEMENT

1. **Purpose of Agreement**
   I, Hamid Hussain, understand that the Company is engaged in providing Information Technology and Information Technology Enabled Services with its business and that it is critical for the Company to preserve and protect its "Proprietary Information" (as defined in Section 6 below), its rights in "Inventions" (as defined in Section 2 below) and in all related intellectual property rights. Accordingly, I am entering into this Invention Assignment and Confidentiality Agreement (this "*Agreement*") as a condition of my employment with the Company pursuant to my acceptance of the Employment Appointment Letter dated **01 Apr 2022**, whether or not I am expected to create inventions of value for the Company.

2. **Disclosure of Inventions**
   I will promptly disclose in confidence to the Company all inventions, discoveries, creations, improvements, utility models, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets (the "*Inventions*") that I make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of my employment, whether or not in the course of my employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.

3. **Copyright.**
   I acknowledge and agree that any copyrightable works prepared by me will fall within the scope of and during the course of my employment with the Company and the Company will be the first owner of such copyrightable works and the copyright therein. I agree that all Inventions that (i) are developed using equipment, supplies, facilities or trade secrets of the Company, (ii) result from work performed by me for the Company, or (iii) relate to the Company's business or current or anticipated research and development, will be the sole and exclusive property of the Company and are hereby irrevocably assigned by me to the Company. I further recognize the right of the Company, as my employer, to copyright on works made by me in the course of my employment with the Company as prescribed under the Copyright Act, 1957, and will in no way dispute or challenge the same.

4. **Assignment of Other Rights**
   In addition to the foregoing assignment of Inventions to the Company, I hereby irrevocably transfer and assign to the Company: (i) any and all "Moral Rights" (as defined below) that I may have in or with respect to any Invention. I also hereby forever waive and agree never to assert any and all Moral Rights I may have in or with respect to any Invention, even after the termination of my work on behalf of the Company. "*Moral Rights*" mean any rights to claim authorship of an Invention, to object to or prevent the modification or alteration of any Invention, or to withdraw from circulation or control the publication or distribution of any Invention, and any similar right, existing under the judicial or

statutory law of any country in the world, or under any treaty, regardless of whether or not such right is denominated or generally referred to as a "moral right".

5. Assistance

I agree to assist the Company in every proper way to obtain for the Company and enforce patents, copyrights, mask work rights, trade secret rights and other legal protections for the Company's Inventions in any and all countries. I will execute any documents that the Company may reasonably request for use in obtaining or enforcing such patents, copyrights, mask work rights, trade secrets, and other legal protections. My obligations under this paragraph 5 will continue beyond the termination of my employment with the Company, provided that the Company will compensate me at a reasonable rate after such termination for time or expenses actually spent by me at the Company's request on such assistance.

6. Proprietary Information

I understand that my employment by the Company creates a relationship of confidence and trust. I am aware of and recognize and acknowledge that:

(a) I will have access to, may generate, may be entrusted with or otherwise come in contact with information in respect of the business of the Company or the business of any parent, subsidiary, affiliate, customer or supplier of the Company or any other party with whom the Company agrees to hold information of such party in confidence, or generally with regard to the dealings, transactions, and affairs of the company, its parent, subsidiary, affiliate, customer, supplier or any third party who has an agreement with the Company, all of which information is proprietary, secret and confidential;

(b) I will have access to and be entrusted with information in respect of the intellectual property of the Company its parent, subsidiary, affiliate, customer, or any of its clients, customers, suppliers, agents, distributors, all of which information is proprietary, secret and confidential;

(c) The products, systems, and services which the Company owns, plans or develops, whether for its own use or for use by its customers or affiliates are confidential and are the property of the Company;

(d) In order to enable the Company to perform services for its customers, such clients may also furnish to the Company certain other confidential information concerning their business affairs, property, methods of operation or other data;

(e) I may learn the process and method of submission of proposals on behalf of the Company or its customers, which information is proprietary, secret and confidential;

(f) I may have access to client, customer or contact lists of the Company, the marketing plans, product plans, business strategies, financial information, forecasts, personnel information and domain names, all of which information is proprietary, secret and confidential;

(g) I may come in contact with information concerning any of the suppliers, agents, or distributors of the Company or its customers, including sources of, and arrangements for, hardware supplied to customers or clients, of Company, all of which information is proprietary, secret and confidential;
(h) The information gained, directly or indirectly, from the above disclosures is also proprietary, secret and confidential;
(i) All notes and memoranda of any Proprietary Information (hereinafter defined) acquired, received or made by during the course of my employment shall also be considered confidential; and
(j) The goodwill afforded to the Company depends upon, among other things, the Company and its associates keeping all the above services and information confidential.

(All the above collectively, the "Proprietary Information").

It is understood by the Parties that for the purposes of this Agreement all Proprietary Information will be the property of the Company. Further, it is also understood by the Parties that the Proprietary Information may not have a legend specifying its confidential nature affixed on it.

7. Confidentiality Covenant

At all times, both during my employment and after its termination, I will keep and hold all such Proprietary Information in strict confidence and trust. I will not use or disclose any Proprietary Information without the prior written consent of the Company, except as may be necessary to perform my duties as an associate of the Company for the benefit of the Company. Upon termination of my employment with the Company, I will promptly deliver to the Company all documents and materials of any nature pertaining to my work with the Company. I will not take with me any documents or materials or copies thereof containing any Proprietary Information.

8. Affirm Ownership

I agree that I shall have no proprietary interest in any Proprietary Information developed or used by me and arising out of my employment with the Company. I shall, from time to time as may be requested by the Company, do all things which may be necessary to establish or document the company's ownership of any such Proprietary Information**.**

9. Disclosures to Company Associates

Where I need to disclose some Proprietary Information to other Company associates, I shall, before any such permitted disclosures are made, ensure that these associates, to whom any Proprietary Information is to be disclosed or who may in any way obtain access to any Proprietary Information, have enforceable undertakings in terms at least as binding upon the said associates as I am bound to the Company hereunder.

10. Other Disclosure

In the event that I require the assistance of any other party, other than associates of the Company as provided for above, to whom disclosure of any Proprietary Information is necessary, I shall first seek the Company's approval of such party and thereafter obtain from the party a duly executed agreement on terms at least as binding upon that party as I am bound to the Company hereunder, and which terms will be agreed with the Company. If I become legally compelled to disclose any of the Proprietary Information, I will promptly provide the Company with notice to permit the Company to seek a protective order or other appropriate remedy and/or to waive compliance with the provisions of this Agreement.

11. Information not protected

The protection to be accorded to the information to be disclosed hereunder does not and shall not extend to any information which it can be proved by documentary evidence produced by me which**:**

(a) Is already known to me or in my possession before the disclosure hereunder free of any obligation to keep it confidential;
(b) Is or becomes publicly known through no wrongful act or default of mine;
(c) Is received from a third party without similar obligations of confidence and without breach of this Agreement; or
(d) Is approved for release by written authorisation of the Company.

12. No Breach of Prior Agreement

I represent that my performance of all the terms of this Agreement and my duties as an associate of the Company will not breach any invention assignment, proprietary information, confidentiality or similar agreement with any former employer or other parties. I represent that I will not bring with me to the Company or use in the performance of my duties for the Company any documents or materials or intangibles of a former employer or third party that are not generally available to the public or have not been legally transferred to the Company.

13. Notification

I hereby authorize the Company to notify my actual or future employers of the terms of this Agreement and my responsibilities hereunder.

14. Name & Likeness Rights

I hereby authorize the Company to use, reuse, and to grant others the right to use and reuse, my name, photograph, likeness (including caricature), voice, and biographical information, and any reproduction or simulation thereof, in any media now known or hereafter developed (including, but not limited to, film, video and digital or other electronic media), both during and after my employment, for whatever purposes the Company deems necessary.

15. **Injunctive Relief**
    I understand that in the event of a breach or threatened breach of this Agreement by me the Company may suffer irreparable harm, inadequately compensable in damages, and will, therefore, the Company or any other party as provided herein will be entitled to injunctive relief to enforce this Agreement in addition to all and any other legal remedies which may be available. In this context both the parties agree and accept that the Arbitration and Conciliation Act, 1996 shall not be applicable for this class of disputes.

16. **Unliquidated Damages**
    The Company shall claim damages which are not quantified here depending on the extent of loss, pecuniary or otherwise suffered by them and the Employee hereby agrees to pay the unliquidated damages claimed by the Company for breach of Invention Assignment and Confidentiality Agreement without demur.

17. **Indemnity**
    I hereby indemnify, defend and hold the Company harmless from and against any losses, costs, expenses, damages of whatsoever nature which may be incurred or suffered by the Company, which arises out of or as a result from any breach of contract, warranty, tort (including negligence) or otherwise of any of my obligations or agreement contained herein.

18. **Governing Law; Severability**
    This Agreement will be governed by and construed in accordance with the laws of India and the Courts at Chennai shall have the jurisdiction to entertain any disputes hereunder. If any provision of this Agreement is determined by any court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such provision will be enforced to the maximum extent possible given the intent of the parties hereto. If such clause or provision cannot be so enforced, such provision shall be stricken from this Agreement and the remainder of this Agreement shall be enforced as if such invalid, illegal or unenforceable clause or provision had (to the extent not enforceable) never been contained in this Agreement. Notwithstanding the foregoing, if the value of this Agreement based upon the substantial benefit of the bargain for any party is materially impaired, which determination, as made by the presiding court or arbitrator of competent jurisdiction, shall be binding, then this Agreement will not be enforceable against such affected party and both parties agree to renegotiate such provision(s) in good faith.

19. **Counterparts**
    This Agreement may be executed in any number of counterparts, each of which when so executed and delivered will be deemed an original, and all of which together shall constitute one and the same agreement.

20. Titles and Headings

The titles, captions, and headings of this Agreement are included for ease of reference only and will be disregarded in interpreting or construing this Agreement. Unless otherwise specifically stated, all references herein to "sections" and "exhibits" will mean "sections" and "exhibits" to this Agreement.

21. Entire Agreement

This Agreement and the documents referred to herein constitute the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersede all prior understandings and agreements, whether oral or written, between or among the parties hereto with respect to the specific subject matter hereof.

22. Amendment and Waivers

This Agreement may be amended only by a written agreement executed by each of the parties hereto. No amendment of or waiver of or modification of any obligation under this Agreement will be enforceable unless set forth in a writing signed by the party against which enforcement is sought. Any amendment effected in accordance with this section will be binding upon all parties hereto and each of their respective successors and assigns. No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. No waiver granted under this Agreement as to any one provision herein shall constitute a subsequent waiver of such provision or of any other provision herein, nor shall it constitute the waiver of any performance other than the actual performance specifically waived.

23. Successors and Assigns; Assignment

Except as otherwise provided in this Agreement, this Agreement, and the rights and obligations of the parties hereunder, will be binding upon and inure to the benefit of their respective successors, assigns, heirs, executors, administrators, and legal representatives. The Company may assign any of its rights and obligations under this Agreement. I shall not assign, whether voluntarily or by operation of law, any of its rights and obligations under this Agreement, except with the prior written consent of the Company.

24. Further Assurances

I agree with the company, to execute such further documents and instruments and to take such further actions as may be reasonably necessary to carry out the purposes and intent of this Agreement.

25. Termination of Employment

If my employment with the Company terminates for any reason, I shall keep in strictest confidence, and shall not disclose or divulge to any person, firm or corporation, or use directly or indirectly, for my own benefit or the benefit of others, any information, which in good faith and good conscience

ought to be treated as Proprietary Information. I agree that upon request by Company and in any event upon termination of employment, I shall turn over to someone duly authorised in that behalf by the Company, all documents, papers or other materials in my possession or under my control which may contain or be derived from Proprietary Information, together with all documents or other work product which is connected with or derived from my services to the Company whether or not such material is at the date hereof in my possession.

Notwithstanding the generality of the foregoing, all notes and memoranda of any Proprietary Information acquired, received or made by me during the course of my employment shall also be surrendered by me to someone duly authorised in that behalf by the company at the termination of my employment or at the request of the Company, at any time during the course of my employment. At the end of my tenure with the Company or upon demand by the Company, undertake to furnish the Company with a certificate, certifying that no copies have been made or retained of any Proprietary Information.

26. Alternate Employment

I further acknowledge and agree that in the event of the termination of my employment with the Company, my experience and capability are such that I can obtain employment in business activities which are of a different or non-competing nature with my activities as an associate of the Company, and that the enforcement of a remedy hereunder by way of injunction hereunder shall not prevent me from earning a reasonable livelihood. I further acknowledge and agree that the covenants contained herein are necessary for the protection of the Company's legitimate business interests and are reasonable in scope and content.

27. Enforceability

The provisions of this Agreement shall be enforceable notwithstanding the existence of any claim or cause of action of mine against the Company whether predicated in this Agreement or otherwise.

In confirmation of the above, the parties execute this Agreement on **01 April 2022 for FULL Creative Private Limited.**

Signature: Vidya Balakrishnan

Name: Vidya Balakrishnan

Designation: People Partner - Human Resources

Signature:_____

Intern Name:_____

Employee ID:_____

Annexure

Month	Nature of Job	Monthly Gross
Month 1	• Complete the tasks assigned • Participate actively in non-technical activities • Proceed to the next month based on performance *You will be assigned a mentor during the 3-month Internship program*	INR 20,000
Month 2	• Complete the tasks assigned(the level of difficulty will be harder) • Participate actively in non- technical activities • Proceed to the next month	INR 20,000
Month 3	• Complete the tasks assigned(the level of difficulty will be harder and more challenging) • Participate actively in non- technical activities • Proceed to the next month based on performance	INR 20,000
post 3 Months	• Possibility to be absorbed as a full-time employee based on performance. *Employment is not guaranteed it depends on the performance of the intern*	CTC will vary from position to position

P.S-The stipend mentioned is gross amounts, that are subject to deductions.

03rd March 2022

Employee Name : Naveen Shanmugam R
Workday ID :0000418642

1/318, Periyaar Street,
Injambakkam,
Chennai , Tamil Nadu - 600115

Dear Naveen,

We are pleased to offer you an appointment with Guardian India Operations Private Limited (the "**Company**").

Position: You will be employed as **Team Member - Operations.** You will report to such officer as the Company may designate from time to time. Although you may be required to transfer and/or travel to locations within or outside India as necessary to perform your work duties, your position is currently based in **Chennai.**

Start Date: Your employment with the Company will commence on **09th March 2022** unless the Company communicates otherwise.

Remuneration and benefits: You shall receive the remuneration and benefits as set out in Annexure A to this letter.

Please accept this offer as per, the terms and conditions contained herein along with Annexures A and B to govern the employment relationship between you and the Company.

Please return the duplicate of this letter duly signed as token of your acceptance on the terms and conditions contained herein as well as in the Annexure A and B enclosed. This offer is valid for 15 days from the date of this letter, otherwise the offer stands invalid.

Please sign on every page

We are looking forward to a long term and mutually rewarding relationship with you. We are confident that you will make a significant contribution to the organization.

Welcome to Guardian India!

Sincerely,
For Guardian India Operations Private Limited



Parag Mehra
Head – Human Resources

Enclosed:
Annexure A - Remuneration and Benefits
Annexure B – Terms & Conditions

I acknowledge that I have been provided with a copy of this letter including Annexures A and B for review prior to signing it, and understand the terms and conditions set forth herein. I accept the offer outlined above. I will join duty on _____.

_____ _____
Name **Date**

Please sign on every page

Guardian

Remuneration & Benefits

Annexure A - Compensation Breakup

Name: Naveen Shanmugam R

Workday ID :0000418642

Designation: Team Member - Operations

Grade: T1

	Salary Components	Per Annum (INR)	Per Month (INR)
	Basic Salary	78,406	6,534
	House Rent Allowance	39,203	3,267
	Special Allowance	78,406	6,534
A	**Salary**	**196,016**	**16,335**
	Statutory Bonus	12,384	1032
B	**Gross Salary**	**208,400**	**17,367**
	Employer Contribution to PF	21,600	1,800
C	**Total Guaranteed Pay**	**230,000**	**19,167**

Others

1)	Gratuity*	As per the Payment of Gratuity Act, 1972
2)	ESI (if applicable)	As per ESI Act, 1948
3)	Group Term Life Insurance	As per Company Policy
4)	Group Personal Accident Insurance	As per Company Policy
5)	Group Mediclaim Insurance	As per Company Policy

* Gratuity will be paid only after 5 years of continuous service with the organization and payable at the time of Separation

Note : All incidences of tax will be borne by the employee as per the Prevalent Income Tax Rules

Sincerely,
For Guardian India Operations Private Limited

Parag Mehra
Head – Human Resources

Please sign on every page

Annexure - B

1. **Duties:** As an employee of the Company, you agree to use the best of your skills and abilities to perform and complete various duties and responsibilities entrusted to you by the Company, and to devote the whole of your time and attention to the business of the Company. You shall at all times protect and act in the best interests of the Company. You agree that you shall not engage in any other employment or business for any third party, whether or not for compensation, without the prior approval of the Company, which may be withheld at the sole discretion of the Company. You further represent and warrant that you are subject to no contractual restriction or obligation that will in any way limit or restrict you from performing your duties on behalf of the Company or any of the obligations, terms, and conditions of this letter.

2. **Company Policies / Direction:**

   (i) You agree to abide by all Company policies and rules as enacted and/or amended by the Company from time to time, including, but not limited to, all provisions contained in the Employee Handbook and Company code of conduct, which outlines the standards of business ethics that we expect all employees to live by ("Code of Conduct"). You also agree to comply with such instructions, directives, and orders that may be issued to you by the Company.

   (ii) The facilities, amenities and leave granted to employees in excess of the statutory requirements do not form part of the conditions of service and are subject to revision at the discretion of the Management.

   (iii) No travel or moving expenses are admissible for joining duty or at the time of termination of your appointment.

   (iv) You agree to keep the management informed of any change in your residential/communication address. In case of your inability to do so, any communication sent at the latest address available in our records will be deemed to have been served to you

   (v) If any of your family members or close relatives are engaged in any trade or have business relationship with the Company, you are required to immediately report the same to the Company.

3. **Probation Period:** You will be on probation for a period of six months commencing from your start date. Your probation period may be extended at Company's sole discretion if your performance is found to be not satisfactory or in case of unauthorized absence from work. In case the Company decides to extend your probation period you shall receive a letter to that effect before the expiry of six months from your start date, however, if no letter extending the probation period is received from the Company then your appointment shall stand confirmed.

Please sign on every page

4. **Leave:** You will be entitled to leave and paid statutory holidays as set out by the company employee handbook, as amended from time to time ("**Employee Handbook**"). Copies of the Employee Handbook are available with the human resources department and you are free to read them at your convenience.

5. **Transport:** You will be eligible for company transport as per company prevailing transport policy. You are requested to review the transport policy.

6. **Taxes:** All sums set forth in this letter are pre-tax amounts. Payment of any remuneration by the Company shall be subject to deduction of tax at source and applicable social security contributions. You are responsible for payment of all taxes on your income.

7. **Retirement:** Age of retirement is as per Company Policy.

8. **Termination of Employment:**

(i) **Notice of Termination:** Your continued employment is at the sole discretion of the Company.

During the probation period either you or the Company may terminate your employment relationship with the Company upon **one month** written notice (the "**Notice Period**"). The Company may also, at its option, terminate your employment at any time by providing you with **one-month** salary in lieu of notice (or, if you have been permitted to work during the Notice Period, a prorated amount for the balance of the Notice Period).

If you give the Company notice of termination of employment, the Company may, at its sole discretion, permit you to leave service during the Notice Period upon payment by you of salary in lieu of your written notice.

Post confirmation Either you or the Company may terminate your employment relationship with the Company upon **one month** written notice (the "**Notice Period**"). The Company may also, at its option, terminate your employment at any time by providing you with **one month** salary in lieu of notice (or, if you have been permitted to work during the Notice Period, a prorated amount for the balance of the Notice Period).

If you give the Company notice of termination of employment, the Company may, at its sole discretion, permit you to leave service during the Notice Period upon payment by you of salary in lieu of your written notice.

Until your service with the Company ends, you shall remain responsible for the satisfactory completion of all existing duties and obligations set forth in this letter.

(ii) This offer of employment is contingent upon you successfully completing Company's background verification process on your credentials, including, but not limited to, your professional qualifications, testimonials, past employment, civil or criminal convictions

Guardian India Operations Private Limited
Registered Office: Module # 0506, 'D' Block 5th Floor, Tidel Park, #4, Rajiv Gandhi Salai, Taramani, Chennai - 600 113
Tel: +91 44 2254 0701/02 | CIN: U72200TN2003PTC051154

and regulatory findings. Company reserves the right to withdraw this offer of employment at any time if Company has reasonable belief that any information provided by you, in the application, resume or during the interview process, is incorrect, false or misleading.

Failure by you to disclose criminal conviction or regulatory findings shall be considered disqualification for employment.

(iii) The Company further reserves the right to terminate your employment with immediate effect on ground of policy violation, misconduct, unsatisfactory job performance or if any of your credentials are found to be incorrect, false or misleading, including, but not limited to, professional qualifications, testimonials, past employment, civil or criminal convictions or regulatory findings.

(iv) **Return of Company Property:** Upon termination of your employment or when so requested by the Company, you shall immediately return to the Company all assets and properties of the Company in your possession or control, including all Confidential Information, Intellectual Property, and any copies thereof. You understand and agree that until such time as all Company property is returned, the Company shall be entitled to set off and deduct the full value of the said property/properties calculated at its then replacement value from the remuneration or other dues owed to you by the Company. You also recognize and agree that Company is entitled to set off and deduct for any loss or damage to Company property on account of your misuse or willful or gross negligence.

(v) **Authorization to Notify New Employer:** You acknowledge and agree that in the event of the termination of your employment with the Company, the Company may notify your new employer of your continuing obligations under this letter, including your obligations regarding confidentiality, intellectual property, and non-solicitation.

(vi) **Survival:** Termination of this agreement shall not affect those provisions hereof that by their nature are intended to survive such termination.

9. Confidential Information:

(i) **Definition:** During your employment with the Company, you will have access to certain information that is confidential and proprietary to the Company and/or to certain third parties with which the Company does business ("**Confidential Information**"). Such Confidential Information is critical to the business of the Company, and may exist in written, graphic, electronic, or other form. It includes but is not limited to business or strategic plans, financial information, organizational charts, customer information, business technology and processes, personal information, pricing strategies, research and development information, unannounced product information or designs, and any other information which is not intended by the Company for general dissemination.

(ii) **Requirement of Confidentiality:** In consideration of this offer of employment with the Company, you acknowledge and agree to forever hold the Confidential Information in the strictest confidence and trust and comply with all applicable laws relating to privacy. You

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shall not, without the prior written consent of the Board of Directors of the Company, directly or indirectly use, publish, disclose, or disseminate to any person or entity any Confidential Information at any time, during or after your employment, for any purpose except as necessary in the ordinary course of performing your duties with the Company. The sole exception to this requirement of confidentiality is that you may disclose Confidential Information where ordered to do so by a government or judicial authority, provided you give the Company reasonable advance notice of any prospective disclosure and assist the Company in obtaining an exemption or protective order preventing such disclosure.

10. Intellectual Property:

(i) **Definition:** During your employment with the Company, you alone or jointly with others may conceive, develop, or otherwise reduce to practice intellectual property relating to the Company's present or reasonably anticipated business ("**Intellectual Property**"). Intellectual Property includes but is not limited to ideas, concepts, creations, discoveries, inventions, know-how, trade secrets, trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, computer programming code, databases, software programs (including source code), data, documents, manuals, records, memoranda, notes, and other Confidential Information, in either printed or machine-readable form, whether or not copyrightable or patentable.

(ii) **Assignment of Rights:** You acknowledge and agree that from its date of creation, all Intellectual Property and any portion thereof shall constitute "works made for hire" and shall be the sole and exclusive property of the Company, regardless of whether it was created by you during your regular working hours, and regardless of whether it was created on the Company's premises. To the extent any Intellectual Property is not considered "works made for hire," you hereby irrevocably, absolutely, and perpetually assign all worldwide rights, title, and interest in and to the Intellectual Property to the Company. You explicitly waive all moral and legal rights in the Intellectual Property.

(iii) You further agree that during and after the term of your employment with the Company, you will assist the Company as needed, at the Company's expense, to secure and maintain the Company's rights to the Intellectual Property, and to vest the Company with full title and rights to the Intellectual Property.

(iv) **Non-Use of Property of Third Parties:** You represent and warrant that you shall not violate the intellectual property rights of any third party in the course of your employment with the Company. If the Company is held liable for the violation of any intellectual property rights by you, you agree to indemnify the Company against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and resulting court fees.

Please sign on every page

11. **Non-Solicitation:**

(i) **Non-Solicitation of Employees:** You hereby agree that during your employment and for a period of six (6) months thereafter, you shall not, directly or indirectly, either as an individual or as an agent of any other person or entity, recruit, entice, solicit, or attempt to employ any of the Company's employees, or in any way encourage any employee of the Company to leave his/her employment with the Company.

(ii) **Non-Solicitation of Customers and others:** You hereby agree that during your employment and for a period of six (6) months thereafter, you shall not, directly or indirectly, either as an individual or as an agent of any other person or entity, interfere or attempt to interfere with the Company's relationship with any customer, consultant, vendor, supplier, or any other third party who has or had a business relationship with the Company.

(iii) **Acknowledgement of Reasonable Limits:** You agree and acknowledge that the non-solicitation obligations set forth in this letter are reasonable and fair and will not materially impair your ability to earn a livelihood.

12. **Non-Disparagement:** During your employment and after its termination, you shall not directly or indirectly disparage the Company in any way, or make negative, derogatory, or untrue statements about the business activities of the Company or its directors, managers, officers, employees, affiliates, agents, or representatives.

13. **Authorization for Background Verification:** You hereby give consent to Company, its affiliate entities and authorized agents to collect, possess, process, store or handle your personal information in connection with your employment with Company in accordance with applicable laws and Company policies. You hereby authorize (a) Company, its affiliate entities and Company authorized agents to verify, at their direction, any information provided by you at any time as may be deemed necessary, and (b) all persons who may have information relevant to the enquiry to disclose it to Company, its affiliate entities and Company authorized agents.

14. **Indebtedness:** If, during your employment with the Company, you become indebted to the Company for any reason, the Company may, in its sole discretion, set off any sums due to the Company against the compensation payable to you, and to collect any remaining balance from you

15. **Injunctive Relief:** You acknowledge and agree that if you violate any of the material terms of this letter, the Company will suffer irreparable injury and damages, the amount of which cannot be adequately remedied by or measured in monetary terms. Thus, you hereby agree that the Company shall be entitled to injunctive relief, in addition to any other remedy available at law or equity, in the event you violate any of the terms or conditions of this letter.

Please sign on every page

16. **Entire Agreement:** This letter along with the Employee Handbook, Code of Conduct and other Company policies constitute the entire agreement between you and the Company, and supersedes all discussions, preliminary agreements, and all prior or contemporaneous discussions and understandings in connection with your employment with the Company. No change, modification, or termination of any of the terms, provisions, or conditions of this letter shall be effective unless made in writing and signed by both you and the Company.

17. **Waiver and amendment:** Save and except as expressly provided in this agreement, no exercise, or failure to exercise, or delay in exercising any right, power or remedy vested in this agreement shall constitute a waiver by that party of that or any other right, remedy or power. No amendment, modification or discharge of this letter shall be valid or binding unless set forth in writing and duly executed by the Company.

18. **Governing law and dispute resolution:** This letter shall be governed by and construed in accordance with the laws of India. Any dispute or disagreement of any kind whatsoever between the Company and you shall be subject to the exclusive jurisdiction of the courts at Chennai, India.

Please sign on every page

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
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www.hcltech.com
www.hcl.com

24th January, 2022

Sepana Harikrishna
Main Road Village-Vistala, District-Gajapati
Odisha-761208

Re.: **Internship with HCL Technologies Limited**

Dear **Sepana Harikrishna,**

Congratulations!

This is in response to your application for internship dated **27th January,2022.**

We are pleased to offer you an internship in **HCL Technologies Limited** ("HCL" or "Company").

You are required to report to **Rintu** at the following Address **HCL Technologies Ltd, BengaluruSEZ-T4-U2-1,2,3-ex4,7-ex2,8-4-6** on **27th January, 2022** at **9:00 AM.**

The internship shall be governed by the terms and conditions as laid down hereunder in this internship agreement as stated in **ANNEXURE 1.**

We extend a warm welcome to you as an 'intern' in our establishment.

For HCL Technologies Limited,

Amrita Das
Senior Vice President, Head-Global Rewards

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Internship Agreement - ANNEXURE 1

1. The duration of your internship would be **6 months**. Your internship shall come to an automatic end on **26th July, 2022**. Please note that this internship is not an offer for employment by the Company and doesn't create any employer and employee relation and neither of us intends any employment relationship to be created either now or at any time in the future, accordingly regulations governing employment with the Company will not apply to you.

2. As an intern, your position shall always be that of a 'learner', who is conducting an organizational study, while the Company shall hold the position of a 'teacher' or 'instructor'.

3. During your internship with the Company, you will be paid a stipend of **Rs. 18000** per month, subject to deductions as per applicable tax laws.

4. You will be off on all weekends, public holidays as per the published Holiday calendar for **HCL Technologies Limited**, accessible through **www.myhcl.com**. You may take personal leaves in exigencies and you should keep your mentor and HR Partner informed.

5. During the internship, you would be required to conduct the study during the normal working hours from **9:00 am** to **6:30 pm** on Mondays to Fridays. You may also be required to attend trainings in shifts as permitted by law. The shifts and timings are subject to change and will be communicated to you from time to time.

6. The company expects you to undertake, attend and complete your internship with high standards of integrity and to maintain appropriate standards of behavior at all times.

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7. Your continuation in internship shall be subject to the satisfactory verification of your credentials, testimonials, etc. and the details given by you in your Application Form/ Declaration. Your internship shall be liable to be terminated summarily if it is found at any time that you have concealed any material information or given any false information/ particulars or convicted of or pleaded guilty of any offence or crime.

   For the avoidance of doubt, your signature in this Letter constitutes your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary.

8. You will be required to maintain utmost secrecy and shall not divulge or disclose to anyone in any manner, particulars or details of any information or data that you may come to possess by virtue of your association with the Company, including details of the trade secrets, manufacturing or research process, financial, administrative and /or organization matter or any transaction or affairs of the Company of confidential nature.

9. You are expected to acquaint yourself with the governance related Company policies which are available at the Company's online portal or may be acquired from the HR representatives at the respective premises. If at any time in the opinion of the Company, you are found to be guilty of fraud, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, or any other conduct considered by to be deterrent to the Company's interest or of violation of one or more terms of this internship letter, the Company reserves the right to terminate your internship without notice. The decision of the Company in this regard shall be final.

10. All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your internship, shall be deemed to be the exclusive property of the Company and you hereby waive any and all rights, title or interest, if any, in the same in favour of the Company. Further, it is expected that you to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive during the internship.

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11. You will be responsible for safekeeping and return in good condition and order of all Company assets, which may be in your use, custody or charge; failing which the Company shall be entitled to recover the costs of the same from you.

12. You expressly agree and undertake to fully indemnify, compensate and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising directly or indirectly from your acts or omissions. You further agree that you will defend at your own expense and will indemnify and hold the Company harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Company on a claim that any material, software or other writings or articles developed by you for the Company during the course of your internship with the Company constitutes and infringement of any patent, copyright or other third party intellectual property right.

13. Your continuance on this internship with the Company is subject to your remaining physically and mentally fit. You are expected to undergo medical examination as per the directions of the Company, if required unless prohibited under law.

14. The Company is an equal opportunities Company and has a detailed equal opportunities policy, a copy of which is available at our internal portal. You are required to read the policy and take all necessary steps to ensure that it is properly observed. Failure to comply with the terms of the policy may result in disciplinary action and, in serious cases, termination of internship.

15. Data Protection : You shall at all times be under a duty to provide and update the Company with your personal particulars, including but not limited to residential address, residential telephone number, mobile phone number, identity card number, driving licence number, income tax reference number, name(s), date(s) of birth and contact details of spouse, next of kin, and children.

16. You consent to the Company monitoring and recording any use that you make of the Company's electronic communications systems for the purpose of ensuring that the Company's rules are being complied with and for legitimate business purposes. You shall comply with any electronic communication systems policies, if any, that the Company may issue from time to time.

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17. Right to search

    a) The Company reserves the right to search you or any of your property held on the Company's premises, at any time, if the Company believes that you are under the influence of alcohol or restricted drugs or carry a weapon, which could be hazardous to other occupants of the premises or if it believes that you may have committed a criminal offence.

    b) The Company may take assistance of the local government agencies or any other authorized agency for conducting the necessary search as stated above.

    c) If you refuse to comply with the Company's search procedure, such refusal will be treated as misconduct and will entitle the Company to take disciplinary action.

    d) If you use your personal laptop or phone for office purposes, the Company has the right to inspect, take a back-up of the data, and/or submit the laptop and/or phone for forensic analysis on ground of any suspicion or misconduct.

18. Further, during the period of your internship 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 Health and Safety policies and failure to do so shall entitle the Company to take appropriate disciplinary action which may lead & include up to termination of your internship with HCL at any time without notice. Copy of such policies is accessible through **www.myhcl.com** or you can also contact your HR Partner.

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19. You would be required to submit the below stated documents on the date of your reporting for your internship.

    a) Qualification certificates
    b) Date of birth certificate
    c) Photographs – 7 no's
    d) Copy of ID Card / Passport.
    e) Proof of your education with <name of university>
    f) Letter from University recommending you for internship.

If all the above terms and conditions of internship are acceptable to you, please confirm your acceptance by signing and returning to us the duplicate of this Internship letter.

No commitments other than what is mentioned in this Internship Agreement will be applicable to you or entertained by us.

I accept the above terms & conditions

Student's Name:

Signature :

Date :

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12th January, 2022

Stephanas Abhishek L
13/7 Ayanavaram Road,
Water Tank ,Chennai -600 023

Re.: **Internship with HCL Technologies Limited**

Dear **Stephanas Abhishek L,**

Congratulations!

This is in response to your application for internship dated **18th January,2022.**

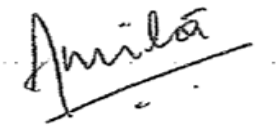
We are pleased to offer you an internship in **HCL Technologies Limited** ("HCL" or "Company").

You are required to report to **Rintu** at the following Address **HCL Technologies Ltd, Chennai-AMB-1, Amb. Ind. Estate, D12&12B** on **18th January, 2022** at **9:00 AM.**

The internship shall be governed by the terms and conditions as laid down hereunder in this internship agreement as stated in **ANNEXURE 1.**

We extend a warm welcome to you as an 'intern' in our establishment.

For HCL Technologies Limited,



Amrita Das
Vice President, Head-Global Rewards

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Internship Agreement - ANNEXURE 1

1. The duration of your internship would be **6 months** . Your internship shall come to an automatic end on **18th July, 2022**. Please note that this internship is not an offer for employment by the Company and doesn't create any employer and employee relation and neither of us intends any employment relationship to be created either now or at any time in the future, accordingly regulations governing employment with the Company will not apply to you.

2. As an intern, your position shall always be that of a 'learner', who is conducting an organizational study, while the Company shall hold the position of a 'teacher' or 'instructor'.

3. During your internship with the Company, you will be paid a stipend of **Rs. 18000** per month, subject to deductions as per applicable tax laws.

4. You will be off on all weekends, public holidays as per the published Holiday calendar for **HCL Technologies Limited**, accessible through **www.myhcl.com**. You may take personal leaves in exigencies and you should keep your mentor and HR Partner informed.

5. During the internship, you would be required to conduct the study during the normal working hours from **9:00 am** to **6:30 pm** on Mondays to Fridays. You may also be required to attend trainings in shifts as permitted by law. The shifts and timings are subject to change and will be communicated to you from time to time.

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7. Your continuation in internship shall be subject to the satisfactory verification of your credentials, testimonials, etc. and the details given by you in your Application Form/ Declaration. Your internship shall be liable to be terminated summarily if it is found at any time that you have concealed any material information or given any false information/ particulars or convicted of or pleaded guilty of any offence or crime.

   For the avoidance of doubt, your signature in this Letter constitutes your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary.

8. You will be required to maintain utmost secrecy and shall not divulge or disclose to anyone in any manner, particulars or details of any information or data that you may come to possess by virtue of your association with the Company, including details of the trade secrets, manufacturing or research process, financial, administrative and /or organization matter or any transaction or affairs of the Company of confidential nature.

9. You are expected to acquaint yourself with the governance related Company policies which are available at the Company's online portal or may be acquired from the HR representatives at the respective premises. If at any time in the opinion of the Company, you are found to be guilty of fraud, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, or any other conduct considered by to be deterrent to the Company's interest or of violation of one or more terms of this internship letter, the Company reserves the right to terminate your internship without notice. The decision of the Company in this regard shall be final.

10. All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your internship, shall be deemed to be the exclusive property of the Company and you hereby waive any and all rights, title or interest, if any, in the same in favour of the Company. Further, it is expected that you to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive during the internship.

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11. You will be responsible for safekeeping and return in good condition and order of all Company assets, which may be in your use, custody or charge; failing which the Company shall be entitled to recover the costs of the same from you.

12. You expressly agree and undertake to fully indemnify, compensate and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising directly or indirectly from your acts or omissions. You further agree that you will defend at your own expense and will indemnify and hold the Company harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Company on a claim that any material, software or other writings or articles developed by you for the Company during the course of your internship with the Company constitutes and infringement of any patent, copyright or other third party intellectual property right.

13. Your continuance on this internship with the Company is subject to your remaining physically and mentally fit. You are expected to undergo medical examination as per the directions of the Company, if required unless prohibited under law.

14. The Company is an equal opportunities Company and has a detailed equal opportunities policy, a copy of which is available at our internal portal. You are required to read the policy and take all necessary steps to ensure that it is properly observed. Failure to comply with the terms of the policy may result in disciplinary action and, in serious cases, termination of internship.

15. Data Protection : You shall at all times be under a duty to provide and update the Company with your personal particulars, including but not limited to residential address, residential telephone number, mobile phone number, identity card number, driving licence number, income tax reference number, name(s), date(s) of birth and contact details of spouse, next of kin, and children.

16. You consent to the Company monitoring and recording any use that you make of the Company's electronic communications systems for the purpose of ensuring that the Company's rules are being complied with and for legitimate business purposes. You shall comply with any electronic communication systems policies, if any, that the Company may issue from time to time.

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    a) The Company reserves the right to search you or any of your property held on the Company's premises, at any time, if the Company believes that you are under the influence of alcohol or restricted drugs or carry a weapon, which could be hazardous to other occupants of the premises or if it believes that you may have committed a criminal offence.

    b) The Company may take assistance of the local government agencies or any other authorized agency for conducting the necessary search as stated above.

    c) If you refuse to comply with the Company's search procedure, such refusal will be treated as misconduct and will entitle the Company to take disciplinary action.

    d) If you use your personal laptop or phone for office purposes, the Company has the right to inspect, take a back-up of the data, and/or submit the laptop and/or phone for forensic analysis on ground of any suspicion or misconduct.

18. Further, during the period of your internship 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 Health and Safety policies and failure to do so shall entitle the Company to take appropriate disciplinary action which may lead & include up to termination of your internship with HCL at any time without notice. Copy of such policies is accessible through **www.myhcl.com** or you can also contact your HR Partner.

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19. You would be required to submit the below stated documents on the date of your reporting for your internship.

    a) Qualification certificates
    b) Date of birth certificate
    c) Photographs – 7 no's
    d) Copy of ID Card / Passport.
    e) Proof of your education with <name of university>
    f) Letter from University recommending you for internship.

If all the above terms and conditions of internship are acceptable to you, please confirm your acceptance by signing and returning to us the duplicate of this Internship letter.

No commitments other than what is mentioned in this Internship Agreement will be applicable to you or entertained by us.

I accept the above terms & conditions

Student's Name:

Signature :

Date :

Date: 22-01-2022

Subject: Offer of Employment

Dear Mithun Nixon Raj.S

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

Warm Regards,



Human Resources



MITHUN NIXON RAJ.S

Annexure 1

Date: 22-01-2022
Name: Mithun Nixon Raj.S
Designation: Executive Trainee
Band: J2

CTC STRUCTURE

Pay Items	Per Annum	Per Month
Fixed Pay		
Basic	1,15,500	9,625
Other Allowance	64,493	5,374
Tablet Allowance	12,000	1,000
Daily Activity Allowance	24,000	2,000
House Rental Allowance	69,300	5,775
Statutory Bonus	24,000	2000
Total Monthly Gross	**3,09,293**	**25,774**
Retrials and Other Benefits (As per relevant Regulations & Acts)		
Provident Fund	21,600	
Gratuity	5,582	
Flexi Pay	41,225	
Valued Benefits		
Group Insurance Benefit	7,300	
Fixed Cost to Company	**3,85,000**	
Variable Pay		
Variable Pay for Performance[2]	40,000	
Total Cost to Company	**4,25,000**	
[2]*Variable Pay for Performance (VPP) is subject to your achieving a rating of "3-Meets Expectations" and above. The rating is assigned to an individual, on successful completion of the Executive Trainee Program (12 m), basis actual performance against the defined targets.*		
Other Benefits (as per prevalent Company Policy):		
Group Term Insurance: Term cover of INR 12,00,000 Mediclaim:INR2,00,000 for self and dependents		

[1]Flexi Pay:

- Flexi component amount allocation can be planned by you in Flexi Benefit Planner. Please note that component selection will alter
  your monthly take home as against the a fore mentioned monthly gross
- LTA, Mobile Handset Allowance, Fuel& Driver are reimbursable components. On opting for these, the payout will be made only after
  submission of documents as provided in the Flexi Policy
- **Maximum amounts allocable under Flexi Pay are following:**

Component	Per annum	Per month
LTA (Leave Travel	9,625	802
Mobile Handset Allowance	10,000	833
Fuel& Driver	21,600	1,80

Date: 16-03-2022

Subject: Offer of Employment

Dear Yogesh M,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter.

Please attach your resume and two passport size photographs with the same.

Warm Regards,



Human Resources

Annexure-1

Date: 16-03-2022
Name: Yogesh M
Designation: Executive Trainee
Band: J2

CTC STRUCTURE

Pay Items	Per Annum	Per Month
Fixed Pay		
Basic	1,15,500	9,625
Other Allowance	99392	8283
House Rental Allowance	69,300	5,775
Statutory Bonus	24,000	2000
Total Monthly Gross	**3,08,192**	**25,683**
Retirals and Other Benefits (As per relevant Regulations & Acts)		
Provident Fund	21,600	
Gratuity	5,583	
Flexi Pay	41,225	
Valued Benefits		
Group Insurance Benefit	8,400	
Fixed Cost to Company	**3,85,000**	
Variable Pay		
Variable Pay for Performance[2]	40,000	
Total Cost to Company	**4,25,000**	
[2]*Variable Pay for Performance (VPP) is subject to your achieving a rating of "3-Meets Expectations" and above. The rating is assigned to an individual, on successful completion of the Executive Trainee Program (12 m), basis actual performance against the defined targets.*		
Other Benefits(as per prevalent Company Policy):		
Group Term Insurance: Term coverofINR12,00,000 Mediclaim:INR 2,00,000 for self and dependents		

[1]FlexiPay:

- Flexi component amount allocation can be planned by you in Flexi Benefit Planner. Please note that component selection will alter your monthly take home as against the aforementioned monthly gross
- LTA, Mobile Handset Allowance, Fuel & Driver are reimbursable components. On opting for these, the payout will be made only after submission of documents as provided in the Flexi Policy

- **Maximum amounts allocable under Flexi Pay are following:**

Component	Per annum	Per month
LTA (Leave Travel Allowance)	9,625	802
Mobile Handset Allowance	10,000	833
Fuel & Driver	21,600	1800

ICICI Securities

PRIVATE AND CONFIDENTIAL

CJ23157217

February 15, 2022

Subhojeet Dey
E-32 Shiv Ganga Apartment
Sonari,, JHARKHAND

Dear Subhojeet,

On behalf of ICICI Securities Limited, we take great pleasure in making you an offer to be part of team I-Sec.

Please find enclosed:

•Our formal Joining Offer cum Appointment Letter

•Components of Remuneration – It has details on all the components of remuneration.

Please quote your reference number, which is appearing at the top of this letter for all future correspondence.

In case you have any further queries feel free to contact at below mentioned number and address:

Address :	HR,ICICI Securities Limited, Shree Sawan Knowledge Park, Gr. Floor, Plot No. D-507, T.T.C Industrial Area, M.I.D.C, Turbhe, Near Juinagar Railway Station, Navi Mumbai-400705
E-Mail Address :	vinod.subramani@icicisecurities.com
Telephone (Direct) :	044-43546830

Yours sincerely,

For **ICICI Securities Ltd**

Vinod Subramani

Regional Manager - Human Resources

PRIVATE AND CONFIDENTIAL

CJ23157217
February 15, 2022

Subhojeet Dey
Chennai

Dear Subhojeet,

We are pleased to make you an offer of appointment at grade "E" in ICICI Securities Limited (hereinafter referred to as the "Company").Your job title will be "Senior Relationship Manager". You will be placed in “Retail“ Department and “Select“ Function at Chennai.
The following are the terms and conditions of the appointment.

Commencement/Term:

1. You shall be required to join the Company on or before March 04, 2022.

2. Your appointment is subject to you successfully completing your Post Graduation in Management Course. You are required to submit the copy of certificate latest by November 2022. Failure on your part to submit the required document may initiate appropriate action including termination of your services.

3. You will be on probation for a period of six months or such extended period as may be decided by the Company and would be confirmed basis you meeting up the criteria set by the company from time to time. Please note that this offer of employment is subject to the successful completion of your course and to your acquiring knowledge specified by competent authorities from time to time.

4. You will be informed about your confirmation in the services of the Company in writing.

5. On confirmation, employee would retire from the service on attaining the age of 58 years.

Remuneration:

6. Your Basic Salary will be Rs. 129,360/- (Rupees One Lakh Twenty Nine Thousand Three Hundred Sixty Only) per annum.

Allowances:

7. Your House Rent Allowance will be Rs. 64,680/- (Rupees Sixty Four Thousand Six Hundred Eighty Only) per annum.

8. You shall be entitled to Leave Travel Assistance of Rs. 26,950/- (Rupees Twenty Six Thousand Nine Hundred Fifty Only) per annum.

9. You shall be entitled to Supplementary Allowance of Rs. 127,010/- (Rupees One Lakh Twenty Seven Thousand Ten Only) per annum.

Benefits:

In addition to the above, you shall be entitled to the following:-

10. Comprehensive Mediclaim Coverage for you will be up to Rs. 4 Lacs per annum. Once you successfully complete the probation period your immediate family members will be entitled for this benefit. Your immediate family includes yourself, your spouse and 2 dependent children up to the age of 25 years.

11. Personal Accident Insurance coverage upto Rs.50 Lacs for permanent disablement or death due to accidents.

12. Death benefit as per company policy in case of untimely demise while in the service.

13. Retirement Benefits of the company in accordance with the statutory requirements and/or, as per Company policy.

- Employer's Contribution towards Provident Fund of Rs. 21,600/- (Twenty One Thousand Six Hundred Only) per annum.
- Contribution towards Gratuity Fund of Rs 10,776/- (Rupees Ten Thousand Seven Hundred Seventy Six Only) per annum. Pls note, Gratuity amount is payable after completion of 5 years continuous service.

14. Maternity benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by I Sec. Details of such benefits offered to employees and eligibility criteria for availing such benefits are notified by I Sec under "Employee Benefit Policies" available on the intranet, which will be accessible upon joining I Sec.

Performance Bonus/ Sales Incentive Plan:

15. You will participate in the Company's Performance Bonus/ Sales Incentive Plan depending on the function you belong to. The pay out depends on the Company's performance, your strategic business unit (SBU) performance and your performance, and other parameters as the Company may decide from time to time. Please note that there is no minimum and/or guaranteed bonus. The Performance Bonus/ Sales Incentive awarded to you in any year will have no bearing to your previous year's performance bonus.Please note that the Variable Pay payable (if any) to you is inclusive of statutory bonus payable (if any) under the Payment of Bonus Act, 1965 and any amendments therein.

Other Terms and Conditions of Service:

16. Professional Ethics & Confidentiality: While you are in the employment of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, into the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to the Company and to promote the interests of the Company and will not divulge to any person or utilize any of the Company's secrets or other related information (which you may possess by reason of your association with the Company) outside the Company. It is a condition of your employment that you maintain the confidentiality of any and all proprietary information of which you gain knowledge or possession as a result of your employment with the Company. You must not disclose such proprietary information to any person. The term, 'proprietary information' shall mean all Company information whether in oral, written, diskette, graphic or machine readable form,including but not limited to all non-public lists of customers, agents, general agents, intermediaries, prices, business plans,strategic plans, reserves or other non-public financial information, customer base, manuals, designs, procedures, formulas,discoveries, inventions, improvements, concepts, ideas, future plans and budgets, unannounced organizational or staffing changes,financial analyses, competitive analyses, management information, technical data and market studies. This obligation of confidentiality continues after your employment terminates. Further, complete confidentiality of all employment and compensation details is expected to be maintained by you during your period of employment with the Company.

17. IT Security Practice & Procedures: While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by the Company.

18. Transfer: The Company shall have the right to transfer you to any of its offices or ICICI group companies in India and abroad.

19. Notice Period And Termination of Employment: During the probation period, your services would be liable to be terminated by the Company without assigning any reason and by giving seven days notice or notice pay of seven days in lieu thereof. During the probation period, if you decide to leave the Company's services, you will be required to give and serve Forty five days' notice period. In such cases the company reserves the right of recovering expenses such as relocation expenses (if any), etc., from your full & final settlement.

After confirmation, your services would be liable to be terminated by the Company, by giving Ninety days' notice or on payment of an amount equivalent to Ninety days' gross salary in lieu of the notice period. Incase of termination consequent to any disciplinary action or loss of confidence under clauses mentioned in the Code of Conduct & Business ethics, the company would not be liable to give any notice or any notice pay thereof. In case you decide to leave the Company's services, you will be required to give and serve Ninety days' notice.

Further, the company shall be entitled in its sole discretion,to accept your resignation(either during probation period or after confirmation),either with immediate effect or with effect from any date prior to the last day of the notice period .

20. Gross Misconduct: Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Non-compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- If it is found that any incorrect information furnished by you during the interview or while you are employed with the company such as (this is an indicative list and not an exhaustive one) :
  - i. Suppression of any material information by you.
  - ii. Mismatch in your previous employment data even for a day.
  - iii. Mismatch in your previous pay slip.
  - iv. Fake qualification certificates .

- Theft, misappropriation or willful destruction of Company property;
- Refusal or failure to comply with a reasonable instruction given by your supervisor;
- Willful insubordination or disobedience of any lawful and reasonable order of a superior.
- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;

•Violation of Code of Conduct & Business Ethics;
•Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
•You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

Upon termination of your employment, you will return any items belonging to or relating to the Company. These include but are not limited to keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.

21. You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the ICICI Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the ICICI Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

22. General: You agree to authorize “ICICI Securities Limited” and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

As per the Insider Trading Policy of the Company, you and your immediate relatives are required to trade in Securities only through ICICI Securities and not through any other trading member. Accordingly, please ensure that you comply with the above requirement from the date of your joining.

A declaration confirming the above would be required to be signed by you on your date of joining.

For the above purpose, the following persons are defined as Immediate Relatives:

•Your spouse
•Any of the following who is either dependent financially on you or consults you in taking decisions relating to trading in Securities
•your parents, siblings and your children
•your spouse's parents, siblings and children

23. You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies, procedures, Rules of Conduct and Corporate Policies amended from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks, policies, rules and procedures may be amended by the Company at its discretion from time to time and will be binding upon you. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

24. You hereby agree that you would not be acting as a life insurance agent or an insurance broker of any Life / General insurance company or of any corporate agent (other than an employee of ICICI Securities Ltd.) of such insurance company.

25. The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India.

26. Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others:

To Employer:	HR,ICICI Securities Limited, 560-562, Shop No 5 , Century Plaza,Teynampet, Mount Road Chennai-600018
To Employee	E-32 Shiv Ganga Apartment Sonari,, JHARKHAND

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter,duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period, the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

For **ICICI Securities Ltd**



Pramod Naikal

Vice President - Human Resources

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of candidate

ICICI Securities

REMUNERATION DETAILS		
NAME	Subhojeet Dey	
JOB TITLE	Senior Relationship Manager	
GRADE	E	
Components	**Monthly**	**Annually**
Basic	10,780	129,360
HRA	5,390	64,680
Leave Travel Assistance	2,245	26,950
Supplementary Allowance	10,584	127,010
Retiral Benefits		
Employer's Contribution to PF	1,800	21,600
Total Fixed Pay	**30,800**	**369,600**
*Gratuity	898	10,776
Total Pay	**31,698**	**380,376**
** **Gratuity is payable after completion of 5 years of continuous service.**		

June 24, 2022

Mr. Genesis Godwin B S
Door No 6 , 38-Blk ,18Th West Cross Street
Mkb Nagar Vyasarpadi Chennai -600039

Dear **Genesis Godwin B S**,

Sub: Appointment Letter dated 24th day of June 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **June 28, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Chennai** on the following terms and conditions:

1. **Compensation**

(i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.

(ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time)("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

(i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.

(ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

MANIKA AWASTHI
Gurgaon
28.06.2022 18:40

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

MANIKA AWASTHI
Gurgaon
28.06.2022 18:40

10. **Confidentiality and Ownership of Work Product**

(i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.

(ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.

(iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.

(iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

(i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.

(ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

MANIKA AWASTHI
Gurgaon
28.06.2022 18:40

(iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

(i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.

(ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) Term

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) Termination for Cause by the Company

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) *Breach*

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) *Incompetence, Negligence or Unsatisfactory Work Conduct*

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

MANIKA AWASTHI
Gurgaon
28.06.2022 18:40

(c) *Illegal Activity*

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) *Failure to Retain Licenses or Permits*

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) *Failure to successfully complete trainings assigned by the Company*

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) *Alcohol or Substance Abuse*

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) *Failure to Undergo Preventive Treatment*

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) *Long-Term Disability*

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) *Qualification from an unrecognized board and/or university*

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of ***one*** [**1**] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

MANIKA AWASTHI
Gurgaon
28.06.2022 18:40

(iv) Termination by the Employee

(a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one** (**1**) month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.

(b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.

(c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

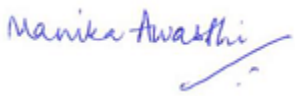
It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

MANIKA AWASTHI
Gurgaon
28.06.2022 18:40

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



_____
Manika Awasthi
AVP HR (AOCS, Engineering & CarGo)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

_____
Genesis Godwin B S:
Date:

MANIKA AWASTHI
Gurgaon
28.06.2022 18:40

Annexure A: Total Rewards Statement

Name: Genesis Godwin B S
Designation: Officer - Security
Band: A
Department: Airport Operations & Customer Services

Compensation w.e.f June 28, 2022						
	S.NO	**COMPONENTS OF COMPENSATION**	**Monthly**	**Annual**	**FREQUENCY OF PAYMENTS**	**DESCRIPTIONS (IF ANY)**
Basic & Allowances (A)	A1	Basic	5,250	63,000	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,625	31,500		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,234	50,808		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,138	13,656	Monthly	As per the Provident Fund act
	B2	Gratuity	253	3,036		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	**Q**	**Total Fixed**	**13,500**	**1,62,000**	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	750	9,000	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	750	9,000	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	**R**	**Cost to Company (CTC)**	**15,000**	**1,80,000**		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	6,500	78,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	**S**	**Total of Emoluments**		**2,71,307**		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance**: For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

MANIKA AWASTHI
Gurgaon
28.06.2022 18:40

ANNEXURE 'B'

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.

MANIKA AWASTHI
Gurgaon
28.06.2022 18:40

IntelliPaat Software Solutions Pvt. Ltd.

AMRTech Park 3,Ground Floor,
Tower B, Hongasandra Village,
Bommanahalli,Hosur Road,
Bengaluru-560068
(M):+917022374614
www.intellipaat.com

Date: May 09th, 2022

FORM 'A'

To,

Harish R
Bangalore

Dear Harish R,

We are pleased to forward you the Offer Letter attached herein and would like to formally welcome you to the growing Intellipaat family.

We are sure that you have had sufficient opportunity to understand in detail your job role, the organization, etc. We would be glad to provide further clarification, if you need any.

You are required to report for duty at our Bangalore office. The address and the contact number are as follows:

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka
Mobile: +91 7022374614

We are in the process of building an organization, where professionals would find full satisfaction in their challenging job roles and an interesting working environment. In this regard, we welcome your contributions too.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same.

We look forward to a mutually beneficial and long-lasting relationship with you.

Yours truly,
Intellipaat Software Solutions Private Limited

Intellipaat Software Solutions Pvt. Ltd. Bangalore

Dewakar Bisht Singh
Director– Human Resources

IntelliPaat
Software Solutions Pvt. Ltd.

AMRTech Park 3,Ground Floor,
Tower B, Hongasandra Village,
Bommanahalli, Hosur Road,
Bengaluru-560068
(M):+917022374614
www.intellipaat.com

Date: May 09th, 2022

To,
Harish R
Bangalore

Dear Harish R,

Sub: Offer Letter

Pursuant to the interview you had with us and based on the representations made by you. You have been shortlisted and we have the pleasure in appointing you on the rolls of **Intellipaat Software Solutions Pvt. Ltd.,** on the following terms and conditions:

1) **Designation:**

Your designation will be **'Technical Research Analyst'.**

2) **Compensation & Benefits:**

a) The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.

b) Your Annual Compensation will be Rs. **420,000/-** (Rupees Four Lakhs Twenty Thousand only) per annum. (The employee is eligible for Rs.**1,00,000**/-of insurance after 3months of joining).

c) Your compensation will be reviewed after the completion of **12months** from the date of your joining.

d) Your salary and its components, incentives, performance bonus, sign on bonus, monetary or non-monetary benefits, and/or any other statutory benefits and deductions will be governed by the company's policies/procedures, taxation policies, and statutory guidelines that are applicable from time to time.

3) **Effective Date of Joining**:

You are requested to report for duty on **May 16th , 2022**. Your application will comeinto effect from your date of joining

IntelliPaat
Software Solutions Pvt. Ltd.

4) NoticePeriod:

Subject to any other agreement between you and the company:

a) Your probation period will be 6 months.

b) Your employment is terminable by Intellipaat without giving notice in writing in the probation period.

c) You need to serve 2 month of notice period without fail, or else the management of Intellipaat can hold your salary/experience letter/relieving letter after joining.

d) The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.

e) In the event of any breach in the terms and conditions stated in the Services Conditions and/or Non-Disclosure Agreement or any act amounting to misconduct, your services will be liable to be terminated without any notice or payment in lieu.

5) Service Conditions and Non-Disclosure Agreement:

a) Your services will be governed by additional terms and conditions as explained in the Service Conditions and Non-Disclosure Agreement.

b) These terms and conditions, in the Service Conditions and Non-Disclosure Agreement are subject to statutory requirements and the company policy.

Note:

- Number of working days is 6 days in a week.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.
- Your incentives will be calculated on a Monthly basis.
- On achievement of the incentives, it will be disbursed only on the following month.
- Your first month salary will be dispersed along with your 4th month salary.

Yours truly,

For Intellipaat Software Solutions Private Limited



Dewakar Bisht Singh

Director– Human Resources

I, agree to accept the terms and conditions mentioned above and also those in the Service Conditions, and Non-Disclosure Agreement documents enclosed with this letter.

Name:_____ Place:_____

Signature:_____ Date:_____

IntelliPaat Software Solutions Pvt. Ltd.

Annexure

	After 6 months	After 1 year	Yearly
Basic	12,550	14,750	177,000
HRA	5,600	6,400	76,800
Conveyance Allowance	1,600	1,600	19,200
Mobile bill	560	640	7,680
Broadband bill	560	640	7,680
Medical reimbursement	1,250	1,250	15,000
Special allowance	2,080	2,920	35,040
PF (Employees Contributions)	1,800	1,800	21,600
PF (Employeer Contributions)	1,800	1,800	21,600
Professional Tax	200	200	2,400
Fixed Cost to Company	**28,000**	**32,000**	**384,000**
Performance Based Incentivies		3,000	36,000
Total Cost to Company	**28,000**	**35,000**	**420,000**

During first 6 months of your probation period, you will get paid **Rs.22,000/- (Twenty-Two Thousand only)..*

Documents required during Joining

1. **ID Proof:** Copy of Aadhaar card/Passport/Pan card/Voter ID card/Other Government Photo ID

2. **Address Proof:** Copy of driving license/Passport/Voters ID/Lease Agreement/Ration Card

3. **Employment Verification Documents**

a) Copy of current employer's Appointment/Confirmation/Appraisal Letter.
b) Copy of current employer's Relieving and Work Experience Letter.
c) Copy of last 3 months' Salary Slip / Certificate.

4. **Other Documents:**

a) Passport Size Photographs (3).
b) Copy of PAN Card.
c) Copies of all Academic & Training Certificates.

Kindly carry your Signed Offer letter along with a passport size photograph pasted on the offer letter on the day of joining.

Yours truly,
For Intellipaat Software Solutions Private Limited

Intellipaat Software Solutions Pvt. Ltd. Bangalore

Dewakar Bisht Singh

Director– Human Resources

#26/80, Luz Avenue,
5th Street, Mylapore, Chennai,
Tamil Nadu, India 600 004.
Mobile: +91 98849 70611
Email: info@iplon.in
Web: www.iplon.in

September 20, 2019

S. Furnikashree
Sathyabama Institute of Science & Technlogy
Chennai.

Dear S. Furnikashree

We are very glad to offer you the position of Intern for your Final Year M.Tech course as part of iPLON Acadamy, iPLON India Pvt Ltd. Please find the following confirmation of the specifics of your internship:

Position Title : Internship
Start Date : Oct 1st, 2021
End Date : March 31st, 2022

Number of Work Hour Per Week: 40 hours per week

Salary/Stipend: your salary for the internship will be ₹ 10000 per month.

Reporting Relationship/Supervisor: you will be reporting to Mr. Bala Selva & can be contacted over phone (+91 7418145715) or by email (balaselvavinayagam@iplon.in)

Intership Responsibility: Your day-to-day responsibility will include the following:

- Monitoring the plant (Rooftop/PV-DG/Utility scale)
- Site visit for iPLON recommended solar PV plants in TN if required
- Daily Status Reporting in the Intranet (Bitrix24)

Work Location: Chennai Office.

In case of any queries regarding the specifics of your internship, please contact Ms. Menaka Devi /Admin Manager of iPLON either by phone(9884845893) or by email(menaka.devi@iplon.in)

Sincerely,



Menaka Devi
Administrative Manager.
iPLON India Pvt Ltd

#26/80, Luz Avenue,
5th Street, Mylapore, Chennai,
Tamil Nadu, India 600 004.
Mobile: +91 98849 70611
Email: info@iplon.in
Web: www.iplon.in

iPLON® India Pvt Ltd.,

September 20, 2019

C. Ishwaraya
Sathyabama Institute of Science & Technlogy
Chennai.

Dear C. Ishwaraya

We are very glad to offer you the position of Intern for your Final Year M.Tech course as part of iPLON Acadamy, iPLON India Pvt Ltd. Please find the following confirmation of the specifics of your internship:

Position Title : Internship
Start Date : Oct 1st, 2021
End Date : March 31st, 2022

Number of Work Hour Per Week: 40 hours per week

Salary/Stipend: your salary for the internship will be ₹ 10000 per month.

Reporting Relationship/Supervisor: you will be reporting to Mr. Bala Selva & can be contacted over phone (+91 7418145715) or by email (balaselvavinayagam@iplon.in)

Intership Responsibility: Your day-to-day responsibility will include the following:

- Monitoring the plant (Rooftop/PV-DG/Utility scale)
- Site visit for iPLON recommended solar PV plants in TN if required
- Daily Status Reporting in the Intranet (Bitrix24)

Work Location: Chennai Office.

In case of any queries regarding the specifics of your internship, please contact Ms. Menaka Devi /Admin Manager of iPLON either by phone(9884845893) or by email(menaka.devi@iplon.in)

Sincerely,



Menaka Devi
Administrative Manager
iPLON India Pvt Ltd

Joy Technologies

Date: March 21st, 2022

To,

Snega S,
3/388,Periyar street, Palavakkam, Chennai - 600041

Dear Snega,

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Content Marketing Internship** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
You will be paid a consolidated Stipend of **Rs.7,000/-** (Seven Thousand Rupees Only) per month. No claim for further benefits such as employment confirmation, additional expenses etc., shall be entertained.

2. Period of Internship
The internship is purely on the aspects as discussed during the personal interaction with us. The duration of the internship is for a period of **One (01) month starting from 21-Mar-2022.** Working hours will be 9 am to 6 PM. Working days will be 5 days a week.

Your association with the Company shall be reviewed at the end of the internship period and converted into permanent employment based on your performance during the internship period/or be terminated at the end of internship.

The Company holds the sole discretion to end the internship at any point of time if it finds severe indiscipline's in attendance, behaviour or issue in performance without paying for the entire internship period.

3. Post Internship package
When the internship is cleared and you are converted into permanent employment your CTC would be **2.6 Lakhs per annum**. CTC includes PF, ESI, Tax, Insurance and any other benefit the company would offer based on statuary law.

3. Confidentiality and Non-Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc., relating to the company that may come to your professional knowledge during your internship period with the company. Upon joining you shall be signing the **'Employee Non-Disclosure Agreement'** with us in this regard.

The terms of this internship, including stipend information, are confidential and should not be discussed with other employees, potential employees, competitive companies or client personnel. Disclosure of this information would result in consideration of the withdrawal of this Agreement or termination of internship / employment. We hope you will appreciate the business considerations behind our Agreement and confidentiality of compensation information.

4. Bond

Entire period of internship and employment is governed by a bond agreement to be signed by all interns at the time of joining. The amount of bond is of Rs.1,00,000 for a period of 1 year from the date of joining.

5. Status Reports

You will provide the company with any reports that are deemed necessary, including time sheets, periodic summaries of your work related activities and accomplishments.

6. Relationship

Your association with the company is purely an internship assignment basis and nothing in this letter shall be deemed to create a relationship of employment between you and the company.
Please sign the duplicate of this letter as a token of your acceptance of the terms and conditions mentioned herein.

We are looking forward to a mutually rewarding relationship.
Wishing you all the best!

For Joy Kingdom Software Services LLP



Authorized Signatory
Samuel Darwin
Chief Executive Officer

28th March, 2022

Dear *Graduate Engineer Trainee*,

WELCOME TO THE JSW GROUP

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee ("GET")** in **'L08T'** grade and your subsequent appointment will be subject to the following terms and conditions:

A. Your training period shall commence from the date of your appointment i.e. 01St June 2022 and will continue for a period of one year. Your initial remuneration as a GET during such training period with JSW shall be **Rs. 8 lakhs** per annum ("**CTC**").

B. You shall be eligible for **Rs. 1.5 lakhs ("Retention Bonus")** spread over 2 years, subject to such terms and condition as may be detailed under the Appointment Letter.

C. This offer is valid subject to **your successful Graduation, with a passing score of Min 60% in aggregate.**

D. The location where you shall be posted shall be communicated to you by May, 2022. You are requested to report at the assigned location a day prior to **01st June, 2022.** Your appointment shall be final subject to the following conditions of eligibility:

   a. You having secured at least 60% in your 10th and 12th standard examinations.
   b. You having completed the B. E/ B.Tech course with a First Class (aggregate 60% or equivalent or more and as per University declaration). In case you fail to clear your degree, then the offer shall stand cancelled and revoked.
   c. You having been declared medically fit by a certified medical practitioner and having provided the necessary documents to such effect. In the event of any medical abnormality, your appointment shall stand cancelled.
   d. You having cleared all reference checking, background verification and having submitted copies of the following documents at the time of your joining (along with the production of the original documents for verification):
      - All Educational Certificates – S.S.L.C, H.S.C, UG/PG, Additional qualifications (If any)
      - Proof of your Date of Birth
      - PAN Card or any other identity cards issued by the Government
      - 5 Passport size photographs
      - Submission of medical fitness as per the medical tests prescribed by JSW.

E. In the event of you not meeting any of the conditions of eligibility stated above, you shall not be eligible for appointment and the offer of appointment shall stand revoked and withdrawn with immediate effect. In the event of you furnishing any wrong, inaccurate information or suppressing any of the information, your appointment as well as this offer, shall be terminated and revoked with immediate effect.

F. A detailed **'Appointment Letter'** will be issued to you after your joining, subject to you fulfilling the conditions of eligibility as stated above. You shall be required to abide by all the terms of the Appointment Letter at all times during the tenure of your with JSW.

G. Further, at any time, during your tenure with JSW, you may be deputed to or transferred to any of JSW's plant locations, unit, site across India or overseas including JSW's affiliates, subsidiaries, group companies or promoter establishments, as per the requirements of JSW.

H. The terms of this LoI are strictly confidential and should be treated as privileged information between you and JSW and you are expected to maintain such information appropriately.

I. This offer and the terms of this LoI apply to the person above-named and as identified by JSW through its recruitment process. This offer or its conditions shall not be construed to the benefit of any other person at any time.

J. You shall be governed by and shall be subject to JSW's HR Policies, code of conduct, standing orders, and such other rules, regulations and guidelines applicable to your category and location of posting, as prevailing under applicable law at the time of your joining JSW or as may be subsequently modified, amended or replaced from time to time.

K. You acknowledge that in case of your subsequent appointment with JSW, you shall not accept any other training or employment or otherwise directly or indirectly be engaged with any trade, business or pursuit on your own account or as an agent for others, without the prior consent of JSW.

L. This LoI shall be governed by the laws of India and in the event of any dispute hereof, the appropriate courts in Mumbai shall have exclusive jurisdiction to adjudicate such disputes.

M. This LoI supersedes all and any other offer/ communication, whether oral or in writing, issued to you earlier.

Kindly confirm acceptance of the above offer via email (gulistaan.ragina@jsw.in / jsw-calyxpod@calyxpod.com) latest within 3 days of the receipt of this LoI by you, as a token of your having read, understood and accepted the offer, failing which this LoI shall stand cancelled, withdrawn, revoked and shall become void.

We look forward to you joining us. We are confident that you will find new challenges, opportunities and satisfaction in your association with JSW.

With Best Wishes,

Yours sincerely,

Dilip Pattanayak

President & CHRO - Steel & Corporate

For JSW Steel / Cement / Paints / ONE Platform

Kaar Technologies India Private Limited
Level 8 Shyamala Towers,
No 136, Arcot Road,
Chennai - 600 093, TN, INDIA
CIN: U72200TN2005PTC087065
t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w | www.kaartech.com

Kaar
In Pursuit of Excellence

Date: 29-10-2021

Name of the Student: Mohana A

Name of the College: Sathyabama Institute of Science and Technology

Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the **"Trainee - SAP Sergeant"** role,

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **Intent to hire letter.**

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of **80% in 10th Std, 80% in 12th Std and 80% in Engineering score without history or standing arrears**. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

You are required to take up internship training program for **6 months** subject to the market conditions and you are eligible for a stipend amount of **Rs. 10000/-** per month.

Upon successful completion of internship program, you will be on probation period for **6 months** during this period you will undergo various classroom and On-Job-Training. Your monthly stipend for the **first 3 months** will be **Rs. 15,000/-** (Rupees Fifteen Thousand Only) and from **4th month** onwards the stipend will be **Rs. 20,000/-** (Rupees Twenty Thousand Only). The above-mentioned stipend is inclusive of Provident Fund as per the statutory act. Probation confirmation will be on the 7th Month, and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of probation, your salary from **7th month** onwards will fall under **Rs. 650000** (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

Authorized Signatory.

I accept the above terms and conditions.

Candidate Signature
Date
Date of Joining

Compensation Structure Details:

The details of your Compensation Structure are given below:

Basic- Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

HRA- 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

Flexi Benefit Allowance (FBA)- The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

Performance Variable Pay – Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

Provident Fund – Provident fund will be governed as per the statutory act.

Gratuity – Gratuity amount shown in the annexure in approximation of your eligibility and 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.

Insurance: – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to **Rs. 200000/-** per annum. Premium for this is included in CTC.
    a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **Rs. 400000/-** per annum. The entire premium for this will have to borne by 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 claim for self, spouse, 2 dependent children. (Subject to change)
        - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of **Rs. 3000000/-**

ANNEXURE

Name: Mohana A
Designation: Trainee
Band: II-D

Compensation Structure in Rs.	**Annual**	**Monthly**
Basic	260000	21667
HRA	130000	10833
Flexi Benefit Allowance	218900	18242
Gross Salary	**543900**	**50742**
Employer's Contribution to PF	21600	1800
Gratuity	13000	NA
Medical Insurance	6500	NA
Annual Cost to Company	**650000**	

Kaar Technologies India Private Limited
Level 8 Shyamala Towers,
No 136, Arcot Road,
Chennai - 600 093, TN, INDIA
CIN: U72200TN2005PTC087065
t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w | www.kaartech.com

Date: 29-10-2021

Name of the Student: Muvva Anudeep

Name of the College: Sathyabama Institute of Science and Technology

Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the **"Trainee - SAP Sergeant"** role,

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **Intent to hire letter.**

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of **80% in 10th Std, 80% in 12th Std and 80% in Engineering score without history or standing arrears**. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

You are required to take up internship training program for **6 months** subject to the market conditions and you are eligible for a stipend amount of **Rs. 10000/-** per month.

Upon successful completion of internship program, you will be on probation period for **6 months** during this period you will undergo various classroom and On-Job-Training. Your monthly stipend for the **first 3 months** will be **Rs. 15,000/-** (Rupees Fifteen Thousand Only) and from **4th month** onwards the stipend will be **Rs. 20,000/-** (Rupees Twenty Thousand Only). The above-mentioned stipend is inclusive of Provident Fund as per the statutory act. Probation confirmation will be on the 7th Month, and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of probation, your salary from **7th month** onwards will fall under **Rs. 650000** (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

Authorized Signatory.

I accept the above terms and conditions.

Candidate Signature
Date
Date of Joining

Compensation Structure Details:

The details of your Compensation Structure are given below:

Basic- Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

HRA- 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

Flexi Benefit Allowance (FBA)- The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

Performance Variable Pay – Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

Provident Fund – Provident fund will be governed as per the statutory act.

Gratuity – Gratuity amount shown in the annexure in approximation of your eligibility and 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.

Insurance: – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to **Rs. 200000/-** per annum. Premium for this is included in CTC.
    a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **Rs. 400000/-** per annum. The entire premium for this will have to borne by 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 claim for self, spouse, 2 dependent children. (Subject to change)
        - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of **Rs. 3000000/-**

ANNEXURE

Name: Muvva Anudeep
Designation: Trainee
Band: II-D

Compensation Structure in Rs.	**Annual**	**Monthly**
Basic	260000	21667
HRA	130000	10833
Flexi Benefit Allowance	218900	18242
Gross Salary	**543900**	**50742**
Employer's Contribution to PF	21600	1800
Gratuity	13000	NA
Medical Insurance	6500	NA
Annual Cost to Company	**650000**	

12 Jan 2022

Hyderabad

Letter of Intent

Dear Mopuri Annie Sowmya,

It was a pleasure interacting with you during our interview process and we believe that you would make a great asset for Keka. We are pleased to issue this offer at Keka for the role of **Intern - Developer**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best of you. We are looking forward to working with you at the earliest.

1. Your date of joining would be **17 Jan, 2022** and the offer stands withdrawn thereafter unless the date is extended by us and communicated to you in writing.

2. You will be working in our office located in **Hyderabad** but will work for the company or any of its subsidiaries or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. During the **internship duration** of **6 Months,** you are entitled to receive a monthly stipend of **15020.**

4. During this period you would go through continuous training and assessment. You are required to maintain standards of performance & uphold the company's values at all times.

5. On successful completion of the Internship and probation, you will be appraised of your performance and salary would be revised. It will be **INR 700000** per annum based on your performance during probation.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company. You will be entitled to leaves and holidays as per the Policy of the company.

7. Please confirm your acceptance of the offer by responding to us within 36 hrs.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

12 Jan 2022

Hyderabad

Letter of Intent

Dear Satyam,

It was a pleasure interacting with you during our interview process and we believe that you would make a great asset for Keka. We are pleased to issue this offer at Keka for the role of **Intern - Quality Analyst**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best of you. We are looking forward to working with you at the earliest.

1. Your date of joining would be **17 Jan, 2022** and the offer stands withdrawn thereafter unless the date is extended by us and communicated to you in writing.
2. You will be working in our office located in **Hyderabad** but will work for the company or any of its subsidiaries or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.
3. During the **internship duration** of **6 Months,** you are entitled to receive a monthly stipend of **15020.**
4. During this period you would go through continuous training and assessment. You are required to maintain standards of performance & uphold the company's values at all times.
5. On successful completion of the Internship and probation, you will be appraised of your performance and salary would be revised. It will be **INR 600000** per annum based on your performance during probation.
6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company. You will be entitled to leaves and holidays as per the Policy of the company.
7. Please confirm your acceptance of the offer by responding to us within 36 hrs.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

CIN : U19129TN1985PTC011821

KH EXPORTS INDIA PRIVATE LIMITED

KH Group, 15/2, College Road, Nungambakkam, Chennai – 600 006, India

Tel : 91 – 44 -4220 6800 (10 lines) Fax : 91 – 44 – 4027 6953 E-Mail : khgroups@khindia.com

Mr. M. Khizar Hussain Malack.MBA.,M.Com.,
Managing Director

Date : 15.03.2022

To

Ms.S.Gracy.B.Com.,
D/o.N.Stephen,
No.76/2,E.C.R.Road,
Kudumiyandi thoppu,
Panaiyur, Chennai – 600 119.

Dear Ms.S.Gracy.B.Com.,

We are writing this letter in order to inform you that we have received your resume and we are pleased to confirm your appointment at KH Exports India Private Letter in the capacity of Project Manager on the project "KH exports India Leather Products for Government Schools" for our upcoming campaign. This project duration is 3 months from April to June.

You are required to coordinate the interns under you for the completion of project.

We are offering you a stipend of Rs.29,500 per month with entitlement to work from home and report to the company weekly once compulsorily. You will receive a performance bonus of 15% from project amount at the execution of project.

We are pleased to have you as a member of our project and wish that you do so for years to come. We believe that you will give your best for this project.

Looking forward to working together with you.

Thanking you,

For KH Exports India Private Limited,

R. Abdul Wahab

Mr.R.Abdul Wahab – Head HR
Authorized Signatory

Date: May 3, 2022

Mercy S

17/6 Mohan Rao Colony,
2nd Cross, Annal Illam,
Krishnagiri,
Pin code- 635 001

Subject: Training Appointment Letter

Dear Mercy,

We would like to congratulate you on being selected for Training with Linde South Asia Services Private Limited subject to the terms and conditions contained in this Appointment Letter:

1. Position/Designation and Department:

You are being appointed in the position of **Graduate Engineer Trainee** in our Healthcare Sales department based at Bangalore. The Company reserves the right to relocate you to any of its other locations if this is deemed necessary by the Company.

Your training will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

The project details and technical platform will be shared with you on the commencement of training.

2. Period of Training and Stipend:

Your training with the Company shall commence on **03rd October 2022** and shall continue for a period of 12 months ("**Training Period**"). During the said Training Period you will be given a Stipend of Rupees **5,00,000/- per annum only (Rs.41,667/- per month only)**

Linde South Asia Services Pvt Ltd
102, Haudin House,
Haudin Road,
Bangalore 560042, India
Phone +91 80 4151 5161
www.linde.in

You shall be eligible to make claims for reimbursements for reasonable expenses incurred by you for the Company in accordance to the Company's policies and regulations for trainees.

3. Term and Conditions:

You hereby agree, represent and covenant with the company that during your training with the Company:

(a) You shall maintain the highest standard of work ethic, character and conduct;

(b) You shall at all times during your training with the Company, strictly adhere to and obey and abide by all applicable rules and regulations and the code of conduct of the Company including Linde's Code of Business Integrity;

(c) The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the company shall be binding on you and shall override this Appointment Letter to that extent.

(d) You shall not take up employment with or engage or participate in any discussion or negotiation with (either directly or indirectly or through an employment agency), any third person.

(e) You shall not (either directly or indirectly or through any agency) solicit or entice away or endeavour to solicit or entice away any employee, associate, vendor/service provider or customer of the company or interfere with or endeavour to interfere with any contract, arrangement understanding or agreement, or renewal of any of them, entered into by the company with such employee, associate, vendors/services providers and/or customers;

(f) You have no conflicting agreement of training, employment, confidentiality, non-disclosure, non-competition or otherwise with any third party or person;

(g) You will provide your personal details, including education information, to the Human Resources department as may be required.

(h) Your appointment may be terminated by the company or by you, without cause, by giving written notice of **Fifteen (15) days, or fifteen days' stipend in lieu of notice**. The company also reserves the right to terminate your appointment summarily without any notice period or payment of stipend in lieu of notice period, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of the terms of your appointment or caused any loss to the company. On giving such notice, you will immediately return to the company all company property including all tools, accessories, formulae, documents, specifications, books, computer software and hardware etc. of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person(s), office(s), department(s). Only upon production of these clearances will the Company settle your dues, if any.

Linde South Asia Services Pvt Ltd
102, Haudin House,
Haudin Road,
Bangalore 560042, India
Phone +91 80 4151 5161
www.linde.in

4. Confidentiality:

4.1 You irrevocably agree not to use or disclose, except to the extent of the duties may require, any of the terms of this Appointment letter or company's confidential information (whether or not conceived, originated discovered, or developed by you) unless the company consents in writing. You undertake and agree not to make any copies and/or reproduce or replicate any confidential information without the prior written approval of the company; nor directly and/or indirectly distribute or communicate the confidential information to any third party. You understand that this obligation shall remain binding and effective even after the expiry or termination of your training with the Company.

4.2 You shall not make any announcement or make/give any statement or express any opinion or point of view, in or to the press, news channels, newspapers news reporters, social media,

(including Facebook and Twitter), media at large or to any third party/person (whether directly or indirectly, formally or informally) regarding any information (including but not limited to confidential information) in respect of the company.

4.3 You agree to deliver to the company, and not keep or deliver to any other person or entity, at the end of your training, or at any other time at the company's request, all documents, company assets and any other items in your possession pertaining to the business of the company, including but not limited to, confidential information and company assets. If any company assigned assets, document or other items pertaining to the business of the company or originating with the company come into your possession after your training ends, you will promptly deliver them to the company.

5. Upon completion

Upon completion of the training period your training and association with the company will come to an end.

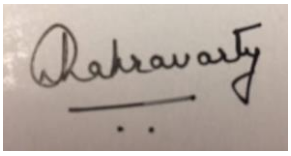
6. Governing Law and Jurisdiction

This Contract shall be governed by the laws of India and subject to the exclusive jurisdiction of the courts at Bengaluru.

For, Linde South Asia Services Pvt Limited

Yours truly,

Linde South Asia Services Pvt Ltd
102, Haudin House,
Haudin Road,
Bangalore 560042, India
Phone +91 80 4151 5161
www.linde.in

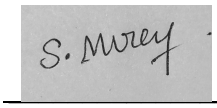


Nita Chakravarty

Head HR & Admin – South Asia

ACCEPTANCE

I, Mercy S, accept this offer on the terms and conditions mentioned in this letter and confirm that I will join on 3rd October 2022.

Signature: 

Date: 20/06/2022

Linde South Asia Services Pvt Ltd
102, Haudin House,
Haudin Road,
Bangalore 560042, India
Phone +91 80 4151 5161
www.linde.in

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www.linde.in

Mindtree
A Larsen & Toubro Group Company

Date:12-Apr-2022

To

Erin Jemimah Jayakirubai Jayakirubai
INDIA

Dear Erin Jemimah Jayakirubai Jayakirubai,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

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

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

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

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

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

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Chennai (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Chennai will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

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

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

a) 10th, 12th and graduation (all semesters) mark sheets originals;
b) Degree completion/provisional certificate original;
c) Pan card original;
d) Aadhaar card original; and
e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

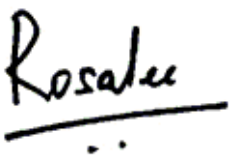
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

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

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function

Mindtree
A Larsen & Toubro Group Company

Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Erin Jemimah Jayakirubai Jayakirubai,** agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	ERIN JEMIMAH JAYAKIRUBAI JAYAKIRUBAI

Annexure 1

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

Name : **Erin Jemimah Jayakirubai Jayakirubai**

Salary Grade : **C1**

Designation : **ENGINEER**

Stipend : **INR 26,000 per month**.

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

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 600,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,500,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

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A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from date of confirmation

Name : Erin Jemimah Jayakirubai Jayakirubai

Salary Grade : C1

Designation : ENGINEER

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

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	**352,008**
Bonus / Variable Compensation**	48,000
Annual Cost to Company	**400,008**

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

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Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 600,000. Top up options with additional / higher insurance coverage are available as per policy.

- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.

- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

Mindtree
A Larsen & Toubro Group Company

Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.

2. The term, "the Company" refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of **INR 26,000** per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 400,008.00** per annum Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/ facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3)months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.

b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.

c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 **The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. 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 and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Chennai to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Chennai, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

Mindtree
A Larsen & Toubro Group Company

Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than $25. If you receive any gifts from a vendor with a value greater than $25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and *https://www.mindtree.com*.

Agreed and Accepted

Signature :

Name :

Date :

Mindtree
A Larsen & Toubro Group Company

Date:12-Apr-2022

To

Sankara Narayanan K Narayanan
INDIA

Dear Sankara Narayanan K Narayanan,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

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

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

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

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

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

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Chennai (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Chennai will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

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

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

a) 10th, 12th and graduation (all semesters) mark sheets originals;
b) Degree completion/provisional certificate original;
c) Pan card original;
d) Aadhaar card original; and
e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

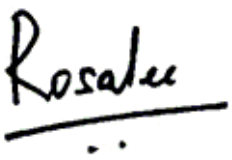
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

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

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function

Mindtree
A Larsen & Toubro Group Company

Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Sankara Narayanan K Narayanan,** agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	SANKARA NARAYANAN K NARAYANAN

Annexure 1

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

Name : **Sankara Narayanan K Narayanan**

Salary Grade : **C1**

Designation : **ENGINEER**

Stipend : **INR 26,000 per month**.

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

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 600,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,500,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

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Annexure 2

Compensation stack effective from date of confirmation

Name : Sankara Narayanan K Narayanan

Salary Grade : C1

Designation : ENGINEER

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

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	**352,008**
Bonus / Variable Compensation**	48,000
Annual Cost to Company	**400,008**

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

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Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 600,000. Top up options with additional / higher insurance coverage are available as per policy.

- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.

- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

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Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.

2. The term, "the Company" refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of **INR 26,000** per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 400,008.00** per annum Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/ facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3)months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.

b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.

c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 **The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. 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 and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Chennai to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Chennai, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

Mindtree
A Larsen & Toubro Group Company

Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than $25. If you receive any gifts from a vendor with a value greater than $25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and *https://www.mindtree.com*.

Agreed and Accepted

Signature :

Name :

Date :

Mirketa Software Pvt. Ltd.
Reg. Office: Level 3B, DLF Centre,
Sansad Marg,Connaught Place
New Delhi -110001

December 23rd, 2021

EMPLOYMENT OFFER LETTER

Dear **Ms. Jothilakshmi V,**

Mirketa Software Pvt Ltd. is pleased to offer you a job as **Salesforce Developer Trainee for Bangalore location.** We trust that your knowledge, skills, and experience will be among our most valuable assets.

You will be joining our team on **January 17th, 2022**. For now, your onboarding would be **Virtual / Remote onboarding**. When we open our office, you are required to work from office. You should accept this job offer; per company policy you'll be eligible to receive the following beginning on your hire date.

Salary:

Your CTC will be **INR 5,00,000** annually, paid in accordance with the Mirketa's payroll procedures. Your CTC includes Basic Salary, Allowances and PF Contributions.

Please find below your CTC breakup:

Particulars	Monthly Breakup	Annual Breakup
Basic	16,668	2,00,016
HRA	8,334	1,00,008
PF - Employer Contribution	2,000	24,000
PF - Employee Contribution	2,000	24,000
Special Allowance	12,665	1,51,976
Gross Salary	**41,667**	**5,00,000**
Annual Performance Bonus	-	-
Total CTC (Incl. Bonus)	**41,667**	**5,00,000**
In Hand Salary (Excl. Tax and Bonus)	**37,667**	**4,52,000**

Probation Period:

You will be on a probation period for the initial 6 months of your employment. During and after the end of your probation period your performance will be evaluated. After the end of your probation period Mirketa will confirm your employment continuation. Mirketa reserves the right to terminate your employment without any notice during Probation period.

Working Hours:

You may be required to work in shift and/or working hours as defined by Mirketa. You may be required to work beyond your existing working hours depending upon the business requirement from time to time. No shift allowance is entitled. Whenever you are working shift changes, shift allowance will be always based on project / management discretion.

Mirketa Software Pvt. Ltd.
Reg. Office: Level 3B, DLF Centre,
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Health Insurance:

You are eligible to get employee-self group health insurance coverage of sum insured amount 3.00 Lac annually. For more information you may go to health insurance policy in HR policy shared drive.

Mobility:

Mirketa reserve the rights to transfer you at any work sites or companies in India or outside India, on the term and conditions as applicable to you at that time.

Background Check:

The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.

Alternative Employment:

During your employment at Mirketa you are not permitted to undertake any other employment, business opportunities without any prior written permission of Mirketa Software Pvt. Ltd,

Non-compete, intellectual property and confidentiality agreement:

As a part of the joining formalities, you are required to sign non-compete, intellectual property and confidentiality agreement which aims to protect the intellectual property rights and business information of Mirketa and its client.

Provisional Employment Terms
Your employment offer is contingent upon the following:

- Successful completion of the engineering degree by July 30th, 2022 or depending upon exam completion date.
- Successful completion of Mirketa Internship cum Training program.

Internship Cum Training Program:

You are required to join Mirketa Internship cum training program January 17th, 2022. You will be paid INR 2.28 LAC per annum, which include Provident Fund and ESIC. Your take-home will be INR 15,300/ - per month during training period. Your performance would be evaluated periodically during training period.

Notice Period:

If you leave the company during the probation period, then you must serve a notice period of 30 days and after probation period you must serve a notice period of 60 days.

Evidence of Employment Eligibility:

You will be required to provide to the Company documentary evidence of your identity and eligibility for employment in India. Such documentation must be provided to us within three (3) business days of your date of hire, or our employment relationship with you may be terminated.

Mirketa Software Pvt. Ltd.
Reg. Office: Level 3B, DLF Centre,
Sansad Marg,Connaught Place
New Delhi -110001

Non-Solicitation of the employees:

You agree that during your employment with the company and for two year following termination of your employment with the company, including without limitation, termination by the company for cause or without cause you shall not, directly or indirectly solicit or induce or attempt any employee of the company to leave the company for any reason whatsoever or hire any employee of the company.

Non-Solicitation of the Clients:

You agree that during your employment with the company and for two year following termination of your employment with the company, including without limitation, termination by the company for cause or without cause you shall not, directly or indirectly solicit or induce or attempt any employment or any direct or indirect business contract with any of Company's Clients.

Limitations:

We also ask that, if you have not already done so, you disclose to the Company any and all agreements relating to your prior employment that may affect your eligibility to be employed by the Company or limit the manner in which you may be employed. It is the Company's understanding that any such agreements will not prevent you from performing the duties of your position and you represent that such is the case. Moreover, you agree that, during the term of your employment with the Company, you will not engage in any other employment, occupation, consulting or other business activity directly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company. Similarly, you agree not to bring any third party confidential information to the Company, including that of your former employer, and that in performing your duties for the Company you will not in any way utilize any such information.

As a Company employee, you will be expected to abide by the Company's rules and standards. Specifically, you will be required to sign an acknowledgment that you have read and that you understand the Company's rules of conduct which are included in the Company Handbook, which the Company will soon complete and distribute.

Dispute Resolution:

In the event of any dispute or claim relating to or arising out of our employment relationship, you and the Company agree that (i) any and all disputes between you and the Company shall be fully and finally resolved by binding arbitration, (ii) you are waiving any and all rights to a jury trial but all court remedies will be available in arbitration, (iii) all disputes shall be resolved by a neutral arbitrator who shall issue a written opinion, (iv) the arbitration shall provide for adequate discovery. Please note that we must receive your signed Agreement before your first day of employment.

To accept this job, offer:

1. Sign and date this job offer letter were indicated below.
2. Attend new-hire orientation on will be **January 17th, 2022**, or another mutually agreed upon date.

Mirketa Software Pvt. Ltd.
Reg. Office: Level 3B, DLF Centre,
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New Delhi -110001

If you accept this job offer, your hire date will be on the day that you attend new-hire orientation.
The terms of this offer letter are considered confidential information to Mirketa Software Private Limited, and we trust that you will treat it confidentially. It may not be used for distribution.

Please bring the copies of the following documents at the time of your joining.

- Personal Identity Proof
- Educational Documents – Mark sheets & Degree
- Last Employment – Appointment & Relieving Letters along with the Last 3 Salary Slips/ Bank Statement
- 3 Passport Size Photographs
- Address Proof and PAN card copy
- Signed copy of offer letter and Employee Non-Compete Agreement

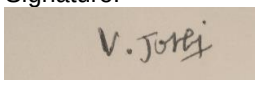
We are confident that you will be an asset to our team, and we look forward to your joining us.
Sincerely,



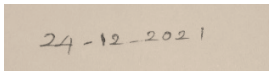
Anu Agarwal
Head – HR, Mirketa Software Pvt Ltd

Accept Job Offer
By signing this letter below, I, **Jothilakshmi V,** accept the job offer of **Salesforce Developer Trainee** at Mirketa Software Private Limited.

Signature:



Date:



12th October 2021

Kamal Sharma

+91 9566226251

kamaldgrt@gmail.com

Dear **Kamal,**

We are pleased to confirm our offer for the position of **Software Engineer - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Mr. Cooper Group Inc., headquartered in Dallas, Texas. Mr. Cooper Group Inc. is an industry-leading mortgage services provider, including servicing, originations, and digital real estate solutions.

Your compensation in this position will be **INR 750,000/-** per annum excluding benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible adjustments based on competitive practices and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund) and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the government on these matters.

Performance based Retention Bonus: You will be eligible for a performance-based retention bonus, subject to the terms described below:

1. INR 100,000/- will be paid to you after your completion of the 1st year with Mr. Cooper Group.
2. INR 150,000/- will be paid to you after your completion of the 2nd year with Mr. Cooper Group.

Both sums will be taxable and paid to you through the following reasonable payroll cycle once you complete the mentioned tenure subject to meeting performance expectations.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – Group Term Life (GTL), Group Personal Accident (GPA) and Group Mediclaim Coverage (GMC), Gratuity, etc. Details of the benefits are available in the offer annexure.

Other terms and conditions:

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.

2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasized that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.

3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.

4. Probation: You will be on probation for a period of 6 months from the date of your joining service. Your performance will be reviewed at the end of the probation period, post which if found satisfactory, your services will be confirmed in writing. It should be noted that unless your services are confirmed in writing, it would be presumed that you continue to be on probation. During this probation period, the Company will reserve the right to terminate your appointment at any time by giving 1 (one) months' notice or payment in lieu of notice.

5. Notwithstanding anything stated above, upon your confirmation, the Company will reserve the right to terminate your appointment at any time by giving 2 (two) month notice or payment in lieu of notice. In case you desire to leave the service of the company at any time, you are required to give 2 (two) month prior notice. Your resignation will be effective when the Company accepts the same. You shall not have the option to withdraw your resignation after it is accepted.

6. You are required to be compliant with the policies of NSM Services Pvt. Ltd. at all times, which will be shared with you at the time of joining.

This offer is not intended to create a contract of employment for an indefinite period of time and is valid until **8th October 2021.** Your signature on the bottom of this letter serves as your written acceptance of the stated offer.

Your start date with us will be **1st July 2022**, subject to successful completion of your current graduation, verification of your records and completion of the background check. This background verification will be done by a third party and will be initiated upon offer acceptance. The Company reserves the right to invalidate offer/end your employment as the case maybe, should the results of your background verification be negative. Your appointment shall be confirmed subject to your final semester results. Your appointment shall stand automatically terminated if you fail to attain minimum pass marks as mandated by your Board of education/University.

Please note that upon your unqualified acceptance of this letter of offer, you will be issued a formal employment/appointment letter, which shall contain the detailed terms and conditions of your employment with the Company, and which shall constitute the entire agreement between you and the Company and shall supersede all prior understandings, agreements or arrangements between you and the Company with regard to your employment with the Company.

At the time of reporting for duty, please furnish the documents

- Proof of Age (Birth certificate / School leaving certificate)
- Academic certificates. 10th,+2, Graduation – (Provisional Certificate, Individual /Consolidated Marksheet and Degree Certificate)
- Copy of PAN card and Aaadhaar Card/Passport/Voter's ID/Driving license
- Any merit / technical certificates and Recent Passport size photographs – 4 Nos.

We believe you will make an excellent addition to the team and we are all excited to work with you. We are looking forward for you to start in this position on or before **1st July 2022**. I look forward to your decision soon. Please note that in the event that we do not receive your acceptance of this offer on or before **14th October 2021**, this offer shall be automatically be deemed as cancelled without notice and cease to be effective.

Sincerely,

For **NSM Services Private Limited**

Arati Mohanram
Vice President - People Org, India Center

I**, Kamal Sharma** accept the above offer and would be joining on or before **1st July 2022.**

Kamal Sharma
13/10/2021

Kamal Sharma

ANNEXURE – SALARY BREAK UP

Name : **Kamal Sharma**

Designation : **Software Engineer - Trainee**

Particulars	**Compensation Per Month (In ₹)**	**Compensation Per Annum (In ₹)**
Basic	34,375	412,500
HRA	17,188	206,256
Special Allowance*	9,137	109,644
Gross Salary (₹)	**60,700**	**728,400**
PF Company's Contribution (₹)**	1,800	21,600
Total Compensation (₹)	**62,500**	**750,000**
Additional Benefits***		Benefits Value
Medical Insurance		750,000
Group Term Life Insurance		4 times of Annual Total Compensation
Group Personal Accident Insurance		4 times of Annual Total Compensation
Gratuity		As per Payment of Gratuity Act, 1972 read along with Company policy

*Special Allowance: Special Allowance includes an optional Flexible Benefit Plan (FBP). You can choose from a basket of allowances such as Driver Salary, Petrol, Fuel & Vehicle Repair & Maintenance, Telephone, Broadband, Books and Periodicals, Food Coupons, LTA (all these components have individual limits), as part of your tax planning. These FBP components are reimbursed on submission of appropriate bills. Balance of unallocated special allowance will be taxable and paid in actual.

** Provident Fund: The current PF contribution is Rs.1800/- per month. If you wish to increase this contribution to 12% of your basic pay, you may do so and inform to HR of the same. Please note this choice may change your FBP eligibility limits.

***Additional Benefits:**

Medical Insurance: Insurance coverage for employee, dependent parents, spouse and up to 2 children on a floater basis.

Group Term Life Insurance: Coverage of **4 times of Annual Total Compensation** in case of natural death.

Group Personal Accident Insurance: Coverage of **4 times of Annual Total Compensation** in case of death due to accident. Also covers permanent total and partial disability and temporary disability of the employee.

For **NSM Services Private Limited**



Arati Mohanram
Vice President - People Org, India Center

13th January 2022

Prakash S
+91 9940323104
prakashdon29121999@gmail.com

Dear **Prakash,**

We are pleased to confirm our offer for the position of **Analyst - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Mr. Cooper Group Inc., head quartered in Dallas, Texas. Mr. Cooper Group Inc. is an industry-leading mortgage services provider, including servicing, originations, and digital real estate solutions.

Your compensation in this position will be **INR 600,000/-** per annum excluding benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible adjustments based on competitive practices and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund) and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the government on these matters.

Performance based Retention Bonus: You will be eligible for a performance-based retention bonus, subject to the terms described below:

1. INR 100,000/- will be paid to you after your completion of the 1st year with Mr. Cooper Group.
2. INR 150,000/- will be paid to you after your completion of the 2nd year with Mr. Cooper Group.

Both sums will be taxable and paid to you through the following reasonable payroll cycle once you complete the mentioned tenure subject to meeting performance expectations.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – Group Term Life (GTL), Group Personal Accident (GPA) and Group Mediclaim Coverage (GMC), Gratuity, etc. Details of the benefits are available in the offer annexure.

Other terms and conditions:

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.

2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasized that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.

3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.

4. Probation: You will be on probation for a period of 6 months from the date of your joining service. Your performance will be reviewed at the end of the probation period, post which if found satisfactory, your services will be confirmed in writing. It should be noted that unless your services are confirmed in writing, it would presumed that you continue to be on probation. During this probation period, the Company will reserve the right to terminate your appointment at any time by giving 1 (one) months' notice or payment in lieu of notice.

5. Notwithstanding anything stated above, upon your confirmation, the Company will reserve the right to terminate your appointment at any time by giving 2 (two) month notice or payment in lieu of notice. In case you desire to leave the service of the company at any time, you are required to give 2 (two) month prior notice. Your resignation will be effective when the Company accepts the same. You shall not have the option to withdraw your resignation after it is accepted.

6. You are required to be compliant with the policies of NSM Services Pvt. Ltd. at all times, which will be shared with you at the time of joining.

This offer is not intended to create a contract of employment for an indefinite period of time and is valid until **15th January 2022.** Your signature on the bottom of this letter serves as your written acceptance of the stated offer.

Your start date with us will be **1st July 2022**, subject to successful completion of your current graduation, verification of your records and completion of the background check. This background verification will be done by a third party and will be initiated upon offer acceptance. The Company reserves the right to invalidate offer/end your employment as the case maybe, should the results of your background verification be negative. Your appointment shall be confirmed subject to your final semester results. Your appointment shall stand automatically terminated if you fail to attain minimum pass marks as mandated by your Board of education/University.

Please note that upon your unqualified acceptance of this letter of offer, you will be issued a formal employment/appointment letter, which shall contain the detailed terms and conditions of your employment with the Company, and which shall constitute the entire agreement between you and the Company and shall supersede all prior understandings, agreements or arrangements between you and the Company with regard to your employment with the Company.

At the time of reporting for duty, please furnish the documents

- Proof of Age (Birth certificate / School leaving certificate)
- Academic certificates. 10th,+2, Graduation – (Provisional Certificate, Individual /Consolidated Marksheet and Degree Certificate)
- Copy of PAN card and Aaadhaar Card/Passport/Voter's ID/Driving license
- Any merit / technical certificates and Recent Passport size photographs – 4 Nos.

We believe you will make an excellent addition to the team and we are all excited to work with you. We are looking forward for you to start in this position on or before **1st July 2022**. I look forward to your decision soon. Please note that in the event that we do not receive your acceptance of this offer on or before **15th January 2022**, this offer shall be automatically be deemed as cancelled without notice and cease to be effective.

Sincerely,

For **NSM Services Private Limited**



Arati Mohanram
Vice President - People Org, India Center

I**, Prakash S** accept the above offer and would be joining on or before **1st July 2022.**

Prakash S

ANNEXURE – SALARY BREAK UP

Name : Prakash S

Designation : Analyst - Trainee

Particulars	Compensation Per Month (In ₹)	Compensation Per Annum (In ₹)
Basic	27,500	330,000
HRA	13,750	165,000
Special Allowance	6,950	83,400
Gross Salary (₹)	**48,200**	**578,400**
PF Company's Contribution (₹)	1,800	21,600
Total Compensation (₹)	**50,000**	**600,000**
Shift Allowance		
Additional Benefits		Benefits Value
Medical Insurance		750,000
Group Term Life Insurance		4 times of Annual Total Compensation
Group Personal Accident Insurance		4 times of Annual Total Compensation
Gratuity		As per Payment of Gratuity Act, 1972 read along with Company policy

*Special Allowance: Special Allowance includes an optional Flexible Benefit Plan (FBP). You can choose from a basket of allowances such as Driver Salary, Petrol, Fuel & Vehicle Repair & Maintenance, Telephone, Broadband, Books and Periodicals, Food Coupons, LTA (all these components have individual limits), as part of your tax planning. These FBP components are reimbursed on submission of appropriate bills. Balance of unallocated special allowance will be taxable and paid in actual.

** Provident Fund: The current PF contribution is Rs.1800/- per month. If you wish to increase this contribution to 12% of your basic pay, you may do so and inform to HR of the same. Please note this choice may change your FBP eligibility limits.

***Additional Benefits:**

Medical Insurance: Insurance coverage for employee, dependent parents, spouse and up to 2 children on a floater basis.

Group Term Life Insurance: Coverage of **4 times of Annual Total Compensation** in case of natural death.

Group Personal Accident Insurance: Coverage of **4 times of Annual Total Compensation** in case of death due to accident. Also covers permanent total and partial disability and temporary disability of the employee.

For **NSM Services Private Limited**



Arati Mohanram
Vice President - People Org, India Center

CONTRACT OF EMPLOYMENT

Date: January 11, 2022

Name : Balaraju Mudragada
Candidate ID : 25626213
Sathyabama Institute of Science and Technology

Dear **Balaraju,**

We refer to the offer letter dated **October 25, 2021** we are pleased to appoint you to the position of **Trainee Decision Scientist** with **Mu Sigma Business Solutions Private Limited** ('**Company**') effective from **January 11, 2022 ('Effective Date**').

This Letter is the form of Contract of Employment that sets out the terms and conditions upon which the Company is prepared to employ you. Your execution of this Contract constitutes your acceptance of entering into employment with the Company on the following terms and conditions:

1. Interpretation:

Unless otherwise provided, in the event of any conflict between this Contract and the Offer Letter, the terms and conditions of this Contract shall prevail.

2. Designation:

You shall be employed as a permanent employee in the capacity of **Trainee Decision Scientist** in the Company from the Effective Date in accordance with the terms and conditions set out herein.

3. Place of Posting:

Your place of posting is **Bangalore** However during your employment with the Company you may be posted or transferred/attached to any other departments/ units/companies/ offices or clients of Company either in India or abroad at the sole discretion of the management of the Company. You may be required to work in shifts if required, based on project requirements. You may also be required to travel to any location as may be specified by the Company for the purposes of the business of the Company.

4. Reporting Authority:

You shall report to an **Apprentice Leader** or any other authorized person nominated by the Company from time to time, who will in turn assign your role, duties and responsibilities in the Company.

5. Scope of service:

You will perform the duties and responsibilities set out by the Company and assigned to you from time to time.

The Company shall be entitled to change or amend the services performed by you at any time on serving a written notice. You are governed by the service rules and regulations of the Company which are in force or may come in force from time to time.

6. Training

Your will undergo training for a period of 5 months for learning and delivering value real-time every day upon joining depending on the business requirement. The training program is designed to promote your competence, understanding and familiarity of the Company's business as well as enable you to develop a problem-solving mindset.

The Company will be making use of its best resources, not limited to human or technical ones, and is incurring cost for your benefit. The Company will also be using its proprietary and confidential information for the purposes of your Training Program. The Company is incurring an expenditure of approximately Rs. 10,00,000/- (Rupees Ten Lakh Only) towards meeting the costs in connection with Your Training Program.

7. Remuneration:

An estimate of your Cost to Company (CTC) including training is as per **Annexure 1**. Your total compensation will comprise of salary advance, annual base salary, guaranteed bonus, provident fund contributions and any other components listed in **Annexure 2**. The details of the remuneration payable to you are personal and shall be treated with strict confidentiality and shall not be disclosed unless otherwise required by law.

Please note that the various CTC components mentioned in **Annexure 2** will be governed by the prevalent employment policies of the Company as in force from time to time and will be subject to deductions under applicable laws as may be in force from time to time. It will also be dependent on the performance of the Company and market forces surrounding the Company.

8. General duties and obligation:

You shall perform your duties and obligations and carry out your services as contained herein with a reasonable degree of care and skill. You agree to abide by all standards, requirements, rules, regulations, ethics, policies, practices and Information security responsibilities generally recognized in profession and as are established/ altered/amended by the Company from time to time. You will make every effort to protect all data in your and the Company's custody from unauthorized access, disclosure, modification, destruction. You understand and agree to comply with Information Security Policy, not limiting to adherence to acceptable usage of assets, maintain confidentiality and report security events or potential events or other risks to the organization.

9. Term:

This Contract shall come into effect from the Effective Date and shall remain in force until expiry or termination of the Contract in accordance with Section 11.

10. Termination

10.1 Termination at will:

During the first 54 (fifty-four) months of your employment ('**Fixed Track Tenure**'), this Contract may be terminated by you with 30 days prior notice, you are required to pay the penalty as mentioned in **Annexure 1**. The Company shall be entitled to recover from you the penalty, all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure. The company may terminate your employment for misconduct and recover the penalty from you.

Upon completion of the Fixed Track Tenure, this Contract may be terminated by either the Company or you, without cause by serving a written notice of such termination 30 days or payment of one-month salary in lieu thereof. In the event of termination by the employee without notice or payment in lieu thereof, the Company shall be entitled to recover all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure from you.

10.2 Termination for cause:

The Company shall be entitled to terminate this Contract without notice on any of the following grounds:

i. Any act or omission by you that is a material breach of your Services under this Contract. Such act or omission shall include any act of willful neglect or refusal to perform your duties under this Contract, any act of willful dishonesty, fraud, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without valid reason or deliberate material injury with respect to the Company,

ii. In the event of any unauthorized leave or absence of work exceeding 7 working days.

iii. In the event that you are convicted for any offence involving moral turpitude or the commission or omission of any act that is likely to bring disrepute to the business of the Company.

iv. On the insolvency of the Company

v. On the death of the employee.

vi. Permanent disability of the employee. For the purposes of this section, if the disability is of a nature that prevents the employee from carrying on his/her Services under this Contract for a consecutive period of 180 days in a 365 day period.

It is clarified that the Company shall be entitled to recover the penalty mentioned in Annexure 1 in case the employment is terminated for cause except for clause iv, v and vi above during the fixed track tenure (54 Months).

11. Consequences of termination:

11.1 On expiry or termination of this Contract, you shall return to the Company all property belonging to the Company or relating to its business including without limitation all apparatus, computer, software, hardware, media, tapes, conversations (if reduced to writing) designs, notebooks, contracts, lists, blueprints, details of customers, clients, suppliers, and contractors, intellectual property, Proprietary Information, Intellectual property, programs, correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, files, information assets, etc. and all copies thereof. You will also return to the Company all the assets and equipment given to you by

the Company or assets owned by the client issued for official and/or personal use excluding those assets or items, which are obligatory for you to buy under any Company schemes.

Assets not limiting to peripherals issued during the tenure for official usage, if found damaged (partial or whole) due to negligence and/or not being returned in acceptable working condition upon exit, reasonable replacement and operational cost would be levied wherever applicable

11.2 Cooperation in Pending Work: You shall fully cooperate with the Company in all matters relating to the execution or completion of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company following termination of your employment with the Company.

11.3 On termination, you are no longer obliged to serve the Company as an employee of the Company from the effective date of the termination and the Company's obligation to pay any remuneration to you shall also be terminated henceforth. However, you shall be entitled to receive all salary and other benefits earned till the date of termination.

12. Retirement:

You shall retire in the normal course from the employment with the Company on attaining the age on the end of the month following your 60th birthday.

13. Exclusivity:

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business that conflict the contract of employment whether with or without remuneration in any capacity without the prior written permission of the Company.

14. Representations:

You agree to execute any document or assist the Company in any other manner required to carry out and bring into effect the terms of this Contract.

15. Governing law:

This Contract shall be governed, interpreted and enforced by and in accordance with the laws of India.

16. Dispute Resolution:

All disputes, claims and actions arising out of or resulting from this Contract shall be referred to arbitration proceedings under the Indian Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be conducted in the English language and shall be conducted at Bangalore, before the sole Arbitrator to be mutually appointed by the Parties.

17. Equitable Remedies:

It is agreed that it would be impossible or inadequate to measure and calculate the Company's damages from any breach of your duties and obligations under this Contract. Accordingly, it is agreed that in the event of a breach thereof, the Company shall be entitled to avail, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any such provision of this Contract.

18. Assignment:

Your services to the Company are personal and unique. You may therefore not assign nor delegate any of your duties and obligations hereunder except in the normal course of business.

19. Waiver:

The Company's failure to insist on the performance of any of your duties or obligations under this Contract shall not be construed at any time as a waiver of any of your duties and obligations under this Contract.

20. Severability:

If any provision herein is for any reason held to be void, unlawful or unenforceable, then the remaining provisions shall continue to be valid and enforceable

21. This Letter Form of Contract of Employment

Contract along with the annexures and documents attached hereto shall constitute the entire Contract between you and the Company.

22. Address for communication:

Unless otherwise provided, all notices and communication and correspondences to the Company shall be dispatched to the registered address of the Company and all communications to you shall be dispatched to the address aforementioned.

23. Personal Information:

You shall keep the Company informed about any change in your address, failing which any notice/letter sent by the company to your address provided at the time of interview shall be sufficient for the purpose of this contract.

24. Non-Disclosure Agreement:

You agree to abide by the provisions of the Non-Disclosure Agreement to be separately signed by you prior to the effective date. Exhibit A includes a complete list of all inventions that you, either alone or jointly with others, have conceived, developed or reduced to practice prior to commencement of your employment with the Company that you consider to be your property and that you wish to exclude from the scope of this Agreement.

25. Documents:

For purposes of security verification and identity cards you will be required to provide to the Company documentary evidence of your identity and eligibility for employment in India. Such documentation must be provided to us within three (3) business days of the Effective Date or our employment relationship with you may be terminated. Such documents submitted shall be subject to verification and satisfaction of the Company with regard to authenticity of the documents so produced and if not found satisfactory then necessary action could be initiated.

By affixing your signature hereto, you confirm that you have:

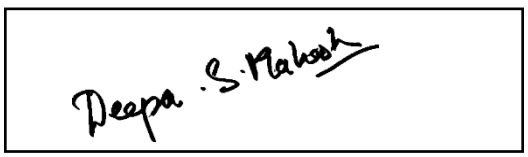
(a) read and understood the contents of this entire Letter Form of Contract of Employment along with the annexures and the exhibits,

(b) Voluntarily accepted all the terms and conditions contained herein.

We look forward to working with you and welcome you to the Mu Sigma family.

Yours truly,

For Mu Sigma Business Solutions Private Limited



Deepa S Mahesh
Director

Place : Bangalore

Date : January 11, 2022

I accept the terms and conditions of this Contract

Balaraju Mudragada

Place : _____

Date : _____

EXHIBIT A

EMPLOYEE PROPRIETARY INFORMATION

TO: MU SIGMA BUSINESS SOLUTIONS PVT. LTD.

FROM (Employee Name) : Balaraju Mudragada

DATE : January 11, 2022

SUBJECT : Previous Inventions

1. Except as listed in Section 2 below, the following is a complete list of all inventions or improvements relevant to the subject matter of my employment by **MU SIGMA BUSINESS SOLUTIONS PVT. LTD.** (the "**Company**") that have been made or conceived or first reduced to practice by me alone or jointly with others prior to my engagement by the Company:

☐ No inventions or improvements.

☐ See below:

_____

_____

☐ Additional sheets attached.

2. Due to a prior confidentiality agreement, I cannot complete the disclosure under Section 1 above with respect to inventions or improvements generally listed below, the proprietary rights and duty of confidentiality with respect to which I owe to the following party(ies):

	Invention or Improvement	**Party(ies)**	**Relationship**
1.	_____	_____	
2.	_____	_____	
3.	_____	_____	

☐ Additional sheets attached

Annexure 1

TOTAL Cost to Company Breakup (in INR)							
S.No	**Particulars**	**Company's Investment**	**2022**	**2024**	**2025**	**2026**	**CTC over 4 jumps**
1	**On The Job Training**	**10,00,000[1]**					
2	**Salary advance for training period**	**1,14,500**					
3	**CTC on completion of under-graduation**		**3,00,000**				
4	1st guaranteed year-end bonus (paid in Jan 2024)		**50,000[2]**				
5	**1st Jump - Jan 2024** Compensation Revision			**5,00,000**			
6	2nd guaranteed year-end bonus (paid in Jan 2025)			**1,00,000[2]**			
7	**2nd Jump - Jan 2025** Compensation revision				**7,00,000**		
8	3rd guaranteed year-end bonus (paid in Jan 2026)				**1,50,000[2]**		
9	**3rd Jump - Jan 2026** Compensation revision					**10,00,000**	
10	4th variable bonus (paid in Jan 2027)					**2,00,000[2]**	
11	**Total Cost to Company** (Training cost & salary over four jumps)						**41,14,500**
[1]On the job training provided by Mu Sigma is worth INR 10,00,000 and will not be paid in cash to employee							
[2]Guaranteed bonus is applicable on completion of undergraduate program and paid after completion of 1 year of service							

Notes:

- Mu Sigma would be investing approx. **INR 10,00,000** to provide critical training on building problem solving capability, business context and designing decision frameworks while using our Art of Problem Solving (AoPS™) ecosystem to solve real world problems of Fortune 500 organizations

- You should be on the rolls of the Company at the time of the payout to be eligible for the performance linked bonus. You will not be eligible for this payout if you have resigned/exited or are serving notice.

Penalty:

If the employee decides to leave the Company within the 4.5-year period from the date of joining, there would be a penalty applicable in addition to serving a 30-day Notice Period. The penalty would be a multiple of the investment cost incurred by Mu Sigma (investment cost = Rs.10,00,000) and dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty	Penalty amount (in INR)
0 – 42 months	1.0 x Investment Cost	10,00,000
43 – 54 months	0.75 x Investment Cost	7,50,000

Annexure 2

COMPENSATION BREAKUP (in INR)					
SL No	**Particulars**	**Per Annum**	**Per Annum**	**Per Annum**	**Per Annum**
	Salary Advance for Training Period	**114,500**			
	Fixed Compensation Break Up on Joining				
1	Basic Pay	1,84,800			
2	HRA	56,640			
3	Statutory Bonus	36,960			
4	Employer's Contribution to PF*	21,600			
	Total compensation on Joining	**3,00,000**			
	1st guaranteed year-end bonus (paid in Jan 2024)	**50,000[2]**			
	Fixed Compensation Break Up on 1st Jump Jan 2024				
1	Basic pay		2,25,000		
2	HRA		90,000		
3	Statutory Bonus		36,960		
4	Special Allowance		1,26,440		
5	Employer's Contribution to PF*		21,600		
	Total Compensation on 1st Jump		**500,000**		
	2nd guaranteed year-end bonus (paid in Jan 2025)		**1,00,000[2]**		
	Fixed Compensation Break Up on 2nd Jump Jan 2025				
1	Basic pay			3,15,000	
2	HRA			1,26,000	
3	Special Allowance			2,37,400	
4	Employer's Contribution to PF*			21,600	
	Total Compensation on 2nd Jump			**7,00,000**	
	3rd guaranteed year-end bonus (paid in Jan 2026)			**1,50,000[2]**	
	Fixed Compensation Break Up on 3rd Jump Jan 2026				
1	Basic pay				4,50,000
2	HRA				1,80,000
3	Special Allowance				3,48,400
4	Employer's Contribution to PF*				21,600
	Total Compensation on 3rd Jump				**1,000,000**
	4th variable bonus (paid in Jan 2027)				**2,00,000[2]**

mycaptain
Climber Knowledge & Careers Pvt Ltd
3rd Floor, Classic Arena, Hosur Road
AECS Layout - A Block, Singasandra
Bengaluru, Karnataka 560068
CIN: U93000MH2016PTC273870

Email : hr@mycaptain.in
Phone: +91 9513987661

Date :14th Dec 2021

Dear **Sainath B**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

Role: **Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

Probation

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

Benefits

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



Anush Ramachandran

Senior HR Manager

mycaptain
Climber Knowledge & Careers Pvt Ltd
3rd Floor, Classic Arena, Hosur Road
AECS Layout - A Block, Singasandra
Bengaluru, Karnataka 560068
CIN: U93000MH2016PTC273870

Email : hr@mycaptain.in
Phone: +91 9513987661

EMPLOYEE STATEMENT:

I agree with and accept the terms set forth in this letter.

Print Name Signature Date

mycaptain
Climber Knowledge & Careers Pvt Ltd
3rd Floor, Classic Arena, Hosur Road
AECS Layout - A Block, Singasandra
Bengaluru, Karnataka 560068
CIN: U93000MH2016PTC273870

Email : hr@mycaptain.in
Phone: +91 9513987661

ANNEXURE

TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment")must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.

mycaptain
Climber Knowledge & Careers Pvt Ltd
3rd Floor, Classic Arena, Hosur Road
AECS Layout - A Block, Singasandra
Bengaluru, Karnataka 560068
CIN: U93000MH2016PTC273870

Email : hr@mycaptain.in
Phone: +91 9513987661

Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

Salary and Benefits

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 below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.

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Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of 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 breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

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further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

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.

Non-Compete and Non-Solicitation

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) 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. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

mycaptain
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You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials 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, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment hereunder ("Work Product") shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception or development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation, patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results or proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof.You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including authors' special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company and its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

mycaptain
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Email : hr@mycaptain.in
Phone: +91 9513987661

Annexure			
Name	**Sainath B**		
Designation	**Business Operations Executive**		
Department	Operations		
Job Location	Bengaluru,Karnataka		
A.	**Fixed Components**	**INR(p.m)**	**INR(p.a)**
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
B.	**Variable Components**		
	Annual Variable Cash		126000
C.	**Deductions**		
	Professional Tax	200	2400
	PF Employee	1800	21600
	Gross Deduction	2,000	24000
(A+B)-C	**Cost to Company**		450000
A-B	**Net Salary Pay**	25000	300000

19-Feb-2022

Dear Balamurugan R,

SUB: Offer Letter

Congratulations! With reference to your interview, we are pleased to offer you the position of **Associate Product Developer** in NeeyamoWorks, based out of **Chennai.**

You are expected to support the bond by furnishing a bank guarantee of Rs.1,50,000/- for 3years from HDFC bank.

The breakup of your compensation package is provided herewith. We would like you to join our company on **4th April 2022 at 10:30 AM**, unless otherwise agreed to in writing or else the offer will be null and void. You will be drawing a monthly stipend of Rs 7000 till the submission of all your marksheets. You will be issued a detailed appointment letter on your joining with us.

ANNEXURE: COMPENSATION STRUCTURE

Components	Monthly	Annually
Basic	₹ 16667	₹ 200000
House Rent Allowance	₹ 8333	₹ 100000
Special Allowance	₹ 2532	₹ 30380
Food Coupon	₹ 2200	₹ 26400
Total Gross Salary	**₹ 29732**	**₹ 356780**
Employer Contribution		
Provident Fund	₹ 1800	₹ 21600
Gratuity	₹ 802	₹ 9620
Total Employer Contribution	**₹ 2602**	**₹ 31220**
Annuals		
Insurance Premium		₹ 5000
Annual Fixed Bonus		₹ 7000
Cost To Company (CTC)		**₹ 400000**
Employee Deduction		
Provident Fund	₹ 2000	₹ 24000
Total Employee Contribution	**₹ 2000**	**₹ 24000**
Estimated Monthly Net Salary*	**₹ 27732**	
Medical Coverage		
Health Insurance		₹ 200000
Accidental Insurance		₹ 250000

Block No.A (Module 4), 5th Floor, SP Infocity, No.40, MGR Salai, Perungudi, Kandanchavadi
Chennai TN 600096 IN
CIN – U72900TN2015PTC129361
www.neeyamoworks.com

Note 1:
* Excluding taxes (Professional Tax, Income Tax, etc.)
** Gratuity is payable to employee on completion of 5 years' service as per Payment of Gratuity Act, 1972
Note 2:
Our monthly payroll cycle is from 1st to last day of every month.

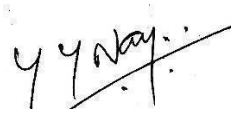
You are asked to report for duty at the following address:

NeeyamoWorks Technologies Pvt.Ltd
Block No.A (Module 4), 5th Floor, SP Infocity,
No.40, MGR Salai, Perungudi,
Kandanchavadi Chennai-600096

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter no later than 22-Feb-2022 post which the offer stands null & void.

We count on you to take NeeyamoWorks to greater heights. Wish you the very best!

Best Regards,



Y. Y. Narayanan

CEO - NeeyamoWorks

Annexure

Annexure 1: List of documents copies you need to produce on Day 1

1. Current Resume
2. Class X Mark Sheet & Certificate
3. Class XII Mark Sheet & Certificate
4. UG, PG, Other: Mark Sheets &Certificates
5. Professional Qualification: Certificate
6. Relieving Letter or Experience Certificate
7. Salary Slip from the Last Organization
8. 4 Passport Size Photographs on white background
9. Form 16/ Salary Certificate from the Last Organization (ifapplicable)
10. Passport Photocopy
11. PAN Card Photocopy
12. Address Proof (Voters ID/ Driving License/ Aadhar Card, etc.)
13. Signed Copy of the Offer Letter
14. Recent VISA (for NRI employee only)

DocuSign Envelope ID: 535EB239-E644-4C1C-90EE-21FCEFF7CA61

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

March 30,2022
Jothika .K
Sathyabama University

Dear Jothika,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Information Technology Senior Associate** 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 continuing employment with the Company is subject to your completing the training as given below.

Please note that this intent to offer does not give you employee status with the Company and expresses only our intent to enter into a definitive employment agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Company, and as such does not constitute any contractually binding relationship between you and Company. Your appointment as **Information Technology Senior Associate** in Grade **5** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This document does not confer you or the Company with any rights or obligations.

Upon joining the Company, 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.

Please note that the 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.
c) Probation period of six (6) months from the date of joining.

You will . 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 INR. **350000** 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 intent of offer. 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.

DocuSign Envelope ID: 535EB239-E644-4C1C-90EE-21FCEFF7CA61

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
DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by ***April 01,2022*** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: DocuSigned by: C8034F88CC0A4C3...
Jothika .K

Date: **March 30,2022**

Confidential

DocuSign Envelope ID: 535EB239-E644-4C1C-90EE-21FCEFF7CA61

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

NTT DATA Services

DECLARATION

I, **Jothika .K** S/o, D/O, W/O D/O Kumar.T.S, having permanent address at 7, Dharmakovil street, muthupet 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: C8034F88CC0A4C3...
NAME: Jothika .K
DATE: **March 30,2022**
PLACE: Muthupet

Confidential

OPEN WINGS FOUNDATION

Ishita Gupta
A: Noida, Uttar Pradesh
M: needhelp@openwingsfoundation.org
P: 79850 11511

DATE- 05-05-2022

Sathyabama Institute of Science and Technology
Subject- Offer letter for the summer internship

Dear NANCY MARIYA. E.F,

On behalf of Open wings foundation, I am excited to extend an offer to you for an internship position within our sales and Marketing Department. This position is work from home (it totally depends on situation). The position is for a Marketing Intern. Upon completion of the program, you will be receiving a Certificate of Completion and a Letter of Recommendation based on your performance.

Your employment with the Open wings foundation is scheduled to begin on 25th May 2022. Your Employment with Open wings foundation will be "at will," meaning the firm may terminate your employment at any time and for any reason, with or without cause by notifying in advance. Any contrary representations that may have been made to you superseded in this letter of agreement. This is the full and complete agreement between you and the firm on this term.
To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the firm.

Regards,
Aman singhal

Aman singhal
HR Manager

OPEN WINGS FOUNDATION

Ishita Gupta
A: Noida, Uttar Pradesh
M: needhelp@openwingsfoundation.org
P: 79850 11511

DATE- 05-05-2022

Sathyabama Institute of Science and Technology
Subject- Offer letter for the summer internship

Dear SIVA CHIDAMBARAM. R,

On behalf of Open wings foundation, I am excited to extend an offer to you for an internship position within our sales and Marketing Department. This position is work from home (it totally depends on situation). The position is for a Marketing Intern. Upon completion of the program, you will be receiving a Certificate of Completion and a Letter of Recommendation based on your performance.

Your employment with the Open wings foundation is scheduled to begin on 25th May 2022. Your Employment with Open wings foundation will be "at will," meaning the firm may terminate your employment at any time and for any reason, with or without cause by notifying in advance. Any contrary representations that may have been made to you superseded in this letter of agreement. This is the full and complete agreement between you and the firm on this term.
To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the firm.

Regards,
Aman singhal

Aman singhal
HR Manager

Patterns

PSDI/HR/87/2022 July 13, 2022

Mr. G Hemnath
L-503/24 Lakshmi Illam
20th Cross Street
Thiruvalluvar Nagar
Thiruvanmiyur
Chennai 600041

Dear **Mr Hemnath**

Thank you for considering joining the Patterns team. Consequent to the discussions we have had, we are delighted to offer you the position of **Associate Software Engineer** in the Patterns Team at our Chennai Office.

You are now presented with a unique opportunity to share the vision and contribute to the growth of our company as we facilitate you with freedom at your work.

As a part of the team, you shall be involved in:

1. Developing innovative software products.
2. Providing software development services to our esteemed customers.
3. Implementation and support services at our premises or customer premises.
4. Participating in "serve the society" programs of the company that include free software training to the differently abled and the economically challenged people.

You will be paid a salary of **Rupees Two Lakhs Seventy Six thousand only**) per Annum Cost to the company as per the Annexure - A.

MINIMUM PERIOD TO SERVE
Employees will get on the job technical knowledge and guidance to enhance their Capabilities. The development and Execution of projects and continuous and effective customer support require a closely knit teamwork and sudden dislocation of the employees may upset the Production plan and customer service which may in turn adversely affect normal operations of our clients. With this in view, each employee should undertake to serve the company for a minimum period of 3 years from the date of confirmation. In the event of an employee desiring to terminate the employment before the completion 3 years, management at its discretion may agree to relieve the employee, provided the employee reimburses the cost of technical grooming.

NOTICE PERIOD
Termination of the employment either by the Company or the Employee shall take effect of receipt and acknowledgement of a written notice of 3 months by either party or 3 months gross salary in lieu of notice. It is clarified that notice period is applicable to all employees . During the notice period the employee shall discharge the duties prescribed for them continuously without taking leave. If any leave is granted to the employee during the Notice Period due to exigencies the Notice Period shall get extended to the period of such leave.

You are requested to sign the duplicate copy of this offer letter as acceptance of the offer.

This offer is valid till 30th July 2022

With best wishes,
For **Patterns Software Design Institute Private Ltd,**

SEETALAKSHMI MUTHUKRISHNAN Digitally signed by SEETALAKSHMI MUTHUKRISHNAN Date: 2022.07.13 13:42:15 +05'30'

M Seetalakshmi
Head - Operations

Patterns

ANNEXURE - A

Your compensation will be on the basis of total cost of **Rupees Two Lakhs Seventy Six thousand only** per annum cost to the company. The break-up of your emoluments will be as follows:

Name: **Mr. G Hemnath**		Designation: **Associate Software Engineer**	
Compensation Package			
S.NO	**DESCRIPTION**	**PER MONTH (RS)**	**PER ANNUM (RS)**
1.	Basic Salary	10,600.00	1,27,200.00
2.	House Rent Allowance	5,300.00	63,600.00
3.	Other Allowances	5,300.00	63,600.00
	Total Gross	**21,200.00**	**2,54,400.00**
	EPF Contribution	**1,800.00**	**21,600.00**
	COST TO COMPANY (CTC)	**23,000.00**	**2,76,000.00**

Your contribution of P.F. E.S.I., Income Tax, Professional Tax and any other deductions as per the government rules will be deducted out of the gross salary due to you as and when applicable.

SEETALAKSHMI MUTHUKRISHNAN

Digitally signed by SEETALAKSHMI MUTHUKRISHNAN
Date: 2022.07.13 13:42:40 +05'30'

Patterns

PSDI/HR/85/2022 July 13, 2022

Mr. M Jagadeesh
No. 10/6 South Pragaram Street
Kaladipet
Chennai 600019

Dear **Mr Jagadeesh**

Thank you for considering joining the Patterns team. Consequent to the discussions we have had, we are delighted to offer you the position of **Associate Software Engineer** in the Patterns Team at our Chennai Office.

You are now presented with a unique opportunity to share the vision and contribute to the growth of our company as we facilitate you with freedom at your work.

As a part of the team, you shall be involved in:

1. Developing innovative software products.
2. Providing software development services to our esteemed customers.
3. Implementation and support services at our premises or customer premises.
4. Participating in "serve the society" programs of the company that include free software training to the differently abled and the economically challenged people.

You will be paid a salary of **Rupees Two Lakhs Seventy Six thousand only**) per Annum Cost to the company as per the Annexure - A.

MINIMUM PERIOD TO SERVE
Employees will get on the job technical knowledge and guidance to enhance their Capabilities. The development and Execution of projects and continuous and effective customer support require a closely knit teamwork and sudden dislocation of the employees may upset the Production plan and customer service which may in turn adversely affect normal operations of our clients. With this in view, each employee should undertake to serve the company for a minimum period of 3 years from the date of confirmation. In the event of an employee desiring to terminate the employment before the completion 3 years, management at its discretion may agree to relieve the employee, provided the employee reimburses the cost of technical grooming.

NOTICE PERIOD
Termination of the employment either by the Company or the Employee shall take effect of receipt and acknowledgement of a written notice of 3 months by either party or 3 months gross salary in lieu of notice. It is clarified that notice period is applicable to all employees . During the notice period the employee shall discharge the duties prescribed for them continuously without taking leave. If any leave is granted to the employee during the Notice Period due to exigencies the Notice Period shall get extended to the period of such leave.

You are requested to sign the duplicate copy of this offer letter as acceptance of the offer.

This offer is valid till 30th July 2022

SEETALAKSHMI MUTHUKRISHNAN
Digitally signed by SEETALAKSHMI MUTHUKRISHNAN
Date: 2022.07.13 12:59:50 +05'30'

With best wishes,
For **Patterns Software Design Institute Private Ltd,**

M Seetalakshmi
Head - Operations

Patterns

ANNEXURE - A

Your compensation will be on the basis of total cost of **Rupees Two Lakhs Seventy Six thousand only** per annum cost to the company. The break-up of your emoluments will be as follows:

Name: **Mr. M Jagadeesh**		Designation: **Associate Software Engineer**	
Compensation Package			
S.NO	**DESCRIPTION**	**PER MONTH (RS)**	**PER ANNUM (RS)**
1.	Basic Salary	10,600.00	1,27,200.00
2.	House Rent Allowance	5,300.00	63,600.00
3.	Other Allowances	5,300.00	63,600.00
	Total Gross	**21,200.00**	**2,54,400.00**
	EPF Contribution	**1,800.00**	**21,600.00**
	COST TO COMPANY (CTC)	**23,000.00**	**2,76,000.00**

Your contribution of P.F. E.S.I., Income Tax, Professional Tax and any other deductions as per the government rules will be deducted out of the gross salary due to you as and when applicable.

SEETALAKSHMI MUTHUKRISHNAN Digitally signed by SEETALAKSHMI MUTHUKRISHNAN Date: 2022.07.13 13:00:19 +05'30'

PENINSULAR
RESEARCH
OPERATION

23 February 2022

To

Vidhya,

Sathyabama Institute of Science and Technology

Kamaraj Nagar, Semmancheri, Chennai

Subject: Letter of offer for internship with Peninsular Research Operation

Dear Vidhya,

We find your profile suitable and are pleased to offer you an internship at our organisation. You're entitled for a stipend of INR 20,000 per month as an intern. Your internship with Peninsular Research Operation will be for a duration of 3 months and begins on (01/03/2022 till 31/05/2022). On your joining you're requested to carry along the below mentioned documents:

1. No objection letter from Sathyabama Institute of Science and Technology
2. ID Proof & Address Proof

PENINSULAR RESEARCH OPERATION PRIVATE LIMITED welcomes you and offers a pleasant atmosphere to work and hope that the association will be mutually beneficial and meaningful.

With best wishes,

For PENINSULAR RESEARCH OPERATION PRIVATE LIMITED,

Josephvimal

Joseph Vimal T

Manager - HR

Name: V. Vidhya

Signature: V. Vidhya

Date: 23 feb 2022

publicis
sapient

LETTER OF INTENT

Date: February 28, 2022

Name: Piyush Sinha

College: Sathyabhama

Dear **Piyush**,

We are delighted to extend this Letter of Intent ("LOI") to you for the position of **Junior Associate, Technology** with Publicis Sapient, a division of TLG India Pvt. Ltd. ("Publicis Sapient").

Upon your acceptance of the terms of employment and your joining, Publicis Sapient will provide you with a total compensation package that consists of your base salary and statutory retirement benefits.

Your total Cost to Company ("CTC") would be Rs. 6,50,000/- which shall include the following: -

- An annualized base salary of Rs 6,13,879 (including HRA).
- Provident Fund and Gratuity contributions, (As per the applicable provisions and Publicis Sapient policies) equal to 5.88% of your base salary (16.8% of your Basic Salary)

Tax at the applicable rate shall be deducted at source from your salary.

Your anticipated start date will fall in the second half of 2022, and which shall be intimated to you in due course. Your home office in India would be either Gurgaon/Bangalore/Noida depending on the business requirements.

This LOI does not constitute a letter of employment and does not bind Publicis Sapient in any manner. The regular letter of employment shall be shared with you a month prior to your joining Publicis Sapient.

TLG India Private Limited
GIL SEZ, Candor Techspace,
Building No. 1, Tower B, Ground – 3rd Floor,
Building No. 2, Tower A, Ground & First Floor,
Building No. 5, Ground & First Floor,
SEZ Sector 21, Village Dundahera,
Gurgaon - 122016 Haryana, India

TEL +91 (124) 672 4000
FAX +91 (124) 672 4027

TLG India Private Limited
Oxygen Business Park Private Limited SEZ,
Tower C, 2nd - 4th Floor, Plot No. 7,
Sector 144, Expressway,
Noida – 201301
Uttar Pradesh, India

TEL +91 (120) 479 5000
FAX +91 (120) 479 5001

TLG India Private Limited
Bagmane Constellation Business Park,
2870, Building Virgo, Outer Ring Road,
Doddanekundi Circle, Marathahalli Post,
Bengaluru - 560037 Karnataka, India

TEL +91 (80) 6128 0000
FAX +91 (80) 6128 0001

Registered Office: TLG India Private Limited
15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel (West), Mumbai-400013.
Tel: +91 (22) 6804 3600 Fax: +91 (22) 6804 3601 CIN: U74110MH1972FTC015798

www.publicissapient.com

publicis
sapient

Your employment will be effective upon joining Publics Sapient, post formal acceptance of the terms of employment offered to you and completion of prescribed formalities. All terms stated herein are contingent upon the successful completion of your educational degree, successful completion of the training/internship program being offered to you by Publicis Sapient and subject to your good behavior and conduct and other parameters as may be decided by Publicis Sapient.

We are looking forward to your joining us. We are sure that you would find life with Publics Sapient to be motivating and challenging.

Kindly return a copy of this letter of intent duly counter signed by you. If we do not receive your acceptance, we will assume you do not wish to proceed further.

Best Regards

Kameshwari Rao

Digitally signed by Kameshwari Rao
DN: cn=Ms. cn=TLG India Private Limited, ou=GVP People Strategy, 2.5.4.20=7cc1dc44ca7179344ea7143fdeeaa6da3240c4b8d3b7507a04e24482d0cd9ff288c4, postalCode=400071, st=Maharashtra, serialNumber=3e0ef2f3bebe4865b6fe9102d7f5f6993b54e8c6d24c2c2, street=Ganpatrao Kadam Marg, l=Mumbai, email=kameshwari.rao@publicissapient.com
Date: 2022.03.02 09:46:39 +05'30'
Adobe Acrobat Reader version: 2021.011.20039

Kameshwari Rao
GVP, People Strategy | Publicis Sapient

I hereby accept the terms of the above LOI.

Signature : _____

Name : _____

Date : _____

Permanent Address:

Temporary Address:

Contact Information:

TLG India Private Limited
GIL SEZ, Candor Techspace,
Building No. 1, Tower B, Ground – 3rd Floor,
Building No. 2, Tower A, Ground & First Floor,
Building No. 5, Ground & First Floor,
SEZ Sector 21, Village Dundahera,
Gurgaon - 122016 Haryana, India

TEL +91 (124) 672 4000
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Uttar Pradesh, India

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TLG India Private Limited
Bagmane Constellation Business Park,
2870, Building Virgo, Outer Ring Road,
Doddanekundi Circle, Marathahalli Post,
Bengaluru - 560037 Karnataka, India

TEL +91 (80) 6128 0000
FAX +91 (80) 6128 0001

Registered Office: TLG India Private Limited
15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel (West), Mumbai-400013.
Tel: +91 (22) 6804 3600 Fax: +91 (22) 6804 3601 CIN: U74110MH1972FTC015798

www.publicissapient.com

INTERNSHIP AGREEMENT

This is an agreement among **AMAN DINODIYA** and **QNEURO INDIA PVT LTD.** The purpose of this educational internship is for Intern to learn about the real-time project and gain valuable insight and experience.

The term of this internship begins on **4th October 2021** and ends on **4th March 2022**.

Conditions of the Agreement:

- 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.
- The education received by the Intern from the internship is for the express benefit of the Intern.
- The Intern does not replace or displace any employee of the Company.
- The Intern will receive direct and close supervision by an appropriate supervisor.
- The Company does not derive an immediate advantage from the activities performed by the Intern.
- The intern is entitled to wages of INR 10,000 per month as compensation for the time spent in the internship.
- The company is not liable for injury sustained or health conditions that may arise for the paid intern during the internship.

The Intern specifically agrees to and acknowledges the following:

- This internship is educational in nature and there is no guarantee or expectation that the internship will result in employment.
- The company may at any time in its sole discretion, terminate the internship without notice or cause.
- The Intern will maintain a regular internship schedule determined by the Intern and their supervisor.
- The Intern will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.

- The Intern will obey the policies, rules and regulations of the Company site and comply with the Company's business practices and procedures. The intern is not allowed to share or disclose any details with regards to the projects that are being worked up on within the company.
- The Intern will furnish his/her supervisor with all necessary information pertaining to the internship, including related assignments and reports.
- Under no circumstances will Intern leave the internship without first conferring with the Intern's supervisor.
- Transportation to and from the internship site is the responsibility of the Intern.
- While Intern is on the Company premises, he/she is considered an employee or agent of the Company for any purposes, including but not limited to workers compensation.
- 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.

I understand that this learning experience is not an offer of employment.

Aman.

Intern : Aman Dinodiya

04/10/21

Date : 4th October 2021

QNEURO INDIA PVT LTD

INDIA OFFICE: 1D, GEE GEE EMERALD, VALLUVAR KOTTAM HIGH ROAD, NUNGAMBAKKAM, CHENNAI – 34

USA OFFICE: 460 GODDARD, IRVINE, CA 92618.

RINEX TECHNOLOGIES PRIVATE LIMITED

INTERNSHIP OFFER LETTER

From:

Human Resource Department,

Rinex Technologies Pvt. Ltd.

Bengaluru - 560102

Date: 8th April 2022

To,

Kumaran R,

Sub: Regarding your internship in our company's BD department.

Dear Kumaran,

We would like to inform that your application for Internship for the position of ***Business Development Intern*** has been accepted. Here are the terms and conditions of Internship while working with company:

1. Duration of Internship will be from 24th May 2022 to 25th August 2022.
2. Joining date is on 24th May,2022.
3. The timings will be from 11:00 AM to 8:30 PM.
4. You will be designated as ***BD Intern*** and will be entitled for a stipend of Rs 15,000 and 6 working days.
5. From time to time, your performance will be evaluated and based on this, your incentives will be decided.
6. During Internship, you are expected to abide Code of Conduct prescribed by the Company for all the employees.
7. We would like to inform you that there will be a fixed pay of INR 15,000/- for the duration of 3 months of internship, and once you start working with Rinex. Post that your job will be absorbed for which the Salary/CTC is 5.5 – 7 LPA.

You are requested to submit your acceptance to the terms and conditions mentioned above as confirmation of your internship.

Wishing you good luck for your future endeavours.

Kind Regards,

H N ROHITH

Chief Operating Officer

Rinex Technologies Pvt. Ltd.

RINEX TECHNOLOGIES PRIVATE LIMITED

INTERNSHIP OFFER LETTER

From:

Human Resource Department,

Rinex Technologies Pvt. Ltd.

Bengaluru - 560102

Date: 8th April 2022

To,

Yadav Manish Uday,

Sub: Regarding your internship in our company's BD department.

Dear Manish,

We would like to inform that your application for Internship for the position of ***Business Development Intern*** has been accepted. Here are the terms and conditions of Internship while working with company:

1. Duration of Internship will be from 24th May 2022 to 25th August 2022.
2. Joining date is on 24th May,2022.
3. The timings will be from 11:00 AM to 8:30 PM.
4. You will be designated as ***BD Intern*** and will be entitled for a stipend of Rs 15,000 and 6 working days.
5. From time to time, your performance will be evaluated and based on this, your incentives will be decided.
6. During Internship, you are expected to abide Code of Conduct prescribed by the Company for all the employees.
7. We would like to inform you that there will be a fixed pay of INR 15,000/- for the duration of 3 months of internship, and once you start working with Rinex. Post that your job will be absorbed for which the Salary/CTC is 5.5 – 7 LPA.

You are requested to submit your acceptance to the terms and conditions mentioned above as confirmation of your internship.

Wishing you good luck for your future endeavours.

Kind Regards,

H N ROHITH

Chief Operating Officer

Rinex Technologies Pvt. Ltd.

RR Donnelley India Outsource Pvt. Ltd.
Reg Off: 43 A 1st Main Road, R A Puram,
Chennai - 600 028. India
Telephone: + 91 44 42241000
Corporate Identity No. : U30006TN1995PTC053395

CONDITIONS FOR EMPLOYMENT

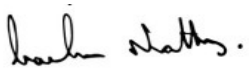
May 13, 2022

CAF ID: CAD029911
Ref Code: 19013

Dear Boomika,

This is to inform you that this appointment letter is only valid on the completion of your Graduation. In case, if you do not complete your degree and produce the relevant certificates by **June 30, 2022** this appointment letter would stand nullified.

Yours truly,



Gautam Nathany
Senior Manager - Human Resources

ACCEPTANCE OF EMPLOYEE

I, Boomika Rajendran, have read and understood the terms and conditions of this letter and the sameare acceptable to me and I hereby agree to be legally bound hereby and thereby.

Place:
Signed by the Employee:
Date:

RR Donnelley India Outsource Pvt. Ltd.
Reg Off: 43 A 1st Main Road, R A Puram,
Chennai - 600 028. India
Telephone: + 91 44 42241000
Corporate Identity No. : U30006TN1995PTC053395

May 13, 2022

Ref Code: 19013
CAF_ID: CAD029911

Boomika Rajendran
Plot No 8, Periyar Nagar, 2nd Cross Street
Pallikarnai
Chennai
600010

Dear **Boomika**,

Congratulations and welcome to RR Donnelley India Outsource Pvt. Ltd!

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Process Associate** at Job Level **L1**.

RR Donnelley is a multibillion dollar global provider of integrated communications. Founded more than 150 years ago, we work with more than 60,000 customers across four continents and are constantly expanding and growing across the various geographies we operate in. To fuel our business growth, we are relentlessly looking for and nurturing our most prized resource – our people! In the days to come, you will discover that we are passionate about attracting, developing and retaining our talent.

This offer comes to you as a culmination of a rigorous selection process and we are certain that you will find our work environment conducive to your personal and professional growth.

We request you to join us full-time on **May 18, 2022** in our Chennai office.

Details of your Total Pay and Benefits are listed in Annexure A.

The general terms and conditions of employment are outlined in the subsequent pages in Annexure B. Please endorse your acceptance of this offer by signing the duplicate copy of this letter and returning it to us.

Once again, welcome to the RR Donnelley family!

We wish you the very best as you begin your career with us.

Sincerely,

Gautam Nathany
Senior Manager - HR

GENERAL TERMS AND CONDITIONS

The following terms and conditions will govern your employment with us. Additional terms and conditions of employment are described in Annexure “B” and include such further duties and responsibilities as RR Donnelley India Outsource Pvt. Ltd (henceforth termed as ‘the Company’) may delegate to you. Please read and retain them for your records.

1. SALARY

1.1. The details of your compensation are set out in Annexure "A" to this letter ("Compensation Package"). The Compensation Package will be subject to the usual deductions for tax and social security contribution to be withheld by an employer in India as per the applicable law.

2. PROBATION

2.1. You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless and until you are expressly confirmed in the regular service of the Company.

2.2. Notwithstanding anything stated herein, during the Probation Period your services are liable to be terminated with at any time, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.

2.3. During the Probation Period, your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion of your initial or extended probationary period, you will be confirmed in the regular service of the Company.

3. HOLIDAYS

3.1. You will be governed by the applicable law and the Leave rules of the Company.

3.2. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

Please Note:

This offer letter is valid for a period of **Five (5) days following the date of receipt of this letter**. If we do not receive the signed offer letter from you confirming your acceptance of this offer within Five (5) days from the date of receipt of this letter, this offer letter will automatically stand cancelled and should not thereafter be considered as binding on the Company.

ANNEXURE "A" TO THE OFFER LETTER
EMPLOYEE COMPENSATION PACKAGE

Name	:	**Boomika Rajendran**
Job Title	:	**Process Associate**
Band	:	**Individual Contributor**
Job level	:	**L1**

1. **Salary:** Your salary will be **INR 15,000/-** per month, or **INR 180,000/-** per annum. (Your salary structure/details is attached to this document).
2. **Provident Fund:** 12% of Wages as per provisions of the Employee's Provident Fund &Miscellaneous Provisions Act, 1952 and Schemes framed thereunder as applicable.
3. **Medical Insurance:** The coverage for hospitalisation expenses would be as per the current Company Policy in force.
4. **Personal Accident Insurance:** The coverage would be as per the current Company Policy in force.
5. **Gratuity:** You shall be eligible for payment of Gratuity as per the provisions of 'Payment of Gratuity Act'.
6. **Performance Incentive:** The Company may at its discretion pay you an additional sum by way of performance incentive, which shall be based on your performance. The Company reserves the right, in its absolute discretion, to terminate or amend this or any other performance incentive scheme without notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.

Sincerely,

Gautam Nathany
Senior Manager - HR

ACCEPTANCE OF THE EMPLOYEE

I **Boomika Rajendran,** have read and understood the terms and conditions and the above compensation package relating to my services and employment with the Company and the same are accepted by me and binding on me.

Place:
Name of the Employee: Boomika Rajendran
Signature of the Employee:
Date:

ANNEXURE "B"
ADDITIONAL TERMS AND CONDITIONS OF EMPLOYMENT

Boomika Rajendran
Plot No 8, Periyar Nagar, 2nd Cross Street
Pallikarnai
Chennai - 600010

1 JOB TITLE

Your Title is **Process Associate** at Job Level **L1**.

2 CONTINUOUS SERVICE DATE

The offer letter also states when your period of continuous employment with the Company commences. Your period of continuous employment does not include any period of service with a previous employer.

3 SALARY

Company will be entitled, at any time during your employment, or in any event on cessation of your employment, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay.

4 HOURS OF WORK

4.1 You will be required to work a minimum of 48 hours a week, equally distributed among the Six (6) days of the week, and if necessary, for additional hours as might be required for performing your duties competently and meeting the Company's requirements, as per the policy in force.

4.2 You may also be required to attend duties on public holidays/weekly offs as per the exigencies of work.

5 INCAPACITY DUE TO SICKNESS OR INJURY

You will be entitled to sick leave as per the applicable law and the Leave Policy of the Company, which may be amended from time to time.

5.1 If you are ill, it is vital to ensure that your assigned Supervisor or Manager or his/her designate is notified as soon as possible on the first day of absence;

5.2 The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where your health or absence from work due to illness is a cause for concern for yourself or for your co-employees. In this regard, you will abide by whatever decision taken by the Company in the interest of your health and safety of your co-employees.

6 DUTIES, DUAL EMPLOYMENT AND OTHER ACTIVITIES

6.1 You will in all respect carry out and use your best endeavours in carrying out the objects of the Company and protect its interest in all things to the best of your ability and judgement and devote the whole of your time at work and attention to the business of the Company during the business hours.

6.2 You are not allowed to undertake other activities, including any other employment (full time or part time), except with the prior written consent of the Company, and whether or not you receive financial compensation for such activities.

7 PLACE OF WORK

7.1 You will at present report to the designated office (Location), of the Company and agree to work at any of the alternate locations of the Company. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company, which may subsequently be acquired or established, in any part of India or overseas.

7.2 The Company may also depute you to any work or assign your services to any affiliate, associate company, group company, branch, office, joint venture, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.

8 EMPLOYEE BONDING

8.1 You acknowledge that it may be necessary for you to travel overseas during the course of your employment with the Company for training or other purposes and that the Company will suffer harm in the event that it pays for you to travel overseas for training purposes (any such trip, a "Training Event") and you fail to remain an employee of the Company for a reasonable time (such time being a minimum period of one year) following any Training Event. In the event that the Company requires you to travel overseas for training purposes or undergo training for any other purpose, where no travel overseas is involved, you hereby agree that, upon request by the Company, you will enter into a bond pursuant to which you will post a surety bond in an amount that the Company estimates to be its costs and expenses to be incurred in connection with such Training Event plus interest at 8% per annum, which amount shall be paid to the Company in the event that your employment with the Company terminates for any reason, prior to the one year anniversary following your return from any such Training Event.

You hereby agree to serve the Company for a period of **12 Months** and accordingly consent to execute a Bond at the time of joining the Company.

Your refusal to enter into any such bond upon the Company's request shall give the Company the right to terminate your employment pursuant to paragraph 16.2 of this Annexure B.

9 RULES AND REGULATIONS

9.1 The Company shall be entitled to modify the terms of your employment on providing you with prior written notice and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

9.2 You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.

9.3 You will also be governed by the global rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted from time to time, by "RR Donnelley", in so far as applicable to India and / or in respect of your designation

10 INVENTIONS AND PUBLICATIONS

10.1 Any inventions, designs, or improvements, reports, manuals, papers or any other form of publication containing information relating to the products or services of the Company you may produce or formulate or with which you are concerned during your employment shall be freely communicated to the Company and shall be and remain the property of the Company.

10.2 You hereby irrevocably assign to the company all work that

10.2.1 is developed using equipment supplies facilities or trade secrets of the company;

.

10.2.2 result from activities performed by you for the company; and

10.2.3 is related to the company's business or current or anticipated research and development and you acknowledge that all such work and related records shall be the sole and exclusive property of the company.

10.3 You hereby irrevocably transfer and assign to the Company all intellectual property rights in respect of any made or created or discovered as part of your duties of employment with the Company and also hereby acknowledge that all copyrightable work prepared by you within the scope of your employment are 'works for hire' under the law relating to the copyrights and you do not have any ownership rights or claim in respect of the said work and all such rights are owned only by the Company. Intellectual property rights for the purpose of this agreement means all intellectual and proprietary rights in any jurisdiction in and to:

10.3.1 trade secrets and other confidential or non-public business information or know-how, techniques, operations and procedures;

10.3.2 trademarks, service marks, brand names, certification marks, trade dress, trade names and other indications of origin;

10.3.3 patents, including design patents and utility patents, reissues, divisions, continuations-in-part and extensions thereof;

10.3.4 works of authorship, whether copyrightable or not, copyrights, copyright registrations, and moral rights related thereto; and

10.3.5 computer systems, including all computer and peripheral hardware, firmware and software (in both object and source code formats in any programming language), development tools and files, databases, content, data, algorithms, APIs GUIs, functional specifications, operational procedures and all documentation therefore, in each case including all copyrights therefore and all computer languages; in each case, including all applications for, all applications for registrations of, and all renewals, modifications and extensions of, each of the foregoing).

10.4 You must give to the Company full details of any intellectual property, invention or improvement, which you may from time to time make or discover as part of your duties of employment with the Company, and you must further the interests of the Company with regard thereto. The Company shall be entitled, free of charge, to the sole ownership of any such intellectual property, invention or improvement and to the exclusive use thereof.

10.5 You will be required, on the request of the Company, to take such steps as are necessary to obtain protection for any invention, copyright or design or other matters mentioned in this section and in order to vest them in the Company who will meet the costs attendant thereto.

10.6 You represent that your performance of all the terms of this Agreement and your duties as an employee of the Company will not breach any inventions, assignment, proprietary information or similar agreement with any former employer or other party.

11 CONFIDENTIALITY

11.1 You must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and such other information relating to the business of the Company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and information only in a duly authorized manner in the interest of the Company. You shall act in due diligence not to divulge any client information or professional secrets of the Company. Infringement of this condition will render you liable to summary dismissal and/or prosecution.

11.2 You must not at any time after leaving the employment of the Company, for any reason, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the Company or to other companies and/or affiliates of the Company and/or the "RR Donnelley" Group in India and or overseas.

11.3 On the cessation of your employment, for whatever reason, you will be required to return to the Company all property, documents and papers in your possession or under your control relating to your employment or to clients' business affairs.

11.4 You must not anywhere, at any time after cessation of your services or employment with the Company, howsoever arising, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the Company.

11.5 In the event of breach of any of the conditions mentioned above in paragraph 12, the Company shall be entitled to injunctive relief and/or specific performance to enforce the conditions of paragraph 12.

12 COMPANY PROPERTY

You will always maintain in good condition Company property which may be given to you for official use during the course of your employment and shall return all such Company property to the Company immediately on relinquishment of your services, failing which the cost of the same will be recovered from you by the Company.

12.1 As an employee of the Company, you understand that it is your responsibility to read and be aware of any special licensing agreement that may pertain to any vendor software package assigned to you for use.

12.2 You understand that special licensing agreements for some software are likely to contain electronic serial numbers and that attempts to copy software so protected may result in its damage or destruction.

12.3 You also recognize that it is your professional responsibility neither to participate in nor to encourage any violation of copyright provisions of vendor software.

12.4 Before you authorize anyone else to use the microcomputer and software for which you are responsible, you will ensure that they understand and agree to abide by the conditions of this agreement.

13 BORROWING/ACCEPTING/GIVING GIFTS

You will not borrow or accept or give any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings. You will also not under any circumstances engage in any act that involves or even gives the impression of involving bribery or any illegal activity whatsoever.

14 BACKGROUND INVESTIGATION AND SUBMISSION OF PERMANENT ACCOUNT NUMBER (PAN)

14.1 You represent that you have never been convicted of, been charged with or are on trial for any crime or other transgression whatsoever in India or overseas.

14.2 You will be subject to checkings ("Checkings") that may be conducted either before or after the date at which full-time employment commences.

Checkings may include:

(i) background checks (including checking all facts submitted to the Company, including, but not limited to your curriculum vitae or application.)

(ii) reference checks;

(iii) drug testing, finger printing and medical examination(s) if applicable and as determined to be relevant by the Company

Either (i) refusal to be subject to Checkings or (ii) results that are derived from Checkings which are in conflict with material given by you to the Company will be considered grounds for withdrawal of the offer extended to you or termination of your employment with the Company pursuant to paragraph 16.2 of this annexure and may be acted on at any time before or after your commencement date with the Company.

14.3 You are obligated to submit and validate your 'Permanent Account Number' (PAN) at the time of joining the Company, irrespective of whether your remuneration is subject to tax or not. If you do not have a 'Permanent Account Number' (PAN) at the time of joining the Company, then, irrespective of whether your remuneration is subject to tax or not, it is obligatory on your part, to apply, obtain and submit, your validated PAN within 60 days of joining the Company, failing which the Company will have the right to cease your employment at any time after your commencement of employment with the Company.

15 TERMINATION OF EMPLOYMENT

15.1 During the Probation Period, your services with the Company are liable to be terminated at any time, by giving 1 month's notice or by payment on Total Fixed Pay in lieu of such notice except under conditions mentioned in paragraph 16.2. After the end of the Probation Period, your appointment with the Company is liable to be terminated by the Company by giving you not less than two month's written notice or by payment on Total Fixed Pay in lieu of such notice except as provided below.

15.2 Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have consistently failed to perform as per reasonable performance metrics for your function or that you are guilty of misconduct or negligence, or have committed any breach of this agreement or violated any policy of the Company. Termination of your employment under this sub-paragraph would be without prejudice to:

15.2.1 The Company's right to claim the actual damages it has suffered through this breach; and

15.2.2 Any other relief to which the Company may be entitled under contract, law or equity.

15.3 Misconduct will include without limitation:

15.3.1 Absence from service without prior notice in writing or without sufficient cause for seven days or more;

15.3.2 Going on or abetting a strike in contravention of any law;

15.3.3 Causing damage to the property of the Company;

15.3.4 Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you or results in conflict of interest situations, professional or otherwise;

15.3.5 Breach of confidentiality provisions set out in paragraph 12 above;

16.3.6 Commission or attempt to commit any cyber crime.

15.4 In the event of dissatisfaction in the results of the background investigation mentioned in paragraph 15, your employment may be terminated without notice.

15.5 VOLUNTARY TERMINATION BY EMPLOYEE

15.5.1 The employee may voluntarily terminate employment with the Company during the Probation Period subject to the employee giving not less than 1 month's written notice to the designated officer of the Company.

15.5.2 On or after the completion of the Probation Period, any voluntary termination of employment by the employee requires not less than 2 months written notice to the designated officer of the Company.

15.5.3 It is further clarified that employees voluntarily terminating their employment as above shall be required to continue working for the Company for the full applicable notice period and shall not be entitled to avail of (or adjust / set off) any accrued vacation leave during / against such notice period. If required by the management of the Company, the employee will also be required to train his/her replacement during such notice period.

15.5.4 Employees shall not be entitled to pay the Company compensation in lieu of serving such notice period. However, the management reserves the right and sole discretion to relieve an employee from the services of the Company during the said notice period by accepting payment from such employee of compensation in lieu of the notice period equal to a prorated amount of the Cost to the Company to the extent of deficient notice period.

15.5.5 If an employee has executed a Travel Bond or any other Bond, then he has to mandatorily serve the bond period as stated and agreed in the said Bond and then serve the 1 month notice or 2 month notice as the case may be, for any voluntary termination of employment.

15.6 In the event of termination of your employment, your employment with the Company will cease and the provisions of the Offer Letter (other than the provisions of paragraphs 11, 12, 18 and 19 of this Annexure B) shall not have any further effect. In respect of paragraphs 11, 12, 18, and 19 of this Annexure B, the termination of your employment with the Company shall not have any affect on such paragraphs. On termination, the Company shall not have any further liability to you other than for remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

15.7 The Company's decision as to the termination of your services or employment shall be final and legally binding on you.

15.8 Upon any cessation of your employment with the Company, howsoever arising, you hereby agree to accurately complete, sign and deliver to the Company the separation certification.

16 CYBER CRIMES

16.1 You hereby expressly agree that you shall not either directly or indirectly commit or cause to commit any cyber crime. For the purposes of this Offer Letter, "cyber crime" means any isolated or concerted act done anywhere by which the originator of such act or associates.

16.1.1 gain unauthorized access to the computer system or computer network; or

16.1.2 downloads, copies or extracts any information or data from such system; or

16.1.3 introduces any harmful code; or

16.1.4 causes any damage to the system or network; or

16.1.5 causes the non-functioning or malfunctioning of any system or network; or

16.1.6 causes denial of access to any authorized person to the system or network; or

16.1.7 contravenes any provision of the Information Technology Act, 2000 and the rules and regulation made their under; or

16.1.8 tampers or manipulates any system or network with the object of operating the account of another person; or

16.1.9 alters or deletes any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or

16.1.10 does any thing which has the effect of adversely affecting the performance of a computer network or services.

17 RESTRICTIONS

17.1 You will not during the term of your employment with the Company and for a period of 1 (One) year following the date of cessation of your employment with the Company, howsoever arising, do or permit any of the following without prior written consent of the Company:

17.1.1 Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure;

17.1.1 Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure;

17.1.2 Solicit customers of any person who is or has been a customer of the Company for the purpose of offering to that person goods or services similar to or competing with those of the Company;

17.1.3 Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above; and

17.1.4 Solicit any employees of the Company, which includes the persons employed by the Company after cessation of your employment with the Company, howsoever arising, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by you or not.

17.2 Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given in paragraph 18.

17.3 Notwithstanding the above, your undertakings contained in paragraph 18 shall cease to have any effect in case the Company terminates your employment pursuant to paragraph 16.1 hereof.

17.4 Each undertaking in paragraph 18 shall be treated as independent of the other undertakings so that, if one or more is held to be invalid as an unreasonable restraint of trade or for any other reason, the remaining undertakings shall be valid to the extent that they are not affected.

17.5 In view of the nature of your duties with the Company, and the compensations and benefits granted by the Company to you, each of the Company and you consider the undertakings in paragraph 18 to be reasonable in all circumstances. However, if one or more undertakings in paragraph 18 are held invalid as unenforceable or invalid for any reason by a competent Court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operation as may be necessary to make them enforceable and valid.

18 INDEMNITY

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Offer Letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

19 **NATIONALITY DECLARATION &OBLIGATIONS OF FOREIGN NATIONALS, NON RESIDENT INDIANS OR PERSONS OF INDIAN ORIGIN OR OVERSEAS CITIZEN OF INDIA**

All employees irrespective of their nationality or citizenship shall furnish the 'Nationality Undertaking' to the Company and have an obligation to communicate any change in their nationality status. If you are a 'Foreign National' or 'Non Resident Indian' or Person of Indian Origin or 'Overseas Citizen of India', the obligations for registrations and extensions of your visa and stay in India and / or any intimations to the requisite Governmental authorities / agencies and the Company, of the same, shall be a continuing obligation cast on you as an employee of the Company.

20 CORRECTNESS OF THE INFORMATION GIVEN IN THE APPLICATION FOR EMPLOYMENT AND BIO DATA

Your appointment is being made on the basis of the information and details given by you. If, at any time, any information or detail given by you is found to be incorrect or inaccurate or false, the Company may terminate your services without any notice, salary in lieu of notice or compensation.

21 APPLICABLE LAW &ARBITRATION

You shall be governed by the applicable laws of the country in relation to your employment with the Company. Any dispute, controversy or claim arising out of or relating to this Employment Agreement or breach, cessation or termination of your employment or invalidity thereof or otherwise arising in connection with the terms of your employment, shall, at the sole option of the Company, be settled by arbitration in accordance with The Arbitration and Conciliation Act, 1996 as at present in force and amendments thereto, if any, by a sole arbitrator appointed by the Company. The arbitration shall be held in Chennai, Tamil Nadu, India, and shall be conducted in the English language. The arbitration award shall be final and binding on the parties. The Parties shall bear their own attorneys', experts' and other fees and expenses in connection with any arbitration unless otherwise determined by the arbitrator.

Sincerely,

Gautam Nathany

Senior Manager - HR

ACCEPTANCE OF THE EMPLOYEE

I, **Boomika Rajendran,** have read and understood the above terms and conditions governing my services and employment with 'RR Donnelley India Outsource Pvt. Ltd., and the same are accepted and binding on me.

Place:
Name of the Employee: Boomika Rajendran
Signature of the Employee:
Date:

ANNEXURE "A"
COMPENSATION PACKAGE

Name : Boomika Rajendran
Job Title : Process Associate
Job Level : L1

Components	**Monthly (INR)**	**Annual (INR)**
Basic	10,000	120,000
House Rent Allowance	3,366	40,392
Employer's Contribution to Employee State Insurance [1]	434	5,208
Employer's Contribution to Provident Fund [1]	1,200	14,400
Total Fixed Pay	**15,000**	**180,000**
Gratuity [2]		5,772
Statutory Bonus [3]		23,868
Total Pay		**209,640**

Other Benefits	
Shift Allowance (Average monthly payout based on shift timings) [4]	3,000
Medical Insurance (Coverage Amount) [5]	100,000
Personal Accident Insurance (Coverage Amount) [5]	320,784
Term Life Insurance (Coverage Amount) [5]	540,000

[1] As per the provisions of the ESI Act and PF Act

[2] The amount mentioned here is the Gratuity cost accrued by the Company and shall be payable to the employees as per the provisions of the Payment of Gratuity Act

[3] Please refer to the note below as applicable

[4] As per the Shift Allowance Policy in force

[5] Subject to Revision per the company policy

NOTE:

Statutory Bonus – If you are eligible for 'Statutory Bonus', as per applicable provisions of Payment of Bonus Act 1965, then the 'Statutory bonus' amount mentioned herein, is the maximum amount that can be payable for eligible employees as per provisions of the Payment of Bonus Act 1965. However, the actual Statutory bonus payable to eligible employees will be as per the applicable provisions of Payment of Bonus Act 1965. Taxes as applicable shall be deducted as per Income tax rules &statutory requirements. If in the future, you become ineligible for 'Statutory Bonus' as per applicable provisions of Payment of Bonus Act 1965, then ''Statutory Bonus' as mentioned herein will not be paid to you.

Performance Bonus – Declaration of the quantum of Performance bonus is subject to Company's discretion and is based on actual performance of the Company and your own ongoing individual performance. The payment of Performance bonus is subject to you continuing on the payroll of the Company, not having resigned / terminated or serving notice period, on or before the date of payment of Performance bonus. Taxes as applicable shall be deducted as per Income tax rules &statutory requirements. The Company reserves the right, in its absolute discretion, to terminate or amend this Performance bonus scheme without any notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.

ACCEPTANCE OF THE EMPLOYEE

I, **Boomika Rajendran,** have read and understood the terms and conditions and the above compensation package relating to my services and employment with the Company and the same are accepted by me and binding on me.

Place: **Name of the Employee:** Boomika Rajendran

Date: **Signature of the Employee:**

Offer / Appointment Letter

Dear RAM KUMAR,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Skill Vertex EdTech for the **Business Development Associate** role in our organization. This offer takes effect from your date of joining which shall be on **Tuesday, 24th May 2022**.

1.Probation Period

You will be on probation for **2-3 months** during which your performance will be reviewed, however you are expected to clear the **On-the-Job Training** (*OJT*) in 10 days (*UNPAID*). Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000** (INR 15,000 fixed, + INR 10,000 incentives). You will be entitled to the fixed part depending on your performance. In order to receive the fixed part, you are expected to achieve the revenue target assigned to you for the month. A minimum of 75% of the revenue target has to be achieved in order to get a commission-based salary.

2.Compensation on becoming full time.

This offer of employment will be subject to the satisfactory performance during training and your probation period. We confirm offering annual compensation of **INR 6,00,000** (Six Lakh only) consisting of fixed component of **INR 3,60,000** (Three Lakh Sixty thousand only), variable component of **INR 2,40,000** (Two Lakh forty thousand only) for the role of BDA - **Inside Sales**.

3.Commencement/Validity of Employment

Your employment will be effective, as of **24th May 2022**. This offer of appointment is valid until **12th May 2022** for acceptance. If we do not hear from you by **12th May 2022** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

3.1 Immediate Posting and Future Transfer

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such a 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/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

4.Salary

Your salary and other benefits will be as set out in Schedule 1(to be informed on the reporting day), hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining on or post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organisation.

5.Notice for Resignation / Termination of Employment

5.1 In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, sheets and such other property which you received or in possession or prepared in connection with your employment with the Company.

5.2 In the event of termination on disciplinary grounds including but not limited to embezzlement, performance, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

5.3 In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

5.4 If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

6.Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

7.Background Verification Check

The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licences, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks.

This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre- employment screening activities (including background verification and criminal history check). In order to complete the procedure, you need to submit original documents until your probation period is complete. Once your probation period has been completed, you will be eligible to retain your documents back.

8.Retirement.

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive. Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

9.Discipline.

It is an express condition of services that you shall wholly devote your time to the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

9.1. Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

9.2. All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

9.3. You shall be governed by and shall be subjected to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

9.4. You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under monetary obligation to any person/ client/ fellow employees with whom you may be having official dealings.

9.5. Any employee found having personal relationships within the organisation which seems to affect their performance as well as the growth of the company shall have consequences to face, whereas an individual will be re-teamed or be suspended from their role.

9.6. Your remuneration package is strictly confidential between you and hereafter, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, if found otherwise, necessary actions will be taken.

10.Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1. Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2. Engaging in private trade or alternate/ outside employment - All full-time employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority.

10.3. In general, private trade and/or alternative employment is not allowed when:

- It prevents an employee from fully performing work for which he/ she is employed with the Company.
- It prevents an employee from engaging in overtime assignments (if applicable).
- It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.
- It violates provisions of law or the Company's policies and procedures.

10.4 Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavour to promote the interests of the Company and to maintain and promote good reputation thereof. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilise any information which may have been obtained by you during the course of your employment with the Company.
All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute “works made for hire”.

10.4. <u>Non-Solicitation / Non-Compete.</u>

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of Skill Vertex.

- You will not solicit business and/or sell services/products or build business relationships with customers, you were directly or indirectly involved with, during your tenure in Skill Vertex.
- You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Skill Vertex’s clients (except as directed by Skill Vertex), directly or indirectly.
- You will not be employed by a client of Skill Vertex for which you performed services while employed by Skill Vertex.
- You will not solicit or induce Skill Vertex associates to join a client or to compete with Skill Vertex.
- You undertake not to solicit or induce or endeavour to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

10. 6.Non-Disparagement Obligations.

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticise the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

11. Data Privacy.

By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity.

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorised act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause: -

13.1 Severability- In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2 No Modification- No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorised officer agent of such party.

13.3 Notices- Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

14. Applicability of Company Policy.

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

15.Governing Law/Jurisdiction.

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the Karnataka Government only.

16. Rules & Regulations.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed.

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

A wonderful experience awaits you here, that's a promise! Yours truly

For, Upskilling Edutech Pvt Ltd.

Dedicated Period of Service.

The company is committed to investing its resources in the training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skill Vertex EdTech, and will report on or before **24/05/2022**.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,

VP – Human Resource

Skill Vertex Edutech

Sl.	Particulars
	• Professional / Educational Certificates • Graduation Certificate • Other relevant educational certifications
	• Colour Scanned Copy of Photographs.
	• PAN Card and Aadhar card Scanned Copy.
	• Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Offer / Appointment Letter

Dear SHARAN RAAJ,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Skill Vertex EdTech for the **Business Development Associate** role in our organization. This offer takes effect from your date of joining which shall be on **Tuesday, 24th May 2022**.

1.Probation Period

You will be on probation for **2-3 months** during which your performance will be reviewed, however you are expected to clear the **On-the-Job Training** (*OJT*) in 10 days (*UNPAID*). Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000** (INR 15,000 fixed, + INR 10,000 incentives). You will be entitled to the fixed part depending on your performance. In order to receive the fixed part, you are expected to achieve the revenue target assigned to you for the month. A minimum of 75% of the revenue target has to be achieved in order to get a commission-based salary.

2.Compensation on becoming full time.

This offer of employment will be subject to the satisfactory performance during training and your probation period. We confirm offering annual compensation of **INR 6,00,000** (Six Lakh only) consisting of fixed component of **INR 3,60,000** (Three Lakh Sixty thousand only), variable component of **INR 2,40,000** (Two Lakh forty thousand only) for the role of BDA - **Inside Sales**.

3.Commencement/Validity of Employment

Your employment will be effective, as of **24th May 2022**. This offer of appointment is valid until **12th May 2022** for acceptance. If we do not hear from you by **12th May 2022** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

3.1 Immediate Posting and Future Transfer

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such a 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/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

4.Salary

Your salary and other benefits will be as set out in Schedule 1(to be informed on the reporting day), hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining on or post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organisation.

5.Notice for Resignation / Termination of Employment

5.1 In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, sheets and such other property which you received or in possession or prepared in connection with your employment with the Company.

5.2 In the event of termination on disciplinary grounds including but not limited to embezzlement, performance, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

5.3 In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

5.4 If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

6.Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

7.Background Verification Check

The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licences, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks.

This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre- employment screening activities (including background verification and criminal history check). In order to complete the procedure, you need to submit original documents until your probation period is complete. Once your probation period has been completed, you will be eligible to retain your documents back.

8.Retirement.

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive. Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

9.Discipline.

It is an express condition of services that you shall wholly devote your time to the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

9.1. Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

9.2. All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

9.3. You shall be governed by and shall be subjected to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

9.4. You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under monetary obligation to any person/ client/ fellow employees with whom you may be having official dealings.

9.5. Any employee found having personal relationships within the organisation which seems to affect their performance as well as the growth of the company shall have consequences to face, whereas an individual will be re-teamed or be suspended from their role.

9.6. Your remuneration package is strictly confidential between you and hereafter, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, if found otherwise, necessary actions will be taken.

10.Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1. Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2. Engaging in private trade or alternate/ outside employment - All full-time employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority.

10.3. In general, private trade and/or alternative employment is not allowed when:

- It prevents an employee from fully performing work for which he/ she is employed with the Company.
- It prevents an employee from engaging in overtime assignments (if applicable).
- It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.
- It violates provisions of law or the Company's policies and procedures.

10.4 Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The

Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavour to promote the interests of the Company and to maintain and promote good reputation thereof. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs (“Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilise any information which may have been obtained by you during the course of your employment with the Company.
All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute “works made for hire”.

10.4. <u>Non-Solicitation / Non-Compete.</u>

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of Skill Vertex.

- You will not solicit business and/or sell services/products or build business relationships with customers, you were directly or indirectly involved with, during your tenure in Skill Vertex.

- You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Skill Vertex's clients (except as directed by Skill Vertex), directly or indirectly.

- You will not be employed by a client of Skill Vertex for which you performed services while employed by Skill Vertex.

- You will not solicit or induce Skill Vertex associates to join a client or to compete with Skill Vertex.

- You undertake not to solicit or induce or endeavour to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

10. 6.Non-Disparagement Obligations.

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticise the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

11. Data Privacy.

By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union

of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity.

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorised act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause: -

13.1 Severability- In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2 No Modification- No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorised officer agent of such party.

13.3 Notices- Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

14. Applicability of Company Policy.

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

15.Governing Law/Jurisdiction.

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the Karnataka Government only.

16. Rules & Regulations.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed.

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

A wonderful experience awaits you here, that's a promise! Yours truly

For, Upskilling Edutech Pvt Ltd.

Dedicated Period of Service.

The company is committed to investing its resources in the training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

ACCEPTANCE LETTER

Acceptance of the candidate:
I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skill Vertex EdTech, and will report on or before **24/05/2022**.

NAME: _____
DATE: _____

(Candidate's Signature)

With Regards,

VP – Human Resource
Skill Vertex Edutech

SI.		Particulars
		• Professional / Educational Certificates • Graduation Certificate • Other relevant educational certifications
		• Colour Scanned Copy of Photographs.
		• PAN Card and Aadhar card Scanned Copy.
		• Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

LETTER OF INTENT TO HIRE

11 February 2022

Dear **Jenitha A**,

*Congratulations on being selected for the position of **Software Engineer – Trainee** in our organization!*

This letter is evidence that you have been chosen from several applicants who underwent a unique process of skill assessment and we hope this makes you feel extremely proud and special.

Below are the specific terms and conditions of our Offer – please make a note of the same including those of compensation and benefits.

Offer of Employment :

The final Employment Offer Letter will be issued after successful completion of your academic coursework in compliance with our recruitment criteria of clearing your Engineering/Graduation/Post Graduation examinations with minimum passing percentage and with no history of past or standing arrears.

Pre-onboarding and Training :

While your formal tentative joining date will be in June 2022, you will be engaged with the organization from March 2022.

You will be required to undergo a formal training from March 2022 that will include Classroom sessions, Virtual learning, assignments, assessments, webinars and the like. Successful completion of the Technical Training Program with 100% attendance is a mandatory pre-requisite to be given a Letter of Appointment to join the organization. This program will be scheduled from Monday to Friday and any absence or exception during this period will have to be with prior approval from HR based on academia.

It is essential that you effectively leverage this opportunity to be skill ready to start contributing to this organization. The progress made by you in this learning journey would help you to be trained for advanced skills relevant to your career at Softura. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Your journey with Softura begins with this pre-onboarding invitation and you will be assigned some of our key resources as mentors to help you transition from your campus life to corporate. This interim period from March 2022 to June 2022 will entail undertaking some assignments as guided by your mentors. This is a unique experience designed especially for you. Please take full advantage of this support which is aimed to equip you to begin your career at Softura.

You will be eligible for a fixed stipend during the pre-onboarding initiation which will be paid upon successful completion of 1 month as an employee in Softura.

This offer is valid only until 04-April 2022. Failure to report on or before this date will lead to this offer for appointment to be automatically withdrawn without any further obligation from our side.

Compensation :

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 (INR 15,000 per month)	45,000	Payable along with June 2022 salary
Salary for the 1st year	**3,00,000**	INR 25,000 every month
Performance Incentive	50,000	Payable with June 2023 salary if employee rating meets or exceeds expectations
Salary for the 2nd year	**5,50,000**	INR 45,000 every month
Performance Incentive	2,00,000	Payable with June 2024 salary if employee rating meets or exceeds expectations
TOTAL	**11,45,000**	All payments subject to being on company rolls at the time of payout

Terms of Agreement :

As a prospective employee of Softura, you are expected to be prepared to operate from remote by ensuring that you have access to uninterrupted power supply and hi speed broadband connection in your place of residence, to enable you to complete the Technical Training Program without any interruptions.

You are also expected to report to office whenever required by the company

The terms of this Letter of Intent shall be kept confidential and are not to be disclosed or shared with any third party. Any violation of terms shall lead to the withdrawal of this letter.

On behalf of the management, I extend to you a warm welcome and look forward to a mutually beneficial and enduring relationship.

Looking forward to having you Onboarded at Softura,

Best wishes,

Ms. Bilahari Balasubramanian,
Chief People Officer
Softura Pvt Limited

LETTER OF INTENT TO HIRE

11 February 2022

Dear **Hariswar S**,

*Congratulations on being selected for the position of **Software Engineer – Trainee** in our organization!*

This letter is evidence that you have been chosen from several applicants who underwent a unique process of skill assessment and we hope this makes you feel extremely proud and special.

Below are the specific terms and conditions of our Offer – please make a note of the same including those of compensation and benefits.

Offer of Employment :

The final Employment Offer Letter will be issued after successful completion of your academic coursework in compliance with our recruitment criteria of clearing your Engineering/Graduation/Post Graduation examinations with minimum passing percentage and with no history of past or standing arrears.

Pre-onboarding and Training :

While your formal tentative joining date will be in June 2022, you will be engaged with the organization from March 2022.

You will be required to undergo a formal training from March 2022 that will include Classroom sessions, Virtual learning, assignments, assessments, webinars and the like. Successful completion of the Technical Training Program with 100% attendance is a mandatory pre-requisite to be given a Letter of Appointment to join the organization. This program will be scheduled from Monday to Friday and any absence or exception during this period will have to be with prior approval from HR based on academia.

It is essential that you effectively leverage this opportunity to be skill ready to start contributing to this organization. The progress made by you in this learning journey would help you to be trained for advanced skills relevant to your career at Softura. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Your journey with Softura begins with this pre-onboarding invitation and you will be assigned some of our key resources as mentors to help you transition from your campus life to corporate. This interim period from March 2022 to June 2022 will entail undertaking some assignments as guided by your mentors. This is a unique experience designed especially for you. Please take full advantage of this support which is aimed to equip you to begin your career at Softura.

You will be eligible for a fixed stipend during the pre-onboarding initiation which will be paid upon successful completion of 1 month as an employee in Softura.

This offer is valid only until 04-April 2022. Failure to report on or before this date will lead to this offer for appointment to be automatically withdrawn without any further obligation from our side.

Compensation :

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 (INR 15,000 per month)	45,000	Payable along with June 2022 salary
Salary for the 1st year	**3,00,000**	INR 25,000 every month
Performance Incentive	50,000	Payable with June 2023 salary if employee rating meets or exceeds expectations
Salary for the 2nd year	**5,50,000**	INR 45,000 every month
Performance Incentive	2,00,000	Payable with June 2024 salary if employee rating meets or exceeds expectations
TOTAL	**11,45,000**	All payments subject to being on company rolls at the time of payout

Terms of Agreement :

As a prospective employee of Softura, you are expected to be prepared to operate from remote by ensuring that you have access to uninterrupted power supply and hi speed broadband connection in your place of residence, to enable you to complete the Technical Training Program without any interruptions.

You are also expected to report to office whenever required by the company

The terms of this Letter of Intent shall be kept confidential and are not to be disclosed or shared with any third party. Any violation of terms shall lead to the withdrawal of this letter.

On behalf of the management, I extend to you a warm welcome and look forward to a mutually beneficial and enduring relationship.

Looking forward to having you Onboarded at Softura,

Best wishes,

Ms. Bilahari Balasubramanian,
Chief People Officer

Softura Pvt Limited

Sopra Steria (India) Limited
Seaview Special Economic Zone, Building 4
Plot No. 20 & 21, Sector - 135
Gautam Buddh Nagar, Noida (U.P.) – 201304, India
T. +91 120 302 1330

www.soprasteria.in

Subject: Letter of Intent

Dear Abirami

Congratulations!

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

This is an indicative offer and we expect to release the formal appointment letter upon your joining our organization subject to your acceptance of the terms of appointment and completion of prescribed formalities at the time of joining.

The brief terms of employment are mentioned below. The detailed terms and conditions document will form part of your Appointment letter.

1. Your job title will be **Engineer Trainee.**
2. Your compensation would be **INR 6,00,000** per annum. Break-up of the Annual Salary will be given to you in your Appointment Letter at the time of joining.
3. Your contractual base will be **Chennai** and your initial place of work will also be **Chennai**. However, the Company reserves the right to change your place of work to any location, within its Group companies, in India or Europe depending upon business requirements.
4. This Letter of Intent is valid subject to your Degree qualification, course completion with minimum of 60% aggregate marks.
5. On joining, you will be required to execute a Bond of INR 2,00,000, along with a surety, to serve the Company for a minimum period of 36 months (exclusive of notice period, if any).

The Company reserves the right to change/modify/cancel the terms and conditions of employment, as it deems fit, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The company further reserves the right to conduct a third party background verification on the information supplied by you during your selection process and if upon verification, at the time of appointment or at a later date, it is found that you have furnished wrong information, your services with the Company will be liable for termination.

The validity of this offer is subject to your joining us on or before **July – August 2022**.

Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For **Sopra Steria (India) Limited**



Authorized Signatory

Accepted and Confirmed

Name: ..... Father's Name : .....

Signature: ..... Date : .....

Contact Details: .....

Sopra Steria (India) Limited
Seaview Special Economic Zone, Building 4
Plot No. 20 & 21, Sector - 135
Gautam Buddh Nagar, Noida (U.P.) – 201304, India
T. +91 120 302 1330

www.soprasteria.in

Subject: Letter of Intent

Dear Preethi,

Congratulations!

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

This is an indicative offer and we expect to release the formal appointment letter upon your joining our organization subject to your acceptance of the terms of appointment and completion of prescribed formalities at the time of joining.

The brief terms of employment are mentioned below. The detailed terms and conditions document will form part of your Appointment letter.

1. Your job title will be **Engineer Trainee.**
2. Your compensation would be **INR 5,00,000** per annum. Break-up of the Annual Salary will be given to you in your Appointment Letter at the time of joining.
3. Your contractual base will be **Chennai** and your initial place of work will also be **Chennai**. However, the Company reserves the right to change your place of work to any location, within its Group companies, in India or Europe depending upon business requirements.
4. This Letter of Intent is valid subject to your Degree qualification, course completion with minimum of 60% aggregate marks.
5. On joining, you will be required to execute a Bond of INR 2,00,000, along with a surety, to serve the Company for a minimum period of 36 months (exclusive of notice period, if any).

The Company reserves the right to change/modify/cancel the terms and conditions of employment, as it deems fit, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The company further reserves the right to conduct a third party background verification on the information supplied by you during your selection process and if upon verification, at the time of appointment or at a later date, it is found that you have furnished wrong information, your services with the Company will be liable for termination.

The validity of this offer is subject to your joining us on or before **July – August 2022**.

Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For **Sopra Steria (India) Limited**



Authorised Signatory

Accepted and Confirmed

Name : ..... Father's Name : .....

Signature : ..... Date : .....

Contact Details : .....

www.stl.tech

(Please treat this offer as strictly CONFIDENTIAL)

STL/HR/2021-22

31st March 2022

College: Sathyabama Institute of Science & Technology

Dear **Sanjudha M**,

Sub: Selection Letter

We are extremely pleased to offer you the position of **Graduate Engineer Trainee, M7 grade**, with Sterlite Technologies Limited ("STL") as per the terms and conditions mentioned in this letter and in the attached Annexures.

1. Your appointment as an employee of the Company will be effective on the date as informed by the company on or before your date of joining, i.e. mutually agreed date. The Company reserves the right to determine the date of joining
2. Your location to operate shall be informed to you on or before your date of joining. The Company may, however, pursuant to giving you reasonable notice, transfer or assign your service to any place of business of the Company that may be presently operating, or which may subsequently be acquired or established, in any part of the world
3. Your salary, compensation, perquisites payable on monthly or annual basis (as applicable) and other benefits is detailed in Annexure 1 attached as "Compensation Details"
4. Your offer of employment will be subject to successful completion of your graduation degree with minimum 60% aggregate score
5. Your appointment is contingent upon satisfactory background checks including verification of your application documents and academic records

Appointment letter with all terms & conditions will be shared separately with you on or before your date of joining.

We extend a very warm welcome into the STL family and look forward to a long and mutually rewarding association.

For Sterlite Technologies Limited

Kamal Dunani
Global Head - Talent Acquisition

Acceptance & Declaration
I have read and understood all the above terms of employment contained in the Pre-Placement Offer, including the attached Annexures 1, and sought clarification wherever required. I hereby give my acceptance to the same, and agree to keep the same confidential. I am aware that Company is free to change the Terms of Employment from time to time, as per organizational policy. Name: SANJUDHA. M Date: 02/04/2022 Signature: Sgh. M

STL

www.stl.tech

Annexure 1

Name: Sanjudha M
Grade: M7

Compensation Details	**CTC (INR)**	
Monthly Payments:	**Per Month**	**Per Annum**
Basic Pay	32,667	3,92,002
House Rent Allowance	16,333	1,96,001
Flexible Allowance	10,843	1,30,114
Statutory Bonus	-	-
A. Total Fixed Gross	**59,843**	**7,18,117**
B. Employer PF contribution	**3,920**	**47,040**
C.FIXED TOTAL ANNUAL EARNING (A+B)		**7,65,157**
D.Sterlite Management Incentive Scheme (SMIS)**		-
E. Insurance Premium		**15,996**
F. Gratuity Provision		**18,847**
G. Total CTC (C+D+E+F)		**8,00,000**
Total CTC	**8.00 Lacs**	

*** Flexible Allowance**

Component	**Eligibility**
National Pension Scheme (PRAN mandatory)	Up to 10% of Basic
Food Voucher	up to 26400/- PA
Telephone Reimbursement	up to 18000/- PA
Books and Periodicals	up to 18000/- PA
Uniform Allowance (for Plant Locations)	up to 18000/- PA
Car Allowance (M2 & above Grade)	As per Car policy
Furniture Allowance (M2 & above Grade)	As per Furniture policy
Leave Travel Allowance	up to 1 month Basic
Vehicle Reimbursement (Minimum 21600/- or 28800 PA petrol + 10800/-PA driver subject to Cubic Capacity)	up to 39600/- PA

Note:

1. Gratuity is payable as per applicable Act.
2. The Employer shall deduct statutory contributions, central and state taxes on income from employee's compensation. The opinion of Company in terms of deductions will be final.
3. ***Sterlite Management Incentive Scheme (SMIS)/ Sales Incentive Scheme (SIS) shall be payable as per Sterlite's applicable policy.
4. Insurance Benefits cover Mediclaim, Term Life and Personal Accident coverage
5. Compensation & Benefit policies, as applicable, are subject to change with time.
6. *You will be able to structure your compensation as per company's Flexible Allowance. Refer Flexible Allowance Section in this Annexure for details.
7. Uniform Allowance is applicable for employees based at Plant locations only. It may be claimed under Flexible Allowance.
8. "PRAN" is mandatory while opting NPS corporate scheme.
9. After opting the flexible allowance, the balancing figure will add as Special Allowance in payslip.

Authorized Signatory

STL

www.stl.tech

(Please treat this offer as strictly CONFIDENTIAL)

STL/HR/2021-22

31st March 2022

College: Sathyabama Institute of Science & Technology

Dear **Santosh Kumar**,

Sub: Selection Letter

We are extremely pleased to offer you the position of **Graduate Engineer Trainee, M7 grade**, with Sterlite Technologies Limited ("STL") as per the terms and conditions mentioned in this letter and in the attached Annexures.

1. Your appointment as an employee of the Company will be effective on the date as informed by the company on or before your date of joining, i.e. mutually agreed date. The Company reserves the right to determine the date of joining
2. Your location to operate shall be informed to you on or before your date of joining. The Company may, however, pursuant to giving you reasonable notice, transfer or assign your service to any place of business of the Company that may be presently operating, or which may subsequently be acquired or established, in any part of the world
3. Your salary, compensation, perquisites payable on monthly or annual basis (as applicable) and other benefits is detailed in Annexure 1 attached as "Compensation Details"
4. Your offer of employment will be subject to successful completion of your graduation degree with minimum 60% aggregate score
5. Your appointment is contingent upon satisfactory background checks including verification of your application documents and academic records

Appointment letter with all terms & conditions will be shared separately with you on or before your date of joining.

We extend a very warm welcome into the STL family and look forward to a long and mutually rewarding association.

For Sterlite Technologies Limited

Kamal Dunani
Global Head - Talent Acquisition

Acceptance & Declaration

I have read and understood all the above terms of employment contained in the Pre-Placement Offer, including the attached Annexures 1, and sought clarification wherever required. I hereby give my acceptance to the same, and agree to keep the same confidential.
I am aware that Company is free to change the Terms of Employment from time to time, as per organizational policy.

Name: Santosh Kumar

Date: 3rd April 2022

Signature: Santosh Kumar

Annexure 1

Name: Santosh Kumar
Grade: M7

Compensation Details	CTC (INR)	
Monthly Payments:	**Per Month**	**Per Annum**
Basic Pay	32,667	3,92,002
House Rent Allowance	16,333	1,96,001
Flexible Allowance	10,843	1,30,114
Statutory Bonus	-	-
A. Total Fixed Gross	**59,843**	**7,18,117**
B. Employer PF contribution	**3,920**	**47,040**
C.FIXED TOTAL ANNUAL EARNING (A+B)		**7,65,157**
D.Sterlite Management Incentive Scheme (SMIS)**		-
E. Insurance Premium		**15,996**
F. Gratuity Provision		**18,847**
G. Total CTC (C+D+E+F)		**8,00,000**
Total CTC	**8.00 Lacs**	

*** Flexible Allowance**

Component	Eligibility
National Pension Scheme (PRAN mandatory)	Up to 10% of Basic
Food Voucher	up to 26400/- PA
Telephone Reimbursement	up to 18000/- PA
Books and Periodicals	up to 18000/- PA
Uniform Allowance (for Plant Locations)	up to 18000/- PA
Car Allowance (M2 & above Grade)	As per Car policy
Furniture Allowance (M2 & above Grade)	As per Furniture policy
Leave Travel Allowance	up to 1 month Basic
Vehicle Reimbursement (Minimum 21600/- or 28800 PA petrol + 10800/-PA driver subject to Cubic Capacity)	up to 39600/- PA

Note:

1. Gratuity is payable as per applicable Act.
2. The Employer shall deduct statutory contributions, central and state taxes on income from employee's compensation. The opinion of Company in terms of deductions will be final.
3. ***Sterlite Management Incentive Scheme (SMIS)/ Sales Incentive Scheme (SIS) shall be payable as per Sterlite's applicable policy.
4. Insurance Benefits cover Mediclaim, Term Life and Personal Accident coverage
5. Compensation & Benefit policies, as applicable, are subject to change with time.
6. *You will be able to structure your compensation as per company's Flexible Allowance. Refer Flexible Allowance Section in this Annexure for details.
7. Uniform Allowance is applicable for employees based at Plant locations only. It may be claimed under Flexible Allowance.
8. "PRAN" is mandatory while opting NPS corporate scheme.
9. After opting the flexible allowance, the balancing figure will add as Special Allowance in payslip.

Authorized Signatory

Santosh Kumar

Tata AIG General Insurance Company Limited
Regd Office: 15th Floor, Tower A, Peninsula Business Park,
G. K. Marg, Lower Parel, Mumbai - 400 013,
Tel. No.: +91 22 66930000
www.tataaig.com
IRDA Registration No.: 108
CIN : U85110MH2000PLC128425

Dated: 07-Jan-22

Mr. Barathan Paramasivam
Sathyabama Institute of science and technology information,Chennai

Subject: Provisional Offer Letter

Dear Barathan Paramasivam,

We thank you for your interest in exploring career opportunities with Tata AIG General Insurance Company Limited (hereinafter referred as "Tata AIG").

With reference to the selection process, you had with us, we are pleased to offer you a Provisional appointment as Channel Sales Manager at Tata AIG. As a part of Tata AIG's Campus Recruitment – ARISE program, your fixed compensation would be Rs.3,25,000 per annum. You will also be eligible for variable pay under the variable pay program of the Company applicable from time to time. All payments would be subject to prevailing tax laws and statutory deductions.

Your employment with the Company will be established after finalising all joining formalities as per company policy and this offer is contingent upon the successful completion of your degree. Post that you will be issued appointment letter providing details of your place of posting and department along with detailed terms and conditions of your employment with the Company.

We at Tata AIG are privileged to have you with us and look forward to launching your successful career with us.

Please signify acceptance of this offer by signing and returning this letter to us at Khyati.parikh@tataaig.com. You may get in touch with Khyati Parikh at Khyati.parikh@tataaig.com for any query that you might have related to your employment with the Company.

Sincerely,

For Tata AIG General Insurance Company Limited



Jitesh Bawa
Chief Human Resource Officer

I, Barathan Paramasivam have carefully gone through all the terms and conditions mentioned in this letter. I state and declare that I have fully understood the said terms and conditions and unequivocally hereby accept, agree and confirm the terms and conditions mentioned in the said offer letter.

Name: _____

Signature: _____ Date: _____

Tata AIG General Insurance Company Limited
Regd Office: 15th Floor, Tower A, Peninsula Business Park,
G. K. Marg, Lower Parel, Mumbai - 400 013,
Tel. No.: +91 22 66930000
www.tataaig.com
IRDA Registration No.: 108
CIN : U85110MH2000PLC128425

Dated: 07-Jan-22

Mr. Iniyanbeski S
Sathyabama Institute of science and technology information,Chennai

Subject: Provisional Offer Letter

Dear Iniyanbeski S,

We thank you for your interest in exploring career opportunities with Tata AIG General Insurance Company Limited (hereinafter referred as "Tata AIG").

With reference to the selection process, you had with us, we are pleased to offer you a Provisional appointment as Channel Sales Manager at Tata AIG. As a part of Tata AIG's Campus Recruitment – ARISE program, your fixed compensation would be Rs.3,25,000 per annum. You will also be eligible for variable pay under the variable pay program of the Company applicable from time to time. All payments would be subject to prevailing tax laws and statutory deductions.

Your employment with the Company will be established after finalising all joining formalities as per company policy and this offer is contingent upon the successful completion of your degree. Post that you will be issued appointment letter providing details of your place of posting and department along with detailed terms and conditions of your employment with the Company.

We at Tata AIG are privileged to have you with us and look forward to launching your successful career with us.

Please signify acceptance of this offer by signing and returning this letter to us at Khyati.parikh@tataaig.com. You may get in touch with Khyati Parikh at Khyati.parikh@tataaig.com for any query that you might have related to your employment with the Company.

Sincerely,

For Tata AIG General Insurance Company Limited



Jitesh Bawa
Chief Human Resource Officer

I, Iniyanbeski S have carefully gone through all the terms and conditions mentioned in this letter. I state and declare that I have fully understood the said terms and conditions and unequivocally hereby accept, agree and confirm the terms and conditions mentioned in the said offer letter.

Name: _____

Signature: _____ Date: _____

Tata AIG General Insurance Company Limited
Regd Office: 15th Floor, Tower A, Peninsula Business Park,
G. K. Marg, Lower Parel, Mumbai - 400 013,
Tel. No.: +91 22 66930000
www.tataaig.com
IRDA Registration No.: 108
CIN : U85110MH2000PLC128425

Dated: 07-Jan-22

Mr. J.Kevin Reddy
Sathyabama Institute of science and technology information,Chennai

Subject: Provisional Offer Letter

Dear J.Kevin Reddy,

We thank you for your interest in exploring career opportunities with Tata AIG General Insurance Company Limited (hereinafter referred as "Tata AIG").

With reference to the selection process, you had with us, we are pleased to offer you a Provisional appointment as Channel Sales Manager at Tata AIG. As a part of Tata AIG's Campus Recruitment – ARISE program, your fixed compensation would be Rs.3,25,000 per annum. You will also be eligible for variable pay under the variable pay program of the Company applicable from time to time. All payments would be subject to prevailing tax laws and statutory deductions.

Your employment with the Company will be established after finalising all joining formalities as per company policy and this offer is contingent upon the successful completion of your degree. Post that you will be issued appointment letter providing details of your place of posting and department along with detailed terms and conditions of your employment with the Company.

We at Tata AIG are privileged to have you with us and look forward to launching your successful career with us.

Please signify acceptance of this offer by signing and returning this letter to us at Khyati.parikh@tataaig.com. You may get in touch with Khyati Parikh at Khyati.parikh@tataaig.com for any query that you might have related to your employment with the Company.

Sincerely,

For Tata AIG General Insurance Company Limited



Jitesh Bawa
Chief Human Resource Officer

I,J.Kevin Reddy have carefully gone through all the terms and conditions mentioned in this letter. I state and declare that I have fully understood the said terms and conditions and unequivocally hereby accept, agree and confirm the terms and conditions mentioned in the said offer letter.

Name: _____

Signature: _____ Date: _____

05 April 2022

Abhishek Singh
Hno.23 Gauri Villa North Mandiri Patna-800001

Dear Abhishek,

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

1. Appointment:

You will be required to join us on **04 July 2022.**
(The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

2. Code of Conduct:

2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.

2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.

2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.

2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

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2.6. You will observe work timings and holidays as applicable to your location and place of work.

3. Training & Probationary Period:

3.1 You will be on training for the first 6 months. During the training period, you will be subject to assessment at various stages and you are expected to meet the minimum acceptable criteria for your continuity in the Company and subject to submission of Provisional Degree Certificate (PDC) of the University with **60% or 6.0 CGPA** in aggregate.

3.2 Post the above, you will be on probation for the next 6 months. On meeting the minimum acceptable criteria and on completion of the probation period, if found suitable in the appointed post, you will be confirmed in writing by the Company. The terms and conditions of this letter shall continue to bind you or as may be amended by the Company from time to time.

3.3 Based on your performance, the Company is at liberty to terminate your services, if found unsatisfactory at any time during the Training or probation period, or extended probation period, as it deems necessary.

4. Salary:

4.1. During the period of probation you will be entitled to salary and perquisites as detailed in the annexure. The Company in writing will communicate any change in compensation to you.

4.2. Compensation structure detailed in the attached annexure is for a posting in **Pune**. The compensation structure is based on location of posting and any change in compensation arising out of a change in location of posting will be communicated to you in writing.

5. Initial Posting and Subsequent Transfers:

Your initial posting can be at any of our design & development centers in **Pune**. You will be liable to transfer 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 subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

6. Leave:

6.1. You will be entitled to leave and other benefits in accordance with the rules / policies of the Company.

7. Other Work:

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7.1. Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

8. Termination:

8.1. During the period of training / probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three months notice or three months basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.

8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you be will required to give a minimum of 90 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 90 day period. This minimum notice of 90 days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.

8.3. In case during your services with the Company, if you are deputed abroad for Training / Developmental program / Participating in Seminar etc., your notice period for resignation / termination during the period of one year after completion of your deputation abroad, will be 6 months at the option of the Company.

8.4. You will be liable to termination from service by the Company without notice if:

a. Any declaration given by you or any testimonials furnished by you to the Company is found to be false, or,
b. You are found to have willfully suppressed any material information, or,
c. You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,
d. You are found to have indulged in financial irregularities; or
e. You breach any of the terms and conditions of your employment as specified in this letter, or of any further official communication from the Company.

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9. On Separation:

9.1. On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items.

10. Background Check:

You are advised that, before or after joining the services, the Company or its Client(s) may conduct a background check such as past employment, education, financial & criminal check, including any other information that has been furnished by you. The Company reserve the right to withdraw any offer of employment or terminate your appointment immediately, without any liability should the results of your background investigation found negative.

11. Intellectual Property and Confidential Information:

11.1. Information pertaining to the Company's operations and its clients shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Any Intellectual Property or Patents developed by you during your service will be the property of Tata Elxsi Limited. After leaving the services of the Company, you shall keep confidential and proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.

11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to TEL all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment. TEL shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide TEL or any person designated by TEL all assistance as may be required to establish and / or perfect the rights defined in this clause.

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11.3. **Data Protection Regulation- Personal Data**: You acknowledge and agree that TEL or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. TEL will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to TEL to process such personal/or sensitive data.

12. Adhering to Safety Standards:

12.1. The Company strives to provide each employee with a safe and healthy work environment. Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

12.2. Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, smoking, chewing of tobacco or alcohol. The use of alcohol and/or illegal drugs in the workplace will not be tolerated.

12.3. Tata Elxsi has implemented its Healthy and Safety process based on ISO 45001. You are expected adhere to the Health and Safety Policy and promptly report any potential health and safety issues as per the reporting mechanism stipulated under the Health and Safety Policy. This act may help us maintain our own safety, as well as the safety of our fellow co-workers.

13. Protection of Interest:

13.1. If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and will remain sole right / property of the Company.

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14. Client Management:

14.1. On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this Clause 12, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

15. Non-solicitation:

15.1. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.

15.2. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

16. Retirement:

16.1. You will retire in the month of your attaining the age of 60 years.

17. Original Certificates:

17.1. You are required to produce Original certificates / testimonials for our reference & verification on the day of joining.

18. You are requested to join us on the date as indicated to you in **clause 1** of this letter ("**Date of Appointment").**

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19. Jurisdiction and Dispute resolution:

19.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.

19.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.

19.3. Please note that while on employment, you will be governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

Wishing you the best in your career,

For Tata Elxsi Limited,



Rajagopalan S.
Head - Human Resources

Declaration

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in **Clause 1** of this letter ("**Date of Appointment").** By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.

Date: **Signature:** _____

Annexure 1

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Annexure to**: Abhishek Singh**

Appointment Letter Dated: **05 April 2022**

Name	**Abhishek Singh**
Level	**D**
Designation	**Engineer**
Location	**Pune**

	Amount in INR
Basic	15,000
House Rent Allowance	7,500
Flexible Benefit Plan**	19,412
Statutory Bonus *	1,400
Monthly Salary	**43,312**
Deferred Benefits (Annualised)	
Provident Fund (As per the PF Act 1952)	21,600
Gratuity (As per the Gratuity Act 1972)	8,658
Annual Gross Salary	**550,002**

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

*As per the Payment of Bonus Act 1965

**Please refer the annexure for details of FBP

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

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Annexure 2

Annexure indicating breakup of FBP components applicable to grade "D"

1. Telephone / Cell phone expenses (Not exceeding Rs.15,000/- p.a.).
2. Membership for Technical Societies (not exceeding Rs.6000/- p.a.).
3. LTA (tax free twice in 4 years as per prevailing Income Tax rules).

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05 April 2022

Raghavendra R
No 9411, Tnhb, Ayapakkam, Ambathur, Chennai-600077 (Near Ambathur Lake And Pillayar Temple Bus Stop)

Dear Raghavendra,

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

1. Appointment:

You will be required to join us on **04 July 2022.**
(The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

2. Code of Conduct:

2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.

2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.

2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.

2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

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2.6. You will observe work timings and holidays as applicable to your location and place of work.

3. Training & Probationary Period:

3.1 You will be on training for the first 6 months. During the training period, you will be subject to assessment at various stages and you are expected to meet the minimum acceptable criteria for your continuity in the Company and subject to submission of Provisional Degree Certificate (PDC) of the University with **60% or 6.0 CGPA** in aggregate.

3.2 Post the above, you will be on probation for the next 6 months. On meeting the minimum acceptable criteria and on completion of the probation period, if found suitable in the appointed post, you will be confirmed in writing by the Company. The terms and conditions of this letter shall continue to bind you or as may be amended by the Company from time to time.

3.3 Based on your performance, the Company is at liberty to terminate your services, if found unsatisfactory at any time during the Training or probation period, or extended probation period, as it deems necessary.

4. Salary:

4.1. During the period of probation you will be entitled to salary and perquisites as detailed in the annexure. The Company in writing will communicate any change in compensation to you.

4.2. Compensation structure detailed in the attached annexure is for a posting in **Chennai**. The compensation structure is based on location of posting and any change in compensation arising out of a change in location of posting will be communicated to you in writing.

5. Initial Posting and Subsequent Transfers:

Your initial posting can be at any of our design & development centers in **Chennai**. You will be liable to transfer 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 subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

6. Leave:

6.1. You will be entitled to leave and other benefits in accordance with the rules / policies of the Company.

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7. Other Work:

7.1. Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

8. Termination:

8.1. During the period of training / probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three months notice or three months basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.

8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you be will required to give a minimum of 90 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 90 day period. This minimum notice of 90 days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.

8.3. In case during your services with the Company, if you are deputed abroad for Training / Developmental program / Participating in Seminar etc., your notice period for resignation / termination during the period of one year after completion of your deputation abroad, will be 6 months at the option of the Company.

8.4. You will be liable to termination from service by the Company without notice if:

a. Any declaration given by you or any testimonials furnished by you to the Company is found to be false, or,
b. You are found to have willfully suppressed any material information, or,
c. You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,
d. You are found to have indulged in financial irregularities; or
e. You breach any of the terms and conditions of your employment as specified in this letter, or of any further official communication from the Company.

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9. On Separation:

9.1. On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items.

10. Background Check:

You are advised that, before or after joining the services, the Company or its Client(s) may conduct a background check such as past employment, education, financial & criminal check, including any other information that has been furnished by you. The Company reserve the right to withdraw any offer of employment or terminate your appointment immediately, without any liability should the results of your background investigation found negative.

11. Intellectual Property and Confidential Information:

11.1. Information pertaining to the Company's operations and its clients shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Any Intellectual Property or Patents developed by you during your service will be the property of Tata Elxsi Limited. After leaving the services of the Company, you shall keep confidential and proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.

11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to TEL all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment. TEL shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide TEL or any person designated by TEL all assistance as may be required to establish and / or perfect the rights defined in this clause.

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11.3. **Data Protection Regulation- Personal Data**: You acknowledge and agree that TEL or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. TEL will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to TEL to process such personal/or sensitive data.

12. Adhering to Safety Standards:

12.1. The Company strives to provide each employee with a safe and healthy work environment. Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

12.2. Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, smoking, chewing of tobacco or alcohol. The use of alcohol and/or illegal drugs in the workplace will not be tolerated.

12.3. Tata Elxsi has implemented its Healthy and Safety process based on ISO 45001. You are expected adhere to the Health and Safety Policy and promptly report any potential health and safety issues as per the reporting mechanism stipulated under the Health and Safety Policy. This act may help us maintain our own safety, as well as the safety of our fellow co-workers.

13. Protection of Interest:

13.1. If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and will remain sole right / property of the Company.

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14. Client Management:

14.1. On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this Clause 12, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

15. Non-solicitation:

15.1. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.

15.2. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

16. Retirement:

16.1. You will retire in the month of your attaining the age of 60 years.

17. Original Certificates:

17.1. You are required to produce Original certificates / testimonials for our reference & verification on the day of joining.

18. You are requested to join us on the date as indicated to you in **clause 1** of this letter ("**Date of Appointment").**

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19. Jurisdiction and Dispute resolution:

19.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.

19.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.

19.3. Please note that while on employment, you will be governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

Wishing you the best in your career,

For Tata Elxsi Limited,



Rajagopalan S.
Head - Human Resources

Declaration

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in **Clause 1** of this letter ("**Date of Appointment").** By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.

Date: **Signature:** _____

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Annexure 1

Annexure to**: Raghavendra R**

Appointment Letter Dated: **05 April 2022**

Name	**Raghavendra R**
Level	**D**
Designation	**Engineer**
Location	**Chennai**

	Amount in INR
Basic	15,000
House Rent Allowance	7,500
Flexible Benefit Plan**	19,412
Statutory Bonus *	1,400
Monthly Salary	**43,312**
Deferred Benefits (Annualised)	
Provident Fund (As per the PF Act 1952)	21,600
Gratuity (As per the Gratuity Act 1972)	8,658
Annual Gross Salary	**550,002**

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

*As per the Payment of Bonus Act 1965

**Please refer the annexure for details of FBP

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

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Annexure 2

Annexure indicating breakup of FBP components applicable to grade “D”

1. Telephone / Cell phone expenses (Not exceeding Rs.15,000/- p.a.).
2. Membership for Technical Societies (not exceeding Rs.6000/- p.a.).
3. LTA (tax free twice in 4 years as per prevailing Income Tax rules).

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Offer: Computer Consultancy
Ref: TCSL/DT20218785839/Chennai
Date: 04/02/2022

Ms. Anna Priya N
6/46M K Stalin Street,
Thazhambur , Navalur,
Chennai-600130,
Tamilnadu.
Tel# 91-9884744613

Dear Anna Priya N,

Sub: Letter of Offer

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

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

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BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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

PERFORMANCE PAY

Monthly Performance Pay

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

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

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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

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

RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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

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

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

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

3. Working Hours

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

4. Mobility

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

5. Compensation Structure / Salary components

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

6. Increments and Promotions

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

7. Alternative Occupation / Employment

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

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8. Confidentiality Agreement

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

9. Work in SBWS mode

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

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For 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)

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

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

The original documents will be returned to you after verification.

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

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

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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

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

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

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

(f) In case of 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



Girish V. Nandimath
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 Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Anna Priya N**
Designation	**Graduate Trainee**
Institute Name	**Sathyabama University**

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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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

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. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

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

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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/DT20184641711/Chennai
Date: 11/01/2022

Ms. Pratiksha Lall
Nayapuram,Wimberly Gunj Po South AndamanNayapuram,
Wimberly Gunj,
Port Blair-744206,
Andaman And Nicobar Islands.
Tel# 91-7063960229

Dear Pratiksha Lall,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade **Y**.

Your gross salary including all benefits will be **₹5,79,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides 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. 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.

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COMPENSATION AND BENEFITS

Basic Salary
You will be eligible for a basic salary of **₹15,000/-** 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 **₹6,000/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹17,456/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹2,800/-**. 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 **₹1,900/-** 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 shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

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

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

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

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

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

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

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TERMS AND CONDITIONS

1. **Relevant Experience**
   No experience is considered to be relevant to TCSL's business

2. **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 in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

   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.

3. **Disclaimer**
   Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

4. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning 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

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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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 10 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 ILP trainees without any further intimation/separate communication to you.

5. 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.

6. 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.

7. 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.

8. 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.

9. Alternative Occupation / Employment

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

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

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of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. 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.

12. Work in SBWS mode

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

13. 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.

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14. 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.

15. 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.

16. Notice Period

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

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

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

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

17. 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.

18. 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.

19. 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.

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20. Background Check

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

21. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- 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.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
-An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.

22. Initial Training Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation

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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.

If you remain unauthorizedly absent for a consecutive period of 10 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 ILP trainees without any further intimation/separate communication to you.

23. 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.

24. 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.

25. 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.

26. 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

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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



Girish V. Nandimath
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 Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Pratiksha Lall**
Designation	**Management Trainee**
Institute Name	**Sathyabama University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	25,206	3,02,472
2) Performance Pay		
Monthly Performance Pay	2,800	33,600
Quarterly Variable Allowance*	1,900	22,800
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	47,628	5,79,430

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.

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

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,456	2,09,472
GROSS BOUQUET OF BENEFITS	25,206	3,02,472

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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

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. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

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

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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/DT20218225084/Chennai
Date: 03/11/2021

Ms. Sandhiya V
41Ayyanar Kovil Street,
Udayargudi,
Kattumannarkoil-608301,
Tamil Nadu.
Tel# 91-8973125029

Dear Sandhiya V,

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. Work in SBWS mode

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

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

12. 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

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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.

13. 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.

14. 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.

15. Notice Period

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

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

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

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

16. 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.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. 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.

19. Background Check

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

20. 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)

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

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

The original documents will be returned to you after verification.

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

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

21. 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.

22. 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.

23. 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

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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.

24. 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.

25. 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 Â 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. Â 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



Girish V. Nandimath
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	**Sandhiya V**
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
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

TATA CONSULTANCY SERVICES
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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

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. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

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

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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/DT20218293138/Chennai
Date: 04/11/2021

Mr. Vukka Lakshmidhar
5/98,9th Floor,Hig-5,
Tnhb Phase2,Sholinganallur,
Chennai-600119,
Tamilnadu.
Tel# 91-6385132467

Dear Vukka Lakshmidhar,

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 assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements 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. Work in SBWS mode

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

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

12. 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

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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.

13. 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.

14. 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.

15. Notice Period

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

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

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

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

16. 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.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. 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.

19. Background Check

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

20. 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)

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

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

The original documents will be returned to you after verification.

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

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

21. 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.

22. 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.

23. 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

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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.

24. 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.

25. 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 Â 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. Â 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



Girish V. Nandimath
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	**Vukka Lakshmidhar**
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
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

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. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

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

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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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TRANSACT

28-February-2022

HR / 21-22 /CR0002

Ms. Nithya B
CHENNAI

Employment Offer

Dear Nithya,

Welcome to Transact Campus India (Transact).

With reference to your application and subsequent interviews, we are pleased to offer you the position of **an Intern** at **Transact with stipend of Rs.30,000/-** per month on the terms and conditions set forth below. During the first 3 months you would be an Intern and shall be going through the technical training. From July 15, 2022, you would be allocated to the team as **Trainee Engineer** and your Cost to Company (CTC) will be **Rs.560,00/- (Rupees Five Lakhs Sixty Thousand Only)**. You are required to join on **14-March-2022.** The terms and conditions of your employment shall be effective from the date of joining.

1. The breakdown of your Compensation is detailed in **Annexure – A.** Your compensation may change from time to time, and you will be informed in advance of such changes. Your gross base salary will generally be reviewed annually, however this does not necessarily mean it will be increased. Any adjustments to your gross base salary will be made in accordance with the company's procedures that are then in effect.

2. Your employment with us will be governed by terms and conditions referred in **Annexure – B.** Kindly note that these terms and conditions are subject to modifications, which you are always expected to abide by, during the term of your employment with Transact.

3. Transact has the sole discretion to modify your duties as it may deem appropriate, and you will be expected to undertake all responsibilities that may be assigned to you by Transact at any time.

4. You are required to acknowledge your acceptance to the offer on or before **02-March-2022** failing which, the offer will be considered null and void.

5. Kindly acknowledge your acceptance to this employment offer by replying to the mail (or) duly signing the duplicate copy of this offer.

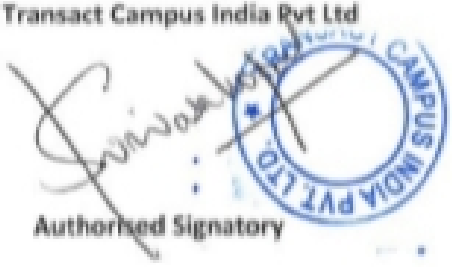
TRANSACT

6. You are requested to **report at 09:30 am** at **Transact Campus India Pvt Ltd, Rayala Techno Park, 6th Floor, #144/7, Rajiv Gandhi Salai, Kottivakkam Chennai, 600 041** for completing the joining formalities.

We are looking forward to having you join and work with us to build Transact. If you have any questions, please contact Swaminathan.srinivasan@transactcampus.com.

Thank you,

For Transact Campus India Pvt Ltd



Authorised Signatory

Srinivasagopal R
General Manager
Transact Campus India Pvt Ltd

I acknowledge that I have read the offer letter and annexures and will join Transact on_____.

Nithya B **28-February-2022**

Signature

Triad Software Pvt. Ltd.

27,WHITES ROAD,
Chennai- 600 014. India

Tel : + 91 044 42637181
Fax:+ 91 044 28552026
Website: www.triad-india.com

Feb 21st,2022

Ms.Gnana Sounthariya S
No.2/67, Nesavalar Street , Veppalodai,
Thoothukkudi-628903

Dear Gnana Sounthariya,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you in our Organization as detailed below:

1. DESIGNATION :- **Software Engineer-Trainee**

2. You will be reporting to: **Project Manager**

3. REMUNERATION: **Rs.3,80,000/- per annum (CTC).Breakup of Salary is detailed in Annexure – A** which includes employer's contribution to Provident Fund and other statutory payments, if any.

You will be governed by the **Terms & Conditions** attached herewith. This offer letter is valid till **July 1st 2022.** In the event of your not joining within the stipulated date, it will be construed that you are not interested in this offer and the offer stands rescinded.

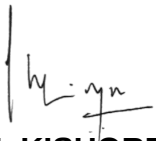
As a mark of your acceptance of this offer, kindly sign and return a copy of this letter along with the attached Terms and Conditions.

You are requested to report for work on July 1st,2022 before 8:30 AM

We welcome you to Triad and wish you a mutually beneficial long association.

Thanking you,

Yours faithfully,
For **TRIAD SOFTWARE PRIVATE LIMITED,**



S.N. KISHORE
Vice President – India Operations

Triad Software Pvt. Ltd.

27,WHITES ROAD,
Chennai- 600 014. India

Tel : + 91 044 42637181
Fax:+ 91 044 28552026
Website: www.triad-india.com

TERMS & CONDITIONS

1. **PLACE OF WORK:**
You will initially work at the Company's facility in Chennai. However based on the demands of the business, you will be required to work in other places as well, including assignments overseas. The change of work place will not be deemed to constitute a change in your conditions of service and remuneration.

2. **HOURS OF WORK**:
You will be governed by the rules in vogue.

3. **RESPONSIBILITIES & KEY RESULT AREAS:**
Your responsibilities will be congruent with key result areas and you will observe and conform to such directions as may be assigned or communicated to you by the Company or your seniors.
Detailed work responsibilities shall be provided prior to your joining the Company.

4. **TRAINING & PROBATION**:
You will be on probation for a period of SIX Months from the date of your joining. Your performance will be reviewed at the end of this period. Based on your performance and on successful completion of the probation period, you will become a confirmed employee of the organization. Your salary will be reviewed at the end of one year of your tenure in the company.

5. **LEAVE POLICY:**
You will be governed by the leave policy currently in vogue.

6. **EXCLUSIVENESS**:
You will be in the exclusive employment of the company. You will therefore not engage yourself alone or in company with any other person in any professional work or business conflicting with the interest of the company directly or indirectly.

7. **OVERSEAS ASSIGNMENT**:
You will be governed by the company's policy for overseas assignment in case you are assigned for carrying out operations overseas. This would include benefits relating to travel and stay abroad as per the policy in vogue.

8. **CONTRACT**:
You hereby agree to serve the Company for a minimum period of two years from the date of joining. Company reserves the right to conduct background investigations on all of its potential employees. BGV result not satisfactory to the Company would be subject for action as per the policy.

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9. **MEDICAL EXAMINATION**:
Your appointment will be subject to your producing a Medical Report from the assigned medical officer of the company, testifying your fitness for work. Covid vaccination is mandatory as per the company policy.

10. **PASSPORT AVAILABILITY**:
As per our policy, you are required to produce a copy of your valid passport to the company at the time of your joining. In case you do not have a passport, you shall apply for a passport within one month of your joining the company and submit documentary proof to the HR Department. If you fail to produce the proof at the end of the period allocated to you, the company is entitled to withhold your salary until you produce the proof or copy of the passport.

11. **SEPARATION**:
Two months notice or salary in lieu thereof is required for separation from either side. In the event your notice period falls short of the required notice period, it is solely the discretion of the management to accept or reject the shortfall.

12. **CONFIDENTIALITY:**
Information pertaining to the company's operations shall remain secret and safeguarded by you at all times. On joining the company, a formal agreement to effect non-disclosure of confidential information and intellectual property, etc., shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

13. **RULES AND REGULATIONS:**
During the period of your employment, you will be governed by the Company's rules in force from time to time. Rules & Regulations pertaining to statutory taxes as stipulated by the government from time to time will be applied as and when applicable.

S.N. KISHORE

Vice President – India Operations

I, Gnana Sounthariya S ***have read the copy of my offer letter and the Terms & Conditions attached and understood the same. I accept the same will join duty on*** 01-06-2022

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ANNEXURE – A

Ms.Gnana Sounthariya S

The breakup of your salary will be as follows:

	Per Annum
Basic	152000
HRA	95000
Statutory Bonus	7000
Special Allowances and Reimbursements	101680
Total	355680
Annual Benefits	
Provident Fund	18240
Gratuity	6080
CTC	3,80,000

For Triad Software Pvt Ltd

S.N. KISHORE

Vice President – India Operations

Visteon Technical and Services Centre Pvt. Ltd.
5th Floor, ICC-Devi Gaurav Tech Park,
S. No. 191,162, Pimpri, Pune-Mumbai Road,
Pune - 411 018, Maharashtra, India.
Phone +91 (20) 6737 1200 Fax: +91 (20) 6737 1903

11 Apr 2022

Mr. Alshad Abdul Hassan
TC -49/402,Alshad ,Payattukuppam Road,
Kamaleswaram - 695009

Dear Alshad Abdul Hassan,

Offer cum Appointment Letter of Employment with Visteon

Congratulations! With reference to your application and subsequent interactions with us for a career in our organization, we are pleased to offer you an employment with Visteon Technical And Services Centre Private Limited (the "Company").

We would like to welcome you to our team as **Software Engineer**. As agreed, you shall join the service of the Company based at **Pune**. You will report to a Manager at appropriate level or any such person as decided & nominated by the Company.

This Offer cum Appointment Letter will be valid subject to and conditioned upon following:

1. Your acceptance of the offered position and joining us on or before 11 Jul 2022. You will be required to complete joining formalities specified in **Annexure B**. In case you fail to report to duty on or before the said date, this offer stands withdrawn automatically without any further notification.
2. Your acknowledgement of your understanding and acceptance of the terms and conditions of the Letter by signing the Letter and returning the signed copy to the Company within three (3) working days from the date of this Letter
3. Your acceptance and signing the employee confidential information and invention assignment agreement as **Annexure C**, and returning the signed copy to the Company with the signed Letter; and
4. This offer will be valid subject to successful clearance of your pre-employment background verification check conducted by Visteon. Visteon has the right to cancel or terminate your employment if there is any sort of manipulation or misrepresentation of data or documents at any given time

Since the offer of employment is conditional on the accuracy of all information, you provided for the application, you agree and accept that the Company reserves the right to use such information in a reference/background investigation, which is required of all employees. You also agree that any manipulation, misrepresentation or deliberate omission of a material fact in your application or information provided shall be justification for the Company to cancel the offer and refuse to employ, or if employed, terminate your employment at any time, without any notice or compensation.

TERMS & CONDITIONS OF EMPLOYMENT:

You will be governed by the Visteon India HR policies and applicable benefits at your job level. Visteon reserves the right to modify, amend or revoke any benefits and or its HR policies at any time at its discretion, which will be communicated appropriately.

1. Salary: The details of salary and benefits in accordance with Company's compensation guidelines are set forth in **Annexure A**. You acknowledge that the Company's remuneration policy will be determined in accordance with competitive remuneration offered by other similar companies in India. You further acknowledge that the Company's remuneration policy will not necessarily be competitive with or similar to any affiliate Visteon's companies. The

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Phone +91 (20) 6737 1200 Fax: +91 (20) 6737 1903

Company reserves the right to add, delete, alter and amend the components of salary as may be considered necessary from time to time.

Performance Incentive payout: You are eligible for Company-wide variable performance incentive plan, which will be paid annually based on your individual and Company performance. Incentive will be paid only if you remain on the payroll of the Company on the payout date. This payout terms may be amended at the sole discretion of the Company and in accordance with the prevailing HR policy.

2. Work Place & Mobility: Your work location is at Pune. You acknowledge that you may need to travel in India or abroad in order to perform your duty and for business needs. You further acknowledge that you may be seconded, or deputed by the Company to other locations, in India or abroad, where the Company or its affiliates have operations based on business requirements at any given time. Any such transfer or deputation to another location will be intimated to you in writing and in accordance with related policy of the Company. Failing to accept such transfer or deputation would result in appropriate action as decided by the management of the Company.

3. Separation/Termination: Your employment with the Company may be terminated by either party by giving **3** months' advance notice in writing. In casethe Company terminates your employment, the Company may, at its sole discretion, decide to relieve you before the completion of the notice period by compensating you for the remaining days of the notice period. In case employee decides to leave early without completion of notice period, remaining notice pay need to be paid to the Company. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

The Company may immediately terminate your employment for cause without any compensation or notice, such cause includes, but not limited to, dishonesty, gross neglect of duties, conflict of interest, commission of a crime, professional negligence, misconduct, fraud, misrepresentation, refusal or repeated failure to carry out reasonable directions of the Company, any act or failure to act which substantially impairs the Company or its affiliates' business, goodwill, or reputation, material violation of Company's policies, or any breach of the terms and conditions under this Letter.

Upon the termination of your employment for any reason, you shall comply with the Company's separation procedures and return all assets and property of the Company, which is in your possession or control, including but not limited to, any and all confidential information and proprietary materials. The Company will not be bound to pay the dues, if any, until you have completed all the separation procedures.

All expenses incurred by the Company towards the notice period recovery or any other joiningor training expenses payment madeto you will be recovered in full in the event if you voluntarily leave the services of the Company within 1 year from the date of commencement of duty.Any sign on bonus recovery is prorated from the date of commencement of duty.

4.Working Hours: You shall work to any schedule of working hours that the Company may require. However, until otherwise amended, your official working hours will be 9:30AM to 6:30PM (Monday to Friday).The Company reserves the right, to vary or alter the standard working hours based on legal/business requirement.

5. Absence from Work: Absence for continuous period of 3 working days without prior approval of your Manager (including overstay of leave / training), would be deemed to be abandonment of employment by you and your service with the Company shall automatically come to an end without any notice or intimation however Company will not be bound to pay the dues as per separation procedure.No salary will be paid for any unauthorized absence from work on working days.

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6. Performance Appraisal & Increments: You are required to undergo the performance appraisal process in Visteon and your manager is authorized to conduct regular performance reviews in case of performance expectations are not met, you are required to undergo Performance Improvement Plan as per Visteon India HR Policy. Increments are subject to individual and Company performance, which will be at the discretion of Visteon Management.

7. Leave: You will be entitled to 12 days of Earned Leave,12 days of Casual Leave and 12 days of Sick leave subject to the terms and conditions in accordance with the leave policy of the Company. The Company reserves the right to alter the policy from time to time.You are also entitled for official public holidays as confirmed & published every year by the Company.

8. Retirement & Retiral Benefits: You will retire from the services of the Company on attaining the age of 58 years. An extension may, however, be given at the discretion of the management. You may be retired earlier if found medically unfit. As an employee of the Company,social retirement benefits entitledas per the provisions of the Employees' Provident Fund Act & Miscellaneous Provisions Act, 1952 and the Payment of Gratuity Act, 1972 or based on any of its amendments.

9. Duties & Compliance with Company Policies: During your employment with the Company, you shall perform your duties with diligence, devotion and reasonable discretion and attention to Company's business. You acknowledge and agree to that you are governed by all Company polies, rules and regulations as applicable, and the Company reserves the right to enforce, modify or alter the policies, including benefits policies from time to time, which will be communicated to you properly.

During your employment with the Company, except with the Company's prior written consent, you shall not directly or indirectly engage in any employment, consulting, or other activity which would interfere or conflict with the performance of your duties or obligations to the Company or its affiliates, or which would directly or indirectly compete with, or cause damage to Company or its affiliates.

Full Disclosure: You represent and confirm that upon joining, you have disclosed fully to the Company all of your business interests, including that of your own and your immediate relatives, which may be similar to or in conflict with the business and/or activities of the Company. You further agree to disclose fully to the Company any of such interest, during your employment, immediately upon such interest may arise.

10. Any invention, development, process, 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 the employee 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 adopted for use therein or in connection therewith shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company

11. You represent that your employment with Visteon is not in violation of any obligation to a previous employer or any entity with which you have had a relationship as an independent contractor or consultant, including any obligation contained in a non-competition agreement, non-solicitation agreement, or similar agreement. You also represent that you are not bringing any materials with you to Visteon that would violate any obligation regarding confidentiality to a prior employer or any entity with which you have had a relationship as an independent contractor or consultant

12. Business Communication: You hereby agree to use Visteon's internal e-mail or computer systems or any such official communication system only for officialuse and refrain from using them for any sort of personal interests.Further, Company may access these systems, from time to time or based on business requirements to check if there have been any illegal or improperaffairs.

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Pune - 411 018, Maharashtra, India.
Phone +91 (20) 6737 1200 Fax: +91 (20) 6737 1903

13. Personal Data Privacy & Data Protection: Upon accepting this offer and the terms and conditions under this Letter, you hereby consent and authorize the Company, for the purpose of internal management and external administration to collect, store, process, transmit (domestically and overseas), verify and reasonably use including disclose your information, including your personal information, to third parties including but not limited to government agencies, authorities, human resource service providers, etc. in accordance with Visteon's Global Data Privacy terms.

Visteon respects the privacy of employees' personal data, and is committed to protecting sensitive information as an integral part of the internal compliance rules. Visteon maintains robust processes for handling personal data, managed within departments where the handling of such data is necessary and legally allowed.

The terms of this Letter are strictly confidential between you and the Company, any breach of this confidence will be viewed with utmost seriousness.

This Letter has been made in Pune, and any dispute or suit, action or proceedings arising out of and in connection with this Agreement shall be instituted or adjudicated upon or decided in the first instance exclusively by the appropriate court of law in the city of Pune and no other court in India shall have jurisdiction.

Please acknowledge your acceptance of this offer and the terms and conditions under the Letter by signing on the duplicate copy of this Letter and the annexures and return the same to us within 5 working days.

Thanking you,

Yours faithfully,
Visteon Technical And Services Centre Private Limited

Amaresh Babu Reddy
Talent Acquisition Lead - India

Accepted & Agreed on: _____/_____/_____ Signature: _____

Name of Employee: _____

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Annexure A

COMPENSATION & BENEFIT SHEET		
Name	**Alshad Abdul Hassan**	
Designation	**Software Engineer**	
Job Level	**L8**	
Department	**Engineering**	
Date of Joining	**11 Jul 2022**	
Work Location	**Pune**	
Particulars	**Monthly (INR)**	**Annual (INR)**
Basic (A)	**17433**	**209198**
***Flexible Benefit Allowance (B)**	**26150**	**313797**
Total Guaranteed Cash (C = A + B)	**43583**	**522995**
Provident Fund (D) – 12% of Basic	2092	25104
Gratuity (E) – 4.81% of Basic	839	10062
Total Retiral Benefit (F = D + E)	**2931**	**35166**
Performance Incentive (G)		**41839**
Total Compensation (C+F+G)	**50000**	**600000**

*The Flexible Benefits Account can be claimed (a) wholly as supplementary allowance or (b) partly as supplementary allowance and partly as benefits or (c) wholly as benefits. The maximum limit of and the conditions binding each of the components under which the flexible benefits account may be claimed are as follows:

Components	Taxability	Exempted Amount / Limit
House Rent Allowance	Exempted subject to rental bills submission	40% or 50% (for metro cities) of Basic
Telephone Expenses Reimbursement	Fully Exempted subject to bills submission	INR 24,000 ((Max per annum)
Professional Pursuit Allowance Reimbursement	Fully Exempted subject to bills submission	INR 50,000 (Max per annum)
Education Allowance	Fully Exempted subject to bills submission	INR 1200/- per child attending non-residential school/college INR 3600/- per child attending residential school/ college
Leave Travel Allowance	Fully Exempted subject to bills submission	2 way Airfare to any place in India for self & dependents - Employee can allocate the amount as appropriate
SupplementaryAllowance	Fully Taxable	Components which are not opted from the above list will be added to this component

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Note:

- Taxes are applicable as per Income Tax act, 1961 or applicable amendments regularly which will be decided by Govt of India

Additional benefits

- COVID-19 insurance coverage of INR 200,000 per annum for each member insured - self, spouse and two dependent children under Company's Group COVID-19 Insurance Policy
- You will be entitled to Company provided insurance for Hospitalization (Self & family), Accident (self) & Term life insurance (self). Please refer to insurance guidelines for the same upon joining.
- Hospitalization insurance coverage of INR 3,00,000 per annum for self, spouse and two children under Company's Group Mediclaim Policy.
- Accidental insurance coverage for self only for three times of annual basic salary subject to a minimum of INR 10,00,000 under Company's Group Personal Accident Policy.
- Term life insurance coverage for self only for INR 30,00,000 under Company's Group Term Life Insurance Policy.
- Optional parental medical insurance cover for your parents/in-laws at company negotiated rates. The total cost of premium for the parental medical insurance cover will be borne by the employee.
- **Meal Card:** Meal card is provided with INR.1050 monthly (INR.50 per working day) to be used for purchase of food and non- alcoholic beverage.

Amaresh Babu Reddy
Talent Acquisition Lead - India

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ANNEXURE B

ON BOARDING DOCUMENTATION

On the date of joining or before, the following documents should be submitted to Human Resource team:

- Photocopy of Degree/Post Graduate Degree certificate and marks sheets.
- Relieving Letter and Service Certificate from all the previous employers as applicable.
- Recent 3 months' payslips or certificate of last drawn salary or recent increment letter
- Photocopy of your passport, PAN card & Aadhaar number (Mandatory)
- Provident FundUAN Number (Mandatory)
- Passport size white background digital photo (for ID & Access card purpose)
- If you are citizen of any other country, provide documental proof to work in India.

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11 Apr 2022

Mr. Gorli Venkata Bhuvan Sai
20B-6-51,kankanalavari street,Gandhinagar,
powerpet,eluri

Dear Gorli Venkata Bhuvan Sai,

Offer cum Appointment Letter of Employment with Visteon

Congratulations! With reference to your application and subsequent interactions with us for a career in our organization, we are pleased to offer you an employment with Visteon Technical And Services Centre Private Limited (the "Company").

We would like to welcome you to our team as **Software Engineer**. As agreed, you shall join the service of the Company based at **Pune**. You will report to a Manager at appropriate level or any such person as decided & nominated by the Company.

This Offer cum Appointment Letter will be valid subject to and conditioned upon following:

1. Your acceptance of the offered position and joining us on or before 11 Jul 2022. You will be required to complete joining formalities specified in **Annexure B**. In case you fail to report to duty on or before the said date, this offer stands withdrawn automatically without any further notification.
2. Your acknowledgement of your understanding and acceptance of the terms and conditions of the Letter by signing the Letter and returning the signed copy to the Company within three (3) working days from the date of this Letter
3. Your acceptance and signing the employee confidential information and invention assignment agreement as **Annexure C**, and returning the signed copy to the Company with the signed Letter; and
4. This offer will be valid subject to successful clearance of your pre-employment background verification check conducted by Visteon. Visteon has the right to cancel or terminate your employment if there is any sort of manipulation or misrepresentation of data or documents at any given time

Since the offer of employment is conditional on the accuracy of all information, you provided for the application, you agree and accept that the Company reserves the right to use such information in a reference/background investigation, which is required of all employees. You also agree that any manipulation, misrepresentation or deliberate omission of a material fact in your application or information provided shall be justification for the Company to cancel the offer and refuse to employ, or if employed, terminate your employment at any time, without any notice or compensation.

TERMS & CONDITIONS OF EMPLOYMENT:

You will be governed by the Visteon India HR policies and applicable benefits at your job level. Visteon reserves the right to modify, amend or revoke any benefits and or its HR policies at any time at its discretion, which will be communicated appropriately.

1. Salary: The details of salary and benefits in accordance with Company's compensation guidelines are set forth in **Annexure A**. You acknowledge that the Company's remuneration policy will be determined in accordance with competitive remuneration offered by other similar companies in India. You further acknowledge that the Company's remuneration policy will not necessarily be competitive with or similar to any affiliate Visteon's companies. The

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2. Work Place & Mobility: Your work location is at Pune. You acknowledge that you may need to travel in India or abroad in order to perform your duty and for business needs. You further acknowledge that you may be seconded, or deputed by the Company to other locations, in India or abroad, where the Company or its affiliates have operations based on business requirements at any given time. Any such transfer or deputation to another location will be intimatedto you in writing and in accordance with related policy of the Company. Failing to accept such transfer or deputation would result in appropriate action as decided by the management of the Company.

3. Separation/Termination: Your employment with the Company may be terminated by either party by giving **3** months' advance notice in writing. In casethe Company terminates your employment, the Company may, at its sole discretion, decide to relieve you before the completion of the notice period by compensating you for the remaining days of the notice period. In case employee decides to leave early without completion of notice period, remaining notice pay need to be paid to the Company. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

The Company may immediately terminate your employment for cause without any compensation or notice, such cause includes, but not limited to, dishonesty, gross neglect of duties, conflict of interest, commission of a crime, professional negligence, misconduct, fraud, misrepresentation, refusal or repeated failure to carry out reasonable directions of the Company, any act or failure to act which substantially impairs the Company or its affiliates' business, goodwill, or reputation, material violation of Company's policies, or any breach of the terms and conditions under this Letter.

Upon the termination of your employment for any reason, you shall comply with the Company's separation procedures and return all assets and property of the Company, which is in your possession or control, including but not limited to, any and all confidential information and proprietary materials. The Company will not be bound to pay the dues, if any, until you have completed all the separation procedures.

All expenses incurred by the Company towards the notice period recovery or any other joiningor training expenses payment madeto you will be recovered in full in the event if you voluntarily leave the services of the Company within 1 year from the date of commencement of duty.Any sign on bonus recovery is prorated from the date of commencement of duty.

4.Working Hours: You shall work to any schedule of working hours that the Company may require. However, until otherwise amended, your official working hours will be 9:30AM to 6:30PM (Monday to Friday).The Company reserves the right, to vary or alter the standard working hours based on legal/business requirement.

5. Absence from Work: Absence for continuous period of 3 working days without prior approval of your Manager (including overstay of leave / training), would be deemed to be abandonment of employment by you and your service with the Company shall automatically come to an end without any notice or intimation however Company will not be bound to pay the dues as per separation procedure.No salary will be paid for any unauthorized absence from work on working days.

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Pune - 411 018, Maharashtra, India.
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6. Performance Appraisal & Increments: You are required to undergo the performance appraisal process in Visteon and your manager is authorized to conduct regular performance reviews in case of performance expectations are not met, you are required to undergo Performance Improvement Plan as per Visteon India HR Policy. Increments are subject to individual and Company performance, which will be at the discretion of Visteon Management.

7. Leave: You will be entitled to 12 days of Earned Leave,12 days of Casual Leave and 12 days of Sick leave subject to the terms and conditions in accordance with the leave policy of the Company. The Company reserves the right to alter the policy from time to time.You are also entitled for official public holidays as confirmed & published every yearby the Company.

8. Retirement & Retiral Benefits: You will retire from the services of the Company on attaining the age of 58 years. An extension may, however, be given at the discretion of the management. You may be retired earlier if found medically unfit. As an employee of the Company,social retirement benefits entitledas per the provisions of theEmployees' Provident Fund Act & Miscellaneous Provisions Act, 1952 and the Payment of Gratuity Act, 1972 or basedon any of its amendments.

9. Duties & Compliance with Company Policies: During your employment with the Company, you shall perform your duties with diligence, devotion and reasonable discretion and attention to Company's business. You acknowledge and agree to that you are governed by all Company polies, rules and regulations as applicable, and the Company reserves the right to enforce, modify or alter the policies, including benefits policies from time to time, which will be communicated to you properly.

During your employment with the Company, except with the Company's prior written consent, you shall not directly or indirectly engage in any employment, consulting, or other activity which would interfere or conflict with the performance of your duties or obligations to the Company or its affiliates, or which would directly or indirectlycompete with, or cause damage to Company or its affiliates.

Full Disclosure: You represent and confirm that upon joining, you have disclosed fully to the Company all of your business interests, including that of your own and your immediate relatives, which may be similar to or in conflict with the business and/or activities of the Company. You further agree to disclose fully to the Company any of such interest, during your employment, immediately upon such interest may arise.

10. Any invention, development, process, 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 the employee 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 adopted for use therein or in connection therewith shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company

11. You represent that your employment with Visteon is not in violation of any obligation to a previous employer or any entity with which you have had a relationship as an independent contractor or consultant, including any obligation contained in a non-competition agreement, non-solicitation agreement, or similar agreement. You also represent that you are not bringing any materials with you to Visteon that would violate any obligation regarding confidentiality to a prior employer or any entity with which you have had a relationship as an independent contractor or consultant

12. Business Communication: You hereby agree to use Visteon's internal e-mail or computer systems or any such official communication system only for officialuse and refrain from using them for any sort of personal interests.Further, Company may access these systems, from time to time or based on business requirements to check if there have been any illegal or improperaffairs.

Visteon Technical and Services Centre Pvt. Ltd.
5th Floor, ICC-Devi Gaurav Tech Park,
S. No. 191,162, Pimpri, Pune-Mumbai Road,
Pune - 411 018, Maharashtra, India.
Phone +91 (20) 6737 1200 Fax: +91 (20) 6737 1903

13. Personal Data Privacy & Data Protection: Upon accepting this offer and the terms and conditions under this Letter, you hereby consent and authorize the Company, for the purpose of internal management and external administration to collect, store, process, transmit (domestically and overseas), verify and reasonably use including disclose your information, including your personal information, to third parties including but not limited to government agencies, authorities, human resource service providers, etc. in accordance with Visteon's Global Data Privacy terms.

Visteon respects the privacy of employees' personal data, and is committed to protecting sensitive information as an integral part of the internal compliance rules. Visteon maintains robust processes for handling personal data, managed within departments where the handling of such data is necessary and legally allowed.

The terms of this Letter are strictly confidential between you and the Company, any breach of this confidence will be viewed with utmost seriousness.

This Letter has been made in Pune, and any dispute or suit, action or proceedings arising out of and in connection with this Agreement shall be instituted or adjudicated upon or decided in the first instance exclusively by the appropriate court of law in the city of Pune and no other court in India shall have jurisdiction.

Please acknowledge your acceptance of this offer and the terms and conditions under the Letter by signing on the duplicate copy of this Letter and the annexures and return the same to us within 5 working days.

Thanking you,

Yours faithfully,
Visteon Technical And Services Centre Private Limited

Amaresh Babu Reddy
Talent Acquisition Lead - India

Accepted & Agreed on:_____/_____/_____Signature: _____

Name of Employee: _____

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Annexure A

COMPENSATION & BENEFIT SHEET		
Name	**Gorli Venkata Bhuvan Sai**	
Designation	**Software Engineer**	
Job Level	**L8**	
Department	**Engineering**	
Date of Joining	**11 Jul 2022**	
Work Location	**Pune**	
Particulars	**Monthly (INR)**	**Annual (INR)**
Basic (A)	**17433**	**209198**
***Flexible Benefit Allowance (B)**	**26150**	**313797**
Total Guaranteed Cash (C = A + B)	**43583**	**522995**
Provident Fund (D) – 12% of Basic	2092	25104
Gratuity (E) – 4.81% of Basic	839	10062
Total Retiral Benefit (F = D + E)	**2931**	**35166**
Performance Incentive (G)		**41839**
Total Compensation (C+F+G)	**50000**	**600000**

*The Flexible Benefits Account can be claimed (a) wholly as supplementary allowance or (b) partly as supplementary allowance and partly as benefits or (c) wholly as benefits. The maximum limit of and the conditions binding each of the components under which the flexible benefits account may be claimed are as follows:

Components	Taxability	Exempted Amount / Limit
House Rent Allowance	Exempted subject to rental bills submission	40% or 50% (for metro cities) of Basic
Telephone Expenses Reimbursement	Fully Exempted subject to bills submission	INR 24,000 ((Max per annum)
Professional Pursuit Allowance Reimbursement	Fully Exempted subject to bills submission	INR 50,000 (Max per annum)
Education Allowance	Fully Exempted subject to bills submission	INR 1200/- per child attending non-residential school/college INR 3600/- per child attending residential school/ college
Leave Travel Allowance	Fully Exempted subject to bills submission	2 way Airfare to any place in India for self & dependents - Employee can allocate the amount as appropriate
SupplementaryAllowance	Fully Taxable	Components which are not opted from the above list will be added to this component

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Note:

- Taxes are applicable as per Income Tax act, 1961 or applicable amendments regularly which will be decided by Govt of India

Additional benefits

- COVID-19 insurance coverage of INR 200,000 per annum for each member insured - self, spouse and two dependent children under Company's Group COVID-19 Insurance Policy
- You will be entitled to Company provided insurance for Hospitalization (Self & family), Accident (self) & Term life insurance (self). Please refer to insurance guidelines for the same upon joining.
- Hospitalization insurance coverage of INR 3,00,000 per annum for self, spouse and two children under Company's Group Mediclaim Policy.
- Accidental insurance coverage for self only for three times of annual basic salary subject to a minimum of INR 10,00,000 under Company's Group Personal Accident Policy.
- Term life insurance coverage for self only for INR 30,00,000 under Company's Group Term Life Insurance Policy.
- Optional parental medical insurance cover for your parents/in-laws at company negotiated rates. The total cost of premium for the parental medical insurance cover will be borne by the employee.
- **Meal Card:** Meal card is provided with INR.1050 monthly (INR.50 per working day) to be used for purchase of food and non- alcoholic beverage.

Amaresh Babu Reddy
Talent Acquisition Lead - India

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ANNEXURE B

ON BOARDING DOCUMENTATION

On the date of joining or before, the following documents should be submitted to Human Resource team:

- Photocopy of Degree/Post Graduate Degree certificate and marks sheets.
- Relieving Letter and Service Certificate from all the previous employers as applicable.
- Recent 3 months' payslips or certificate of last drawn salary or recent increment letter
- Photocopy of your passport, PAN card & Aadhaar number (Mandatory)
- Provident FundUAN Number (Mandatory)
- Passport size white background digital photo (for ID & Access card purpose)
- If you are citizen of any other country, provide documental proof to work in India.



APPOINTMENT LETTER

January 31, 2022

Dear Nandhini D,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

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

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability 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. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. 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 and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of 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 Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, 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 the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will 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. You confirm that for a period of six (6) months after separation of your employment from the Company (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 the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

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 employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. 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.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company 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. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro 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 dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. 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 of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. 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 a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a 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.

d. 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.

e. 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 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 immediately inform my supervisor and notify the top management.

Compliance to Company’s Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited’s (hereinafter to as the “Company”) internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company’s Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as “UPSI”) about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company’s Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to “UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Sudharsan K, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') 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;

c. 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 including documents 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 including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Nandhini D

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**

Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

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

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

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

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

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

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

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Nandhini D 31/1/2022 10:41 AM

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

Registered Office:

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APPOINTMENT LETTER

January 17, 2022

Dear Shaik Vali Abdul Haq,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

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

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability 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. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. 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 and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of 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 Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, 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 the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will 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. You confirm that for a period of six (6) months after separation of your employment from the Company (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 the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

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 employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. 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.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company 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. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro 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 dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. 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 of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. 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 a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a 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.

d. 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.

e. 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 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 immediately inform my supervisor and notify the top management.

Compliance to Company’s Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited’s (hereinafter to as the “Company”) internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company’s Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as “UPSI”) about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company’s Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to “UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Shaik Vali Abdul Haq, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') 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;

c. 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 including documents 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 including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Shaik Vali Abdul Haq

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**

Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

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

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

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

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

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

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

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Shaik Vali Abdul Haq 17/1/2022 11:49 PM

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

Registered Office:

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Bengaluru 560 035

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F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com

India **C** :L32102KA1945PLC020800

22765117



APPOINTMENT LETTER

January 31, 2022

Dear Sudharsan K,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

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

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability 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. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. 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 and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of 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 Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, 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 the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will 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. You confirm that for a period of six (6) months after separation of your employment from the Company (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 the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

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 employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. 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.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company 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. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro 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 dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. 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 of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. 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 a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a 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.

d. 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.

e. 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 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 immediately inform my supervisor and notify the top management.

Compliance to Company’s Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited’s (hereinafter to as the “Company”) internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company’s Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as “UPSI”) about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company’s Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to “UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Sudharsan K, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') 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;

c. 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 including documents 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 including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Sudharsan K

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**

Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

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

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

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

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

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

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

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Sudharsan K 31/1/2022 10:41 AM

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

Registered Office:

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22852788

OFFER LETTER

OL-2021: 0314

Dear **Shamruthi. T,**

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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