

Dr D Y Patil School of Engineering, Lohegaon, Pune.



D J PATIL GROUP

Training & Placement Policy

Shaping Engineers to Professionals

DYPSOE / POLICY/ 2020/ T & P / Version 2

Dr. D. Y. Patil School of Engineering, Lohegaon, Pune.



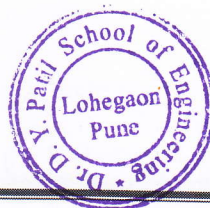
Training & Placement Policy

Shaping Engineers to Professionals

DYPSOE / POLICY/ 2022/ T & P / Version 2

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Vision

Empowerment through quality technical education

Mission

M1: To excel as a center of excellence in technical education

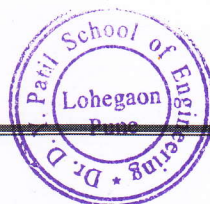
M2: To impart skill based education to meet the needs of industry and Society

M3: To achieve excellence in teaching, learning and research

M4: To inculcate social & ethical values among the students .

Quality Policy

We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders.



1. Training and Placement Cell:

The Training and Placement Cell is an integral part of the DYPSOE. The DYPSOE management is fully invested in providing sound infrastructure and human resources to maintain the Training and Placement Cell and the resulting opportunities the cell provides to students of the College. The Placement Cell's primary objective is to provide training and placements to college students. Various organized activities take place throughout the academic year both in the college and the local area. Students are led to take the initiative to develop their attitude in the workplace, soft skills and are given the opportunity to develop technical skills alongside analytical capabilities. The Training and Placement Cell aims to expose students to the nature of the corporate world therefore providing insight to their future professional careers.

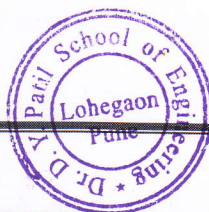
2. Objective:

- To provide ample of opportunities for placement of students to achieve placements.
- Tie-up arrangements with Industries & Corporate of repute for Campusrecruitment.
- To send data of eligible students to recruiters and invite them for recruitment.
- To prepare students for campus recruitment arranging training in Aptitude tests, Group discussions, preparing for Technical and HR interviews through professional trainers.

3. Placements Rules & Regulations:

A. ELIGIBILITY & REGISTRATION

- Students should register their names by submitting Students' Data Sheet as per the prescribed format given by Department of Training and Placement Cell. Only those students who have registered are eligible to participate in the placement activities.
- Campus placement is a facility provided for the students. Registration is not compulsory. Students not interested in placement are advised not to register for placement.
- Students are advised to read the announcements made through notices put up on Notice boards, WhatsApp Groups, Google Groups, College Website, go through the company website & Job Profile etc.



- Students will be allowed to have a single job offer only. However, already placed Students may also be allowed to appear for "Dream Company". Once a student bags a job offer from a dream company, she will not be allowed to participate in any campus recruitment process at all. Moreover, already placed students but not placed in "Dream Company" may also be allowed for two job offers after completion of 80% placement of registered and eligible students of individual discipline.
- Backlogs: Students having backlog of 4 or more courses are not permitted to register for placement. Such students are advised to clear the backlogs and then register after the July-November end semester examinations. However, extended students can register in case of non-completion of course/project requirements in their last two semesters.
- The eligibility criteria imposed by the visiting company will be the final.
- The eligible / registered students must attend all the training programmers / workshops arranged by department.
- Department placement coordinator/Student Coordinator is the single point of contact for the concerned department Students. For all kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.,) should be executed through the concerned department placement coordinator and HOD.

Students attending campus interviews should adhere to the following instructions,

(a) Report at the venue (Join Meeting online/offline) of pre-placement talk and interview as per the instructions.

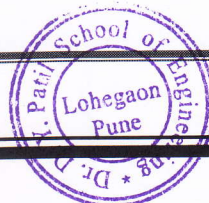
(b) Students should carry minimum 5 copies of their resume, photocopies of all Original certificates, 5 pass port size photographs.

(c) A student in casual dress will not be allowed for the PPT/Recruitment Process.

- Students need to submit Passport size photographs (6 nos.) along with the Form. The photo should be in College uniform, with tie, Blazer. (Boys should ensure they have proper haircut.)
- TPO aims to provide placement assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.

B. RESUME

- Students are expected to follow the institute resume template available in the placement website /Departmental Training and Placement Coordinators for preparing the resumes.
- The details given in the resume have to be genuine and any student found violating this rule will be disallowed from the placement for the rest of the academic year.



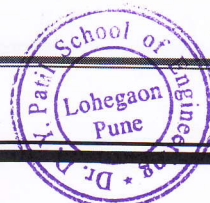
4. PRE-PLACEMENT TALKS (PPT)

- Students should be seated in the venue (Online/Offline) 15 minutes before the scheduled start of the PPT or join the Meeting Link in cause online drive.
- The placement facility is available only to all the students registered with Training & Placement Department.
- Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be sought from the companies during PPT or interview.
- **DRESS CODE:** Students **must be formally dressed /Uniform** whenever they participate in any interaction with a company
- **This office reserves the right to refuse permission to a student to attend the selection process / PPT, if they do not dress up formally. Students are expected to know the norms for formal wear; for the benefit of those who claim ignorance, please note that the following are strictly not allowed:**

- * T-shirts with printed text; un-collared T-shirts;
- * Shorts
- * Jeans
- * Shirt not-tucked in
- * Chappals / flip-flops

5. PLACEMENT PROCESS

- It is the responsibility of the student to check announcements / notices / updated information / shortlisted names etc. in the notice boards of Placement /Department Notice Board/Placement Portal.
- A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the middle of a selection process will be disallowed from placement for the rest of the academic year.
- **LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW** may not be allowed to appear for the selection process.



- Students should maintain discipline and show ethical behavior in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be disallowed from the placements for the rest of the academic year.
- Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.

6. CAREER COUNSELING

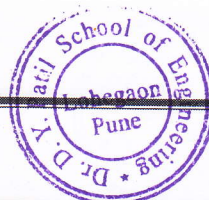
- Giving Motivational Talks.
- To promote career counseling by organizing guest speakers viz. senior corporate personnel and most importantly by the immediately placed senior students.
- Create awareness among students regarding available career options and help them in identifying their career objectives and Act as a bridge between students, alumni and employers.

7. MOCK INTERVIEWS

- Mock Interviews help students to prepare well in terms of body language and professional etiquette.
- To boost confidence and reduce stress level at the time of final interviews, students are given guidance about how they should perform in an interview.

8. JOB OFFERS

- The copy of the offer letter is required to submit in the placement office. If a student is offered a second job, he/she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.
- After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the TPO immediately.
- If a student receives more than one offer owing to delays in the announcements of results by the companies, the student is bound to accept the job offer whose results are declared earlier.



- In case, a student decides not to join where he got selected, he should inform the company in writing with reasons at earliest and also required to submit a copy of that letter / mail to the Placement Office.

F. Debarment/Blacklisting grounds for students:

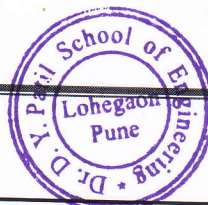
- Students may be debarred /blacklisted from the placement if he/she is found involved in any in disciplinary activity or engaged in malpractices practices.
- Students giving wrong data/information in Training and Placement Coordinators, He / She will be debarred/blacklisted from the placement activities for the rest of the academic year
- Students cannot drop out from selection process once he/she has been shortlisted for further rounds after Aptitude Test. A disciplinary action will be taken against defaulter students.
- Any kind of misbehavior/complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those evolve will be debarred/ blacklisted from future campus placements. For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students/scholars.

G. Students should carry a Folder comprising of

- a. Multiple copies of Resume with duly signed by the student
- b. Passport size colored Photographs (In College Uniform with Blazer)
- c. Photocopy of all the Certificates (10th, 12th, Graduation Mark sheets and certificates etc.)
- d. College ID card
- e. ID & Address Proof (viz; Driving License, Passport, Pan card, Aadhar Card, Voter ID etc.)

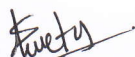
9. DOCUMENT


- Communication letters in between Institute and Industry / organization.
- Appointment letters self-attested by placed students.
- List of students placed with signature of principal.
- Reports of placement cells with minutes of meeting.
- Geo-tag photos of campus interview held.
- Advertisement / publicity for campus interview / new paper cutting.

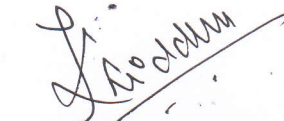


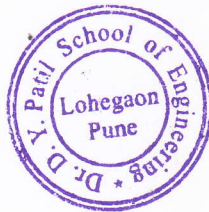
Policy Details:

Policy drafted by	T&P Cell
Policy Applies to	The students of the college
Effective from the date	3 rd Feb 2022
Approved by	IQAC/Principal
Responsible Authority	T&P Cell
Superseding Authority	Principal
Last Reviewed	3 rd Feb 2022
Policy No.	DYPSOE / POLICY/ 2022/ T&P / Version 2


Prepared by
T&P Cell


Approved by
Principal


Approved by
Management





"Empowerment through quality technical education"

Dr D Y Patil Educational Enterprises Charitable Trust's

Ajeenkya D Y Patil Group of Institution's Technical Campus

Dr D Y PATIL SCHOOL OF ENGINEERING

(Approved by AICTE, New Delhi Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)

AISHE Code: C-46648

DTE Code: EN6732

SPPU PUN Code: CEGP015720

(Accredited by NAAC)

AY 2020-2021

5.2.1 Number of placements of outgoing students during the year

Sr.No	Name of the Department	Students placed
1	Computer Engg	124
2	E & TC Engg	24
3	Mechanical Engg	21
4	Civil Engineering	13
Total		182

Enclosed offer letters

Dr.F.B.Sayyad

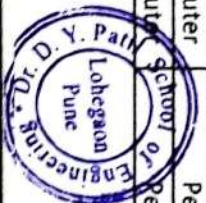


Principal
Principal

Dr. D. Y. Patil School of Engineering
Lohegaon, Pune.

5.2.1 Number of placement of outgoing students during the year

Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
2020-21	Piyush Takale 7218952785	Computer	Wiley-mthree 0120-6291100	10
2020-21	Shreya Lad 9822212543	Computer	L&T 020 6641 6262	8
2020-21	Pranav Golap 9623066488	Computer	Leanfy 1-844-LEANAFY	7.2
2020-21	Kaustubh Dhawale 9766249892	Mechanical	Kaar Technology 044 4065 1500	7
2020-21	Mr Prateek Mote 9004814747	Computer	TCS 020 6631 1000	7
2020-21	Chetan Gadekar 8805621921	Computer	Willey Mittre 0120-6291100	7
2020-21	Kalyani Kesar 9623563136	Computer	Condinast 022 6611 9000	6.5
2020-21	Shubham Sharma 9099817937	Computer	Kaar Technology 044 4065 1500	6.5
2020-21	Nishad Kharote 8237400132	E&TC	Planet Spark 08047193333	6.5
2020-21	Rutuja Vetal 9588468052	Computer	Condinast 022 6611 9000	6
2020-21	Geentanjalil Pandey 7588231602	Computer	PWC 020 4100 4444	6
2020-21	Piyush Bari 9923875707	Mechanical	Skoda Valkswagan 02135 711 000	5.5
2020-21	Akshada Tingare 9270021969	Computer	Aptara 020 6672 8000	5
2020-21	Mayur Kulkarni 7776812011	Computer	Aptara 020 6672 8000	5
2020-21	Rutuja Patil 9623154811	Computer	FIS Global 087777 63706	5
2020-21	Shubham Kumar 8459559240	Computer	FIS Global 087777 63706	5
2020-21	Akshay Karale 9834592286	Computer	Newgen (202) 800 7783	5
2020-21	Aishwarya Ramesh Tembe 8407967848	Computer	WNS 020 6767 4000	5
2020-21	Akash Rajesh Devpandey 7387397937	E&TC	WNS 020 6767 4000	5
2020-21	Kanhaiya Jagannath Patil 8669070491	Computer	WNS 020 6767 4000	5
2020-21	Mane Venkati Hiraman 8624078145	Computer	WNS 020 6767 4000	5
2020-21	Sudarshan Krishna Jagdale 9730019349	Computer	WNS 020 6767 4000	5
2020-21	Suraj Vyankat Pethekar 09975144913	Computer	WNS 020 6767 4000	5
2020-21	Vishakha Vishwas Tapkir 8788400514	Computer	WNS 020 6767 4000	5
2020-21	Swati Jha* 7276256543	E&TC	WNS* 020 6767 4000	5
2020-21	Vishal Yadav 9689712063	Computer	AcceIya 020 6608 3777	4.99
2020-21	Omkar Sattar Shetty 8669024297	Mechanical	Pinclick 180030005245	4.8
2020-21	Akash Choudhari. 9657911030	Computer	Persistent Systems 020 6703 0000	4.7
2020-21	Akash Kurund 9834592286	Computer	Persistent Systems 020 6703 0000	4.7
2020-21	Kshij Motke 9421481386	Computer	Persistent Systems 020 6703 0000	4.7
2020-21	Piyush Prashant Takale 7218952785	Computer	Persistent Systems 020 6703 0000	4.7
2020-21	Pragati Tamboli 7276027792	Computer	Persistent Systems 020 6703 0000	4.7



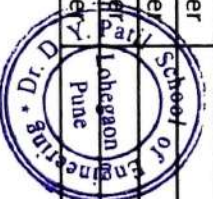
2020-21	Ritesh Patidar	7230914900	Computer	Persistent Systems	020 6703 0000	4.7
2020-21	Ruchin Dhama	8668935688	Computer	Persistent Systems	020 6703 0000	4.7
2020-21	Taufik Tamboli	7020661943	Computer	Persistent Systems	020 6703 0000	4.7
2020-21	Tushar Chandrakant Gangurde	7972727664	Computer	Persistent Systems	020 6703 0000	4.7
2020-21	Nikita Ingale	8691876163	Computer	Aekansh group of company	9503201007	4.5
2020-21	Pooja Sharma	8080002601	Computer	Aekansh group of company	9503201007	4.5
2020-21	Tanisha Jaiswal	8830784016	Computer	Aekansh group of company	9503201007	4.5
2020-21	Yash Patil	7350207970	Computer	Betsol	080 2671 0458	4.5
2020-21	Mohd Hamid	9766912252	E&TC	Congnizent	971 2 6430362	4.5
2020-21	Pushpak Patil	8412945289	Computer	Congnizent	971 2 6430362	4.5
2020-21	Aniket Choudhary	8698078261	Computer	Infor	0200 89 91 85	4.5
2020-21	Rohit Kadam	7798279809	E&TC	Infor	0200 89 91 85	4.5
2020-21	Madhuri Dange	9922555497	Computer	Tieto Evry Family	011-41802240	4.5
2020-21	Vinay Kumar Koraganti	8149770222	Computer	JTP	044 7017 1780	24.1
2020-21	Avinash Yadav	8149332254	E&TC	DTDC Express Ltd	7305770577	4.2
2020-21	Priva C*	9970308398	E&TC	DTDC Express Ltd	7305770577	4.2
2020-21	Ms Shruti Khair	7387534475	Computer	Kalyani Studio	91 8263090692	4
2020-21	Rachana Jaykumar	7447447187	Computer	L-Cub	1800 208 3344	4
2020-21	Shailendra Singh Gujar	9284279158	Computer	Publics Media	912230419922	4
2020-21	Atish Tondale	9011758978	Civil	Square Yards	020 6730 3000	4
2020-21	Sourabh Chakure		Mechanical	Square Yards	020 6730 3000	4
2020-21	Divya Sathe	7024059213	Computer	TietoEVRY	011-41802240	4
2020-21	Mona Sinha	9766833475	Computer	TietoEVRY	011-41802240	4
2020-21	Mohini Raykar	9975495691	Computer	Wipro	(80) 46827999	4
2020-21	Priyanka Pathare	8530304214	Computer	Wipro	(80) 46827999	4
2020-21	Rakshanda Kapoor	9172339911	Computer	Infosys	020 2293 2800	3.6
2020-21	Shruti Khaire	7387534475	Computer	Neosoft	022 4050 0600	3.6
2020-21	Swapnil Nangare	9975964831	Computer	Neosoft	022 4050 0600	3.6
2020-21	Manish Kumar	7020088203	Mechanical	Franke Faber India Pvt Ltd	02138 612 400	3.55
2020-21	Prabal Pandey	9325457918	E&TC	Franke Faber India Pvt Ltd	02138 612 400	3.55
2020-21	Prashant Yeole	8530442177	Computer	Accenture	020 4145 1000	3.5
2020-21	Sanjay Naresh Parmar	7840971775	Computer	Assesst Analytics	020 4145 1000	3.5
2020-21	Pragati Shitole	7410162421	Computer	Atos Global	020 4070 1000	3.5
2020-21	Swati Balvan	9139394891	Computer	Capgemini	020 3984 2581	3.5
2020-21	Sheyas Lokhande	07276647777	Computer	Capgemini	020 3984 2581	3.5
2020-21	Tanmay Kadam	8378822459	E&TC	Capgemini	020 6791 8000	3.5



2020-21	Saniya Bhaagwan	9146148567	Computer	Infosys	020 2293 2800	3.5
2020-21	Balveen Sahota	9730852823	E&TC	L& T Infotech	020 6641 6262	3.5
2020-21	Firosh Vasudevan	9834338916	Computer	L& T Infotech	020 6641 6262	3.5
2020-21	Samidha Jadhav	7097303024	Computer	L& T Infotech	020 6641 6262	3.5
2020-21	Subhuam Sharma	9099817937	Computer	L& T Infotech	020 6641 6262	3.5
2020-21	Vaibhav Karande	8007417691	Computer	L& T Infotech	020 6641 6262	3.5
2020-21	Geeta Brjial Kotwani	7588231602	Computer	Neebal Technology	022 2857 4118	3.5
2020-21	Pragati Uttam Shitole	7410162421	Computer	Neebal Technology	022 2857 4118	3.5
2020-21	PRANAV KAILASH SHINDE	9130518311	Computer	Neebal Technology	022 2857 4118	3.5
2020-21	Sayali Dhanraj Mhaske	9860508910	Computer	Neebal Technology	022 2857 4118	3.5
2020-21	Vinita Sangale	7028201016	Computer	Zimetrics	082377 88331	3.5
2020-21	Tanay Mirkari	9623563136	Computer	NetcoreCloud	91 22 4975 7575	3
2020-21	Venkatesai Kumar S Vavilashetty	9370534381	E&TC	Atos Global	020 4070 1000	3
2020-21	Saloni Aithlawar	8308642572	E&TC	Cargo FL	91 83290 83054	3
2020-21	Shivani Mohan Chougule	9763726503	Computer	Cargo FL	91 83290 83054	3
2020-21	Ritika Jha	9518925572	E&TC	Evosys	079 66823300	3
2020-21	Jayesh Trivedi	9028961733	Computer	Global Step	020 4101 5111	3
2020-21	Krishna Pawar	7507322283	Mechanical	Global Step	020 4101 5111	3
2020-21	Mrunal saraf	7875291203	Computer	Global Step	020 4101 5111	3
2020-21	Pratik Laxman Trimbake	9970107947	Computer	Global Step	020 4101 5111	3
2020-21	Ritesh Hajare	8390633882	Computer	Global Step	020 4101 5111	3
2020-21	Shivarama Patil	9834283324	Computer	Global Step	020 4101 5111	3
2020-21	Tanay Sankhe		Mechanical	Global Step	020 4101 5111	3
2020-21	Vaishnavi Chaugule	8975006722	Computer	Global Step	020 4101 5111	3
2020-21	Vishwajeet Gorge	8888431043	Computer	Global Step	020 4101 5111	3
2020-21	Shikha Kushwaha	7397821460	Computer	Hexaware Technologies	020 6791 8000	3
2020-21	Shubham Bhosale	7757071611	Computer	Hexaware Technologies	020 6791 8000	3
2020-21	Kalyani Deshmukh	8446681982	Mechanical	Kider India	02137 678000	3
2020-21	Harshal Bharti	7030527732	Mechanical	Mahindra& Mahindra	020 2567 6626	3
2020-21	Mitin Borde	9823984617	Mechanical	Mahindra& Mahindra	020 2567 6626	3
2020-21	Shubham Phulsundar	9049692870	Mechanical	Mahindra& Mahindra	020 2567 6626	3
2020-21	Suyash Kadam	7620255164	Mechanical	Mahindra& Mahindra	020 2567 6626	3
2020-21	Aditi Davang	7755965694	Civil	Mupro India	7045356814	3
2020-21	Sandip Bhorkar	9130302319	Civil	Mupro India	7045356814	3
2020-21	Divyanshu Tripathi	8888431043	Computer	NeeYarMo	020 6793 4000	3
2020-21	Pournima Ubale	8421314642	Computer	NeeYarMo	020 6793 4000	3



2020-21	Angad singh	9960026088	Computer	Netcore Cloud	91 22 4975 7575	3
2020-21	Sanskriti Gupta	8830784016	Computer	Netcore Cloud	91 22 4975 7575	3
2020-21	Aditya Deo	7276861968	Computer	NsquareExpert	091687 22372	3
2020-21	Aman kumar	8624078145	Computer	NsquareExpert	091687 22372	3
2020-21	Dipak Suresh Khette	7058366933	Computer	NsquareExpert	091687 22372	3
2020-21	Mihir paun	7219572179	Computer	NsquareExpert	091687 22372	3
2020-21	Shivam Palande	8975370011	Computer	NsquareExpert	091687 22372	3
2020-21	Srushti Anap	7057516194	Computer	NsquareExpert	091687 22372	3
2020-21	Vaishali Sunil Kale	9130735359	Computer	NsquareExpert	091687 22372	3
2020-21	Aishwarya Munuswamy	9175781708	Computer	Q spider	084319 12874	3
2020-21	Siddhi Salunke	8669490513	Computer	Q spider	084319 12874	3
2020-21	Akash Raju Mote	9096510483	Computer	Quality Kiosk	022 4128 8200	3
2020-21	Chaitanya Govindrao Suryawanshi	8421096179	Computer	Quality Kiosk	022 4128 8200	3
2020-21	Vaibhav Randhawe	9834481173	E&TC	Quality Kiosk	022 4128 8200	3
2020-21	Deepak Kumar	8825378828	E&TC	Reliance Jio	090827 09675	3
2020-21	Abhay Patel		Computer	Simplified health care		3
2020-21	Akash Bhate		Computer	Spectrum Consultancy	020 2567 0133	3
2020-21	Akshay mahalle Mahalle	9011657233	Computer	Spectrum Consultancy	020 2567 0133	3
2020-21	Ashwini Patil		Computer	Spectrum Consultancy	020 2567 0133	3
2020-21	Dinesh Bhapkar		Computer	Spectrum Consultancy	020 2567 0133	3
2020-21	Durgesh Vedpathak	9921311291	Computer	Spectrum Consultancy	020 2567 0133	3
2020-21	Neha Sakore	9511801975	Computer	Spectrum Consultancy	020 2567 0133	3
2020-21	Rakesh Kapre	9172339911	Computer	Spectrum Consultancy	020 2567 0133	3
2020-21	Shubham Jadhav		Mechanical	Spectrum Consultancy	020 2567 0133	3
2020-21	Shweta Chimote	9099817937	Computer	Spectrum Consultancy	020 2567 0133	3
2020-21	Soham bidve		Computer	Spectrum Consultancy	020 2567 0133	3
2020-21	Swati Jagtap	9284302718	Computer	Spectrum Consultancy	020 2567 0133	3
2020-21	Vinay Dondkar	8149770222	Computer	Spectrum Consultancy	020 2567 0133	3
2020-21	Danish Khan	9168593765	E&TC	TCS	020 6631 1000	3
2020-21	Kashmira D Shendge	9421481386	Computer	TCS	020 6631 1000	3
2020-21	Mahesh Badhe	9923824900	Computer	TCS	020 6631 1000	3
2020-21	Omkar Gaikwad	8830000429	Computer	TCS	020 6631 1000	3
2020-21	Pratik more	9527693207	Computer	TCS	020 6631 1000	3
2020-21	Saloni Dangre	9643357059	Computer	Ubisoft	020 6642 4500	3
2020-21	Gopal Mule	8600428602	Computer	Zimetrics	082377 88331	3
2020-21	Swapnil Aknurwar	9975964831	Computer	Zimetrics	082377 88331	3



2020-21	Sahl Dhanekar	7219574792	Computer	Ubisoft	020 6642 4500	2.6
2020-21	Shalendra	8652350245	Civil	Kumar Properties	072080 33888	2.5
2020-21	Omkar Chavan	7040759422	Mechanical	Kider India	02137 678000	2.5
2020-21	Sameeksha Singh	8390189716	Mechanical	Chegg's India	011-41802240	2.4
2020-21	Saurav Tayade	7840971775	E&TC	Chegg's India	011-41802240	2.4
2020-21	Shubham Gour	9561167639	Computer	Chegg's India	011-41802240	2.4
2020-21	Apurva Bhagat	9673201546	Computer	Inner Club	011-41802240	2.4
2020-21	Tushar Jha	9665173985	Computer	Mobikwik	011 6126 6390	2.4
2020-21	Prachi Andhere	8855863522	Computer	Pepos Energy	099229 19009	2.4
2020-21	Akshay Pokharkar	9834592286	Computer	Prompt Personnel Pvt Ltd	022 4122 5500	2.4
2020-21	Ritin Dixit	9881237517	Computer	Thirrdware Solution Lts	022 4239 3939	2.4
2020-21	Ashok Kute	9767925878	Mechanical	Hettich India Pvt Ltd	1800 209 2096	2.16
2020-21	Koli Ranjit	9503577324	Mechanical	Hettich India Pvt Ltd	1800 209 2096	2.16
2020-21	Diya Khanal	8208347488	Civil	Anza Services	44 (0)1254368739	2
2020-21	Manish Kumar	8600138764	Civil	Anza Services	44 (0)1254368739	2
2020-21	Nanasahab Gaikwad	9168833918	Civil	Kalyani Infrastructure	097630 91111	2
2020-21	Ms Pragati Tamboli	7276027792	Computer	Kalyani Studio	91 8263090692	2
2020-21	Kshitiya Kawade	7758982019	Civil	Kider India	02137 678000	2
2020-21	Rishikesh Ukirde	7709620044	Mechanical	Kider India (Pinnacle India)	02137 678000	2
2020-21	Rushikesh Bhalerao	7875812686	Civil	Apple Chemie	096577 00907	1.8
2020-21	Suryawanshi Akshay Bandu	7558639595	Civil	Apple Chemie	096577 00907	1.8
2020-21	Swapnil Kapare	8983278018	Civil	Apple Chemie	096577 00907	1.8
2020-21	Ulka Saste	8329973864	Mechanical	SKF	020 6611 2500	1.8
2020-21	Shantanu Gaikwad	9762435374	Mechanical	Spark Engg	020 6611 3897	1.8
2020-21	Rutuja Jade	8805046240	Computer	Suma Soft Pvt Ltd	020 4013 0400	1.8
2020-21	Vinaya Rasal	9545097232	Civil	Karvy	020 4131 5554	1.68
2020-21	yashshree Patil	9834909123	Mechanical	Manufuture Desing (Opc)pvt Ltd	087704 98903	1.2
2020-21	Saurabh Nangare	87888250828	Computer	Infosys	020 2293 2800	3.5
2020-21	Ritesh Hajare	8390633882	Computer	Hyderabad loginsoft pvt Ltd	040 4032 5500	3
2020-21	Swati Jagtap	8237314490	Computer	vmedulife Software Services	096239 64758	3
2020-21	Borle Vrushali Vilas	8805625066	Computer	Capgemini	020 3984 2581	3.5
2020-21	Vaishnavi Gajanan Chaugule	8975006722	Computer	Global Step	020 4101 5111	3
2020-21	PATIL ROHAN RANJIT	9403343535	Computer	Bajaj	086980 10101	2.5
2020-21	Ayush Rajkumar Agarwal	8855049525	Civil	Hardik impulse construction		1.8
2020-21	SHUBHAM SURENDRA BHUTKAR	8087558558	Civil	Anand treading	020 4676 1393	1.8

2020-21	AMOL BHARATRAO ACHARYA	8379860777	E& TC	mPHATEK Systems Pvt Ltd	020 2563 9177	3
2020-21	AWATE PRATEEK PRASHANT	8180888478	E& TC	Mphasis	020 - 4014 1000	3
2020-21	DHULE RUSHIKESH DNYANDEO	8378855975	E& TC	TCL	1800 419 0622	2.4
2020-21	GAWALI MAYUR SOPAN	9823897333	E& TC	TDK India Private Limited	0253 220 5100	3.5
2020-21	GHORPADE RAGHAVENDRA MARUTI	8904996899	E& TC	Intellects pvt ltd	080071 72849	2.5
2020-21	HATWAR SOPAN DHANRAJ	9404116474	E& TC	Tata Communications	020 6734 7774	3
2020-21	NAIVANGUNE KRISHNAKANT DHANANJAY	9766744500	E& TC	TCL	1800 419 0622	2.4

Mrs. Shweta Sharma
T & P Officer



Dr. F. B. Sayyad
Principal
Principal
Dr. D. Y. Patil School of Engineering
Lohegaon, Pune.



Empowerment through quality technical education
Dr D Y Patil Educational Enterprises Charitable Trust's
Ajeenkya D Y Patil Group of Institution's Technical Campus
Dr D Y PATIL SCHOOL OF ENGINEERING

(Approved by AICTE, New Delhi Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)
AISHE Code: C-46648 DTE Code: EN6732 SPPU PUN Code: CBGP015728
(Accredited by NAAC)

AY 2020-2021

5.2.1 Number of placements of outgoing students during the year

Sr.No	Name of the Department	Students placed
1	Computer Engg	124
2	E & TC Engg	24
3	Mechanical Engg	21
4	Civil Engineering	13
Total		182

Enclosed offer letters




Dr. F. B. Sayyad

Principal
Principal
Dr. D. Y. Patil School of Engineering
Lobhegaon, Pune

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PRIVATE & CONFIDENTIAL

May 28, 2021

Piyush Prashant Takale,
S No.- 52, Kashinath Nagar,
Bhairav Nagar, Pune, Maharashtra - 411015

LETTER OF EMPLOYMENT

Dear Piyush,

The basic terms and conditions of your employment are as set out in this Letter of Employment. This document incorporates the written particulars of employment with Wiley India Private Limited (will be referred to as "the Company" hereafter) required to be given to you by statute.

1. Job Title

1.1 You will be employed as **Mthree Alumni - Junior Support Associate** and would be reporting to the **Alumni Engagement Manager** or any other person nominated by the Company as maybe. Such position and title information are merely descriptive and not intended to limit your duties or functions or guarantee you a certain job. Furthermore, your designation and role may be changed by the Company upon giving prior notice to you.

1.2 Your first three months of employment with Wiley are classified as probation. At the completion of three months services, your performance will be assessed by your manager and provided that you are performing to the standard required, your appointment will be confirmed in writing. Until receipt of a written notification of having successfully passed the probationary period, your employment shall be deemed probationary. If deemed necessary, your probation may be extended for a maximum further period of three months.

At any time during the probationary period, termination of this contract shall be 15 Days' notice or pay in lieu thereof by either party.

1.3 You are expected to perform all duties which may be required of you in this role as assigned by your Superior.

1.4 Wiley India Private Limited may, at its discretion, require you to perform additional or other duties, not within the scope of your normal duties and may at its discretion amend your Job Description at any time. During the period of your employment, you shall whenever require by the Company, undertake such traveling in India and elsewhere in connection with or in relation to the business of the Company. You may also be placed in the work premises of any client of the Company, as may be determined by the Company at its sole discretion.

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CIN No.: U74899DL1999PTC099286



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1.5 Your date of hire is **May 31, 2021**.

2. Place of Work and Duties

2.1 Your normal place of work is our office in **Bangalore**. Wiley India Private Limited may, however, require you to work at such other locations as per organizational requirement

2.2 You may be required to travel to fulfil the duties of your employment.

2.3 Other Duties¹. You shall ensure that during the Term, you shall not behave in such a manner that would be construed as being in violation of the policies of the Company and/or of applicable law. In addition to the above, you shall at all times during the Term:

- a. keep the Company promptly and fully informed in writing (emails included) of your conduct of the business or affairs of the Company and also provide such further information, records and/or explanation as the Company may require within 15 days of receipt of such request from the Company;
- b. conform to the normal working hours as per the policies of the Company and applicable law;
- c. not directly or indirectly request, agree to receive, or accept kickbacks, payoffs or other payments or transfers of anything of value in monetary terms;
- d. not at any time make or cause or permit to be made any untrue or misleading statement in relation to any products or services provided by the Company or in relation to the Company.
- e. not to disparage the Company or any of its officers and employees, or act in any manner whatsoever which may damage the business of the Company or which would adversely affect the goodwill, reputation, and business relationships of the Company with the public generally, or with any of its patrons, clients, patients and customers, whether existing, prospective or otherwise;
- f. make full and true disclosure in writing to the Company of any direct or indirect interest the you have has in connection with any contractual arrangements, dealings, transactions or affairs of the Company; and
- g. not take employment with or obtain work in any capacity or designation from any other person, firm, company or any other entity, whether office-based or home-based, whether in India or elsewhere, whether for consideration or otherwise, in any business or profession related however remotely to the business, in any form or manner whatsoever during the Term.
- h. be in compliance with the Company's IT policies, particularly be in compliance with matters involving Cyber Security Risks. Towards addressing Cyber Security Risks, the Company reserves the right to send deceptive 'simulated phishing' email to you from time to time to gauge staff

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security awareness and compliance. You are advised that by clicking on 'simulated phishing' email by you shall be looked at adversely by the Company and repeated clicking on such 'simulated phishing' emails will be considered as breach of the terms and conditions herein, and may result in termination of your engagement with the Company.

- 2.4 During your employment with the Company you are required to adhere to the Company's policies and procedures. The Company reserves the right to amend these from time to time and when amendments are made you will be notified of any changes. It is your responsibility to ensure that you are familiar with and understand these policies and procedures. You will also be required as a condition of employment to accept and sign in agreement with various policies and procedures of the Company's clients as part of your employment where you are engaged by the Company to provide services to such clients.

3. Working Hours

3.1 Normal Operating hours will be from **8.30 hours every day** except on weekends or as per your shifts. These may change based on your role and business requirement and will be communicated to you from time to time. You are required to complete 42.5 hours per week and you will be required to maintain the records of the same and update as required in the electronic time sheets software or any equivalent system provided by Wiley India Private Limited.

3.2 During your normal operating hours and at such other times as may reasonably be required of you, you shall devote the whole of your time, attention, skill and abilities to the performance of your duties under this Contract and shall act in the best interests of Wiley India Private Limited. You shall not undertake any work or employment, other than for the Company, during your hours of work.

3.3 Outside your operating hours of work, you shall not be entitled to be employed by, work for and/or be engaged by other parties.

4. Remuneration and Performance Review

4.1 You will be entitled to a **gross package of Rs. 700,000/- (INR Seven Lakhs)** per annum.

4.2 The remuneration paid to you has taken into consideration the status and responsibilities of the position being offered to you, including towards the obligations under this letter, and as such you will not be entitled to any other payment by way of deferred wages, overtime etc. All benefits applicable to you shall be as per the provisions of the Company's policies prevalent at that point of time and in accordance with applicable law.

4.3 The breakup of your remuneration in terms of **Compensation and Benefits** will be as per Annexure I along with this contract.

4.4 Your performance and salary will be reviewed on Half -Yearly basis. The purpose of salary review is to ensure that Wiley India's employees remain competitively compensated but this may not necessarily lead to an automatic entitlement of a salary increase. Salary increase will depend on your appraisal performance. After every 6 months, you will participate in an appraisal of your performance

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to provide you feedback on your performance and provide a means of reviewing your performance. You shall be responsible for your own personal tax matters. Increments will also depend on the Company performance in addition to that of the individual.

4.5 Your salary is strictly confidential, and you are expected to maintain its confidentiality. Any breach of this confidence will be viewed with utmost seriousness.

5. Insurance

5.1 Wiley procures Group Insurance coverage on your behalf. You will be provided with medical benefits immediately after your joining. However, only maternity hospitalization coverage can be availed upon completion of the confirmation period. The insurance company (insurer) terms and conditions shall apply to your coverage.

6. Other Benefits

6.1 You will be entitled for an employers' contribution of Provident Fund to the extent of @12% of basic salary, with a ceiling limit of Rs. 65,000 monthly of basic salary.

6.2 You will be entitled to all other statutory benefits wherever applicable.

6.3 [The Company shall reimburse all reasonable business-related expenses properly incurred on behalf of the Company by you in the course of your employment, as per the relevant policies of the Company in force at the time of incurring such expense. Such reimbursement shall be subject to you submitting all documentation, expense statements, vouchers, and such other supporting information as the Company may request, or as may be consistent with the standard policies and practices of the Company. The reimbursement shall be as per the limit mentioned in the Policies of the Company prevalent at that point of time or as expressly permitted by the Company on a case to case basis.]

7. Non- Compete and Non-Solicitation

7.1. You acknowledge that, during your employment with the Company, is likely from time to time to obtain knowledge of trade secrets, Intellectual Property rights and other Confidential Information of the Company and its Affiliates and to have dealings with the customers, clients and suppliers of the Company.

7.2. You undertake that, you shall not, for the duration of the Term, and for a period of [12] months after such date, either personally or through an agent, company or through a partnership or as a shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise:

- a. be concerned in any business that directly or indirectly competes with the business of the Company;

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- b. accept employment or engagement as a consultant with any client of the Company, where you have been directly involved in performing services to the relevant client during the last 12 months of your employment with the Company, without the permission of the Company in writing;
- c. except on behalf of the Company, canvass or solicit business for services similar to those being provided by the Company, from any person who is a customer of the Company;
- d. directly or indirectly, solicit, recruit, induce or attempt to persuade any customer, client, employees, suppliers, vendors, consultants of the Company and/ or its affiliates to cease to be a customer, client, employees, suppliers, vendor, consultant of the Company and/ or its affiliates for the Employee's own benefit or for the benefit of any other person or entity; and
- e. directly or indirectly, solicit, recruit, induce or attempt to persuade any director, senior management personnel or employee of the Company and/ or its affiliates to leave the employment of the Company and/ or its affiliates.

7.3. You recognize that the foregoing covenants and the time and other limitations with respect thereto, are reasonable as to the duration and subject matter, properly required for the adequate protection of the value and goodwill of the Company, and agree that such limitations are reasonable with respect to the business activities of each of the employee and the Company.

8. Confidentiality

8.1 During the course of employment with the Company all information, whether verbal, in writing or stored by electronic or mechanical means, including all notes, analyses and studies prepared by you, whether relating to the Company, its Customers or any company within the John Wiley & Sons group of companies is strictly confidential.

8.2 During or after your employment with Wiley India Private Limited, you are expected to professionally protect all confidential matters of Wiley and shall not reveal any of the affairs or secrets of the company to any other person(s) or use or attempt to use any information which you may require in the course of your employment in any manner which may injure or cause loss to the Company.

8.3 Wiley India Private Limited foresees that, during the course of your employment, you may create, originate, conceive, discover, design, develop and/or make works in or relating to which there may be Intellectual Property Rights. All Intellectual Property Rights in or relating to all or any works made during the course of your employment shall belong to and is the absolute property of the Employer. "Intellectual Property" means: (i) patents, patent applications, patent disclosures and invention (whether patentable or not); (ii) trademarks, service marks, trade dress, trade names, logos, corporate names, Internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith; (iii) copyrights and copyrightable works (including, without limitation, computer programs and mask works) and registrations and application for the registration thereof; (iv) trade secrets, know-how and other confidential information; (v) waivable or assignable rights of publicity and waivable and assignable moral rights; (vi) unregistered and registered design rights and any application for the registration thereof; (vii) data, database rights and all other forms of intellectual property and all rights or forms of protection of a similar nature in any jurisdiction.

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8.4. Confidential Information shall not include information that, you can demonstrate by sustainable evidence:

- a. is, or hereafter becomes, through no act or failure to act on your part, generally known or available. You shall immediately on coming to know that any Confidential Information has become generally known or available, inform the Company of the same in writing (email included).
- b. is known to you at the time of receipt of such information. You shall immediately on receipt of such information disclose in writing (email included) to the Company that such information was already in your possession.
- c. is hereafter furnished to you by a third party, as a matter of right and without restriction on disclosure, there being no obligations of confidentiality attached to the source of such information. You shall immediately on receipt of such information inform in writing (email included) the Company of the same.

8.5. Without prejudice to the generality of Clause 8.4:

- a. You shall not try to gain access to any Confidential Information, except as entrusted in furtherance of your duties. You also understands that, for any reason, if you gain access to such Confidential Information, you shall immediately inform the Company of the same and the reasons for gaining such access/intrusion. You undertake, under such circumstances, to maintain utmost confidentiality of such Confidential Information.
- b. You shall keep all Confidential Information, confidential and shall not disclose the same to any third party or use the same for your own benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by herein or except with the prior written consent of the Company.
- c. You shall protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorised use.
- d. You agree that you shall not ever directly or indirectly copy, duplicate, disseminate, publish, transfer, disclose, or divulge any of the Confidential Information to any firm, individual, entity, institution or other third party, unless otherwise so specifically authorized in writing, in advance, by the Company or to the extent required to perform your duties in terms herein.
- e. Your confidentiality obligations shall not prevent you from disclosing the same if required applicable law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that you give the Company notice of such intended disclosure and an opportunity to oppose the same.
- f. You confirm that all Confidential Information shall remain the sole and absolute property of the Company, in and to any of the Confidential Information, or part thereof, created in whole or part by you.
- g. In order to secure or preserve Confidential Information, the Company shall have the right at all times to deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.

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9. Leave Entitlement

9.1 Annual Leave

You will be entitled for fifteen (15) days annual privilege/earned leave with pay after one year of continuous service. An employee who joins during the calendar year will receive a prorated leave for the first year of service based on the date joined. These leaves can be accumulated to a maximum of 45 days. [Rules for encashment of leaves shall also be determined in accordance with the Company's Policies and Applicable Law. You are not required to come into work on public holidays determined in accordance with the Applicable Law and Company's Policies.]

9.2 Sick/Casual Leave

You will be entitled to Fifteen (15) days Sick and Ten (10) days of casual leave in one year. An employee who joins during the calendar year will receive prorated leave for the first year of service based on the date joined. Casual and Sick leaves cannot be accumulated beyond the calendar year.

9.3 Maternity Leave

Every woman employee will be entitled for a maximum of 26 weeks maternity leave as per the Maternity Benefit (Amendment) Act, 2017.

9.4 Global Parenthood Leave

Every employee will be entitled for a maximum of 4 weeks parenthood leave on attaining parenthood.

9.5 Adoption Leave

Every employee will be entitled for a maximum of 12 weeks Adoption leave.

9.6 Bereavement Leave

Every employee will be entitled for maximum of 5 days (3 days + 2 days for outside neighboring states) Bereavement leave. Bereavement Leave (BL) can be availed within 7 days of occurrence of death of immediate family member (spouse, children, parents, grandparents, and parents-in-law).

9.7 Marriage Leave

Every unmarried employee will get maximum of 5 days Marriage leave. Marriage Leave can be availed on first legal marriage and can be utilized consecutively or non-consecutively 2 weeks before or within 3 months from the date of ROM or customary marriage.



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10. Termination

10.1 Either party can terminate by 15 days written notice during probation and 90 days thereafter

10.2 However, the Company reserves the right to terminate the employee's employment without notice and with immediate effect if:

- a. The employee commits any material breach of any of his duties and responsibilities under this contract.
- b. Any particulars mentioned in the employee's application are found false at any point of time or found to have any willfully suppressed material information.
- c. If at any time in our opinion, which is final in this matter, the employee is found guilty of dishonesty, disorderly behavior, negligence, indiscipline, absence of duty without permission or any other conduct considered by the company as detrimental to the interests of the Company.

10.3 At the time of termination / resignation, the employee will immediately hand over to the Company all correspondence, documentation, data, software, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

10.4 If the employee shall, at any time, be prevented by ill-health or accident or any physical or mental disability from performing his duties hereunder, he/she shall inform the Company and supply it with such details as it may reasonably require, and if he/she is unable by reason of ill-health or accident or disability for a period of 60 days in any period of twelve consecutive calendar months to perform his duties hereunder, the Company may forthwith terminate his employment hereunder.

11. Remedies

- a. In the event of a breach or a threatened breach of any of the covenants contained in Clause 7 and Clause 8, the Company shall, in addition to any other remedies including but not limited to an action for injunctive relief, suit for damages, and other legal remedies provided herein or otherwise available under Applicable Law, be entitled to have such covenants specifically enforced by any court having jurisdiction, it being acknowledged and agreed that any material breach of any of the covenants will cause irreparable injury to the Company and that monetary damages will not provide an adequate remedy to the Company. Accordingly, in the event of any breach or threatened breach by you of any of the provisions of this agreement the Company shall, in addition to and not in limitation of any other rights, remedies, or damages available to the Company at law or in equity, be entitled to a temporary restraining order to prevent or to restrain any such breach by you and/or by all persons directly or indirectly acting for, on behalf of, or with you.
- b. You shall fully indemnify, and hold harmless, and keep indemnified the Company including its affiliates, employees, directors, officers, consultants, agents, advisors, representatives and assigns, from and against, all losses, claims, actions, proceedings, suits, penalties, expenses, damages, fees (including reasonable attorneys' fees), arising directly or indirectly, as a result of, from or pursuant to: any breach or alleged breach of any the terms and conditions herein.
- c. No right, power or remedy herein conferred on the Company is intended to be exclusive of any other right, power or remedy. Every right, power and remedy shall, to the extent permitted by applicable law, be cumulative and in addition to every other right, power and remedy given



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hereunder or now or hereafter existing at law or in equity or otherwise, and may be exercised from time to time and as often and in such order as may be deemed expedient by the Company.

- d. In any legal proceeding undertaken to enforce the terms and provisions of the agreement, the prevailing Party shall be entitled to reimbursement of its actual costs and expenses, including without limitation, its attorney, accountant and court fees and expenses resulting thereof.

12. General

12.1 Health and Safety

Wiley India Private Limited recognises that safe working practice is a joint concern for the Employer and its employees. The Employer is responsible for ensuring that working conditions conform to statutory requirements. To comply with these requirements there must be an acceptance on your part to act in a responsible manner and not to indulge in unsafe working practices. You are always required to observe and co-operate with safety procedures.

12.2 Retirement

You will retire on completion of 58 years of age.

12.3 Governing Law and Jurisdiction

The courts in New Delhi, India shall have exclusive jurisdiction on the matters arising from or in connection with your employment and each Party hereby irrevocably and unconditionally consents to the exclusive jurisdiction of the aforementioned courts. This terms of this letter shall be governed by and construed under the laws of India.

12.4 Consent

You hereby unequivocally consent to the Company collecting, using, or disclosing his/her personal information (as enumerated in the Information Technology (Reasonable Security practices and procedures and sensitive personal data and information) Rules, 2011 ("IT Rules"). Such data or information may be collected, used or disclosed for purposes such as administering the employment relationship, processing payments, conducting background checks, generally discharging all human resource management activities and legitimate interest of the Company. You also hereby consent to the Company transferring such personal information within the organisation to other states, territories or countries as required under Applicable Law for internal administrative purposes. Further, you also irrevocably agree to execute any other or additional document(s) which the Company / any third-party agency acting on its behalf may require in order to better perfect its rights in this regard. The Company represents that except for the purposes mentioned herein or if required under Applicable Law, the Company will not disclose to any third party or otherwise use in any manner, the personal information without your prior consent. The Company may, from time to time, monitor your use of the internet and of email communications received, created, stored, sent or forwarded by you on equipment provided by the Company to you for the performance of his duties where reasonably necessary to check facts relevant to the business, ensure compliance with Company's policies and procedures and investigate or



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1402, 14th Floor, World Trade Tower,
Plot No. C-1, Sector - 16, NOIDA - 201301
T +0120 6291100

csupport@wiley.com | www.wiley.com | www.wileyindia.com

Wiley India Pvt. Ltd. is a private limited company registered in India
Registered office address: 4436/7, Ansari Road, Daryaganj, New Delhi 110002, India
CIN No.: U74899DL1999PTC099286

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detect unauthorised use of the Company's systems. You hereby provide unequivocal consent to such monitoring.

12.5 Business Conduct

You must devote your whole time during normal business hours and you must use your best endeavors to promote the business and interests of the Company. It is expected that you will not without prior approval of management be employed in any way or for any purpose whatsoever for any part of your outside business hours for any person, firm or company other than for the Company. It is also expected that during the course of your employment you will not engage directly or indirectly in any other business that would constitute a conflict of interest with your employment with the Company. You may seek guidance from the Human Resources at any time if you are unclear of what constitutes a conflict of interest. You must not use Company equipment (including but not limited to computers, laptops, telephone, mobile telephone, facsimile, email, and internet) or Company time to conduct any business activity that is not related to the Company. Should it be found that you have used Company equipment or Company time to conduct business activity not related to the Company you will face disciplinary action up to and including dismissal.

12.6. Amendment.

This letter agreement shall not be amended, altered or modified except by an instrument in writing expressly referring to this Agreement and signed by the Parties.

12.7. Successors and Assigns.

The letter agreement shall inure to the benefit of the successors and assigns of the Company. The Employee may not assign his/her obligations hereunder, and any such assignment shall be void.

12.8. Waiver.

No term or provision hereof will be deemed waived, and no variation of terms or provisions hereof shall be deemed consented to, unless such waiver or consent be in writing and signed by the Party against whom such waiver or consent is sought to be enforced. Further, waiver by any Party of any default or breach of any term or condition of this Agreement at any one instance shall not be deemed or construed to be a continuing waiver of default or breach of such term or condition for the future or any subsequent breach thereof.

12.9. Counterparts.

This Agreement may be executed in any number of counterparts, and each such counterpart shall be deemed to be an original instrument, and which shall together constitute one Agreement. Signatures sent by electronic means (facsimile or scanned and sent via electronic email, or signed by electronic signature service where legally permitted) shall be deemed original signatures.



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12.10. Notices.

All notices pursuant to this letter agreement shall be in writing and shall be deemed duly given when delivered to the respective office of the parties at the address set forth above or to such address notified by a Party from time to time, and shall be deemed to have been received (i) upon delivery in person; (ii) upon receiving acknowledgment by registered post acknowledgement due (RPAD); (iii) upon transmittal by confirmed e-mail or facsimile, provided that if sent by e-mail or facsimile, a copy of such notice shall be concurrently sent by RPAD, with an indication that the original was sent by e-mail or facsimile and the date of its transmittal.

Signed for and on behalf of Wiley India Private Limited by

Signature of Authorised Signatory *Neeraj Rana*

Name and Designation of Authorised Signatory **NEERAJ RANA, SENIOR MANAGER HRBP & HR COUNTRY LEAD – INDIA**

I accept employment on the terms outlined in this Contract.

Signature of Employee *Piyush*

Name of Employee: **Piyush Prashant Takale**



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Plot No. C-1, Sector – 16, NOIDA – 201301
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Annexure I Salary Breakup

Name: Piyush Prashant Takale
Designation: Mthree Alumni -Junior Support Associate
Date of joining: May 31, 2021

Components	Cost to the Company (Rs.)	
	Monthly	Annual
Basic	33,000	396,000
House Rent Allowance	16,500	198,000
Special Allowance	4,875	58,500
Gross Salary	54,375	652,500
Employer Provident Fund ⁵	3,960	47,520
CTC (Cost to the Company)	58,335	700,000
Reimbursements/Benefits		
Mediclaime Insurance (For immediate family only)		400,000
Accidental Insurance		Three times of your annual salary
Life Insurance		Three times of your annual salary
Total cost to company (at the time of joining)		700,000
Total cost to company (after successful completion of 6 months and subject to excellent performance reviews)		800,000
Total cost to company (after successful completion of 12 months and subject to excellent performance reviews)		900,000
Total cost to company (after successful completion of 18 months and subject to excellent performance reviews)		1,100,000



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CIN No.: U74899DL1999PTC099286

jaro education®

19th November, 2020

To,
Ms. Shreya Lad

Dear Shreya

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

During the first three month (including training) you would be paid remuneration of **Rs.25,000/-pm**. If target of first three month is achieved (100%) then your salary will be revised to **Rs.40,000/-pm** (As per below table) effective from fourth month.

Particulars	(Amount in Rupees.)	
	For 1 st three months	Effective from 4 th Month
Basic Salary	15,050	16,000
House Rent Allowance	1,505	8,000
Transport Reimbursement	1,600	1,600
Telephone Reimbursement	500	500
Statutory Bonus (Paid Monthly)	1,254	1,400
Special Allowance	5,091	12,500
Total	25,000	40,000
Daily Travel Reimbursement	3,000	3,000
Performance Incentive (Payable based on the achievement of Monthly targets)	10,000	10,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	2,000	2,000
Total	40,000	55,000

Regards,
Jaro Education



Sushant Mallya
General Manager – Human Resource



I agree to the above terms & conditions _____ Dated _____

Jaro Institute of Technology Management and Research Limited

Registered Office : 11th Floor, Vikas Centre, Dr. C. G. Road, Near Basant Theatre, Chembur (E), Mumbai - 400 074, India.

CIN: U80301MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in

3:31 PM



Fwd: Final Select's in Kaar Technology ! CTC 7LPA

Inbox



paresh khairnar 30/12/2020

to be-mechanical-2020-21, HOD... ✓



----- Forwarded message -----

From: shweta sharma <shweta.sharma@dypic.in>

Date: Wed, Dec 30, 2020, 4:36 PM

Subject: Final Select's in Kaar Technology ! CTC 7LPA

To: paresh khairnar <paresh.khairnar@dypic.in>, vishal rane
<vishal.rane@dypic.in>, jyotsna patil
<jyotsna.patil@dypic.in>

Cc: ashok kasnale <ashok.kasnale@dypic.in>, Biswajeet
Champaty <biswajeet.champaty@adypu.edu.in>, Neha
Vekhande <neha.vekhande@adypu.edu.in>

Dear Sir,

Congratulations!!

Kaustubh Dhawale is selected in Kaar Technologies with
package of 7 LPA

Thanks and Regards,

Shweta Sharma

Training and Placement Officer

Dr D Y Patil Technical Campus

Contacts - +91 9922672679

Dr D Y Patil Knowledge City

Charoli BK Lohegaon,

Pune 412105



WILEY

PRIVATE & CONFIDENTIAL

23rd Aug 2021

Chetan Dilip Gadekar,
Bhakti Mala Rahta Rahata Rahta,
Ahmadnagar, Maharashtra - 423107

LETTER OF INTERNSHIP (TRAINEE)

Dear **Chetan**,

On behalf of the entire Wiley community, we would like to formally welcome you to the mthree Internship Program, in partnership with Wiley India Pvt Ltd.

During your application process, you have already shown how talented, motivated, and driven you are. Becoming an mthree intern will now empower you to translate your excellent academic knowledge to becoming a first class, job ready graduate. This program supports final year students/graduates like you and will help you to progress yourself into a strong candidate for an elite role, through one of mthree's prestigious FinTech clients.

Led by our subject matter experts, mthree in partnership with Wiley delivers cutting-edge, role-specific technology training. You will be engaged in a supportive environment that promotes open discussions, collaboration, and intensive learning as a team. Additionally, once you successfully complete your internship training, you may secure your very first graduate role in technology via the mthree Alumni Program.

As an mthree intern, Wiley agrees to provide the training course to you for a specified period, which shall normally be **10 - 12 weeks**. Your training will start from **23rd Aug 2021**. You will be entitled to a stipend of **INR 20,000** if the program is fully online.

You agree to attend the training five days a week at times stipulated by mthree and Wiley. You agree to devote your full time, attention and abilities to the tasks and assignments set out in the training course.



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CIN No.: U74899DL1999PTC099286

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You agree to comply with our procedures and standards, including health and safety and equal opportunities at all times during the training course. During the training course, you may have access to confidential information in relation to the trainer or its clients. You agree not to use or disclose this information to any person either during the period of the training course or at any time afterwards. During your training, it is expected that you will be 100% committed to the training course.

Subject to the successful completion of the training course, mthree and Wiley will work to secure you interviews with a prestigious client of mthree, and if successful, you would then join the mthree Alumni Programme, at terms then communicated to you. As an mthree Alumni, you will be deployed at the client site and your place of work will be **Bengaluru/Mumbai or other locations that you have pre-agreed to.**

You will not be offered an opportunity to interview for a placement if:

1. You do not commence your training course;
2. You commence training, but do not attend your training course for its duration or fail to follow mthree's reasonable requests; or
3. You fail to meet the standards required on the training course, which is determined by assessments and at mthree's and Wiley's sole discretion.

Nothing contained herein shall be construed as giving rise to a Contract of Employment between Wiley / mthree and you. Further, by execution of this Agreement you fully understand and appreciate that nothing contained herein shall be construed as an offer and/or guarantee of employment by Wiley / mthree.

It is hereby again clarified that nothing contained in this Agreement nor any actions taken by or arrangements entered into between Wiley / mthree and you shall be construed as or deemed to create any partnership or joint venture or employer-employee relationship between Wiley / mthree and you. It is clearly understood by you that you are not an employee of Wiley / mthree. Hence, you will not be entitled to any fringe benefits, including health insurance benefits, paid vacation, or any other employee benefits or other statutory benefits. No payments under this Agreement shall be deemed to be compensation or salary to you entitling you to any employee benefits from Wiley / mthree. You acknowledge and understand that you are not covered by Wiley / mthree's worker's compensation or any other insurance of Wiley / mthree. You hereby agree to indemnify Wiley / mthree against any tax, levy, penalty, damage or compensation which Wiley / mthree may be liable to deduct, withhold or pay because of you being held under the law of any country to be an employee of Wiley / mthree.

Overall, the training's objective is to prepare you for both interviews with our clients and ensure you are equipped with the skills to work in the prestigious financial services sector. If you are as excited as we are, please go ahead signing this Agreement and we look forward to seeing you in the Training Academy!

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CIN No.: U74899DL1999PTC099286



WILEY

Signed for and on behalf of Wiley India Private Limited by:

Neeraj Rana
.....

NEERAJ RANA, SENIOR MANAGER HRBP & HR COUNTRY LEAD – INDIA

I accept the terms outlined in this Contract.

Signature of Intern.....

Name of Intern **Chetan Dilip Gadekar**



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CIN No.: U74899DL1999PTC099286



Selection || Wiley - mthree

Internship Program -

Software Development || 16th

August 2021 Inbox



Wiley - mthree Talent 30 Jul

to me, Kukreja ▾



Dear CHETAN GADEKAR,

Congratulations!

We are delighted to share that you are selected for the Wiley mthree Internship Program as per below details.

Role	Software Development (Java)
Start Date	16 th August 2021

This a full-time online Internship program spanning 10-12 weeks involving project work and training in a range of in-demand skills to groom you for a tech career with top global banks. Please refer attached document for more details. The linternship Training schedule will be communicated over a separate email.





Link for Detailed Document of the Program: [Click Here](#)

- **As a Wiley-mthree intern, you need to be committed 9 am to 6 pm Monday to Friday, and 9 to 11 am on Saturday, during the period of your internship.**
- **80% interns who successfully pass the Final Exam of the internship program secure job offers to work with leading global banks with starting salary of 7 LPA and approx. 1 Lakh salary hike after completion of 6 months and 12 months of employment.**

Month of employment	Salary
Month 01 to Month 06	INR 07 LPA
Month 07 to Month 11	INR 08 LPA
Month 12 onwards	INR 09 LPA

Stipend:

You will be paid a one-time stipend of INR 20,000 upon successful completion of the internship.



CONDÉ NAST

INDIA

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16/04/2021

Ms. Kalyani Laxman Kasar
FLAT NO.301 ,BLDG NO.G-3, GANDHARVNAGARI MOSHI, Pune, Pune
Maharashtra
India - 412105

Dear Kalyani Laxman Kasar,

We are pleased to offer you a position with Condé Nast (India) Private Limited, a company incorporated under the Companies Act, 1956 and having its registered office at 2nd Floor, Darabshaw House, Shoorji Vallabhdas Marg, Ballard Estate, Mumbai - 400 001. Your employment will be subject to the following terms and conditions contained in this letter (the "Agreement"), should you agree to and accept the same by executing this Agreement on the last page.

1. DESIGNATION AND DEPUTATION

Your designation will be **Associate** of the Company. This position will be located in the **Bengaluru** office. You are required to comply with all the Company's rules, regulations and policies from time to time in force and to comply with the Company's lawful and reasonable instructions.

2. EMPLOYMENT AND TERM

2.1. Your employment with the Company will commence with effect from **02/08/2021** ("Date of Employment"). The term of this Agreement shall be deemed to have begun from Date of Employment, however you would be on probation for the first six months from such Date of Employment during which the Company shall be entitled to conduct a thorough background check on You ("**Probationary Period**"). Notwithstanding the foregoing, nothing in this clause shall limit the Company's right to terminate your employment prior to the end of the Term of this Agreement.

2.2. At the end of the Probationary Period, your employment with the Company shall be deemed to be confirmed unless the Company send you any contrary communication in writing (e-mails permitted).

3. REMUNERATION AND TAXES

Your total cost to the Company will be **INR 700000/- (Rupees Seven Lakhs only)** per annum. The Company will deduct all such taxes as is required under law. Your annualized salary is inclusive of vacation pay.

4. You represent and warrant that you will not use or integrate in your Contribution any third party materials or data that are not validly licensed to the Company unless previously authorized by your reporting officer in the Company.

You represent and warrant that you have not violated the Intellectual Property Rights of any third party and covenant that you shall not violate the Intellectual Property Rights of any third party in the course of your employment with the Company. Provided that in the event the Company is held liable for the violation of any Intellectual Property Rights by you, you undertake to indemnify the Company or Affiliate as the case may be

1

Condé Nast (India) Private Limited
Registered Office: 2nd Floor, Darabshaw House, Shoorji Vallabhdas Marg, Ballard Estate, Mumbai 400001 Tel: +91 22 66119000
Corporate Office 1: 2nd and 3rd Floor, Dubash House, 15, J. N. Heredia Marg, Ballard Estate, Mumbai 400001 Tel: +91 22 66009000
Corporate Office 2: 503-B, 5th Floor, Salcon Rasvilas, Plot No. D-1, Saket District Center, New Delhi 110017 Tel: +91 11 40669040
info@condenast.in Corporate Identification Number: U 80903 MH 2005 PTC 158494



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against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting therefrom.

5 TERMINATION

Either Party may terminate this Agreement, with or without cause, upon written notice to the other Party. The termination would be effective after **Two (2)** months from the date of the receipt (by the other Party) of such notice (hereinafter referred to as the "**Notice Period**"). Alternatively, the Company may terminate your employment with immediate effect, upon giving you **Two (2)** months' salary in lieu of notice or pro-rated salary for the balance Notice Period in case you have been permitted to work during part of the Notice Period. In case you have given a notice to terminate this Agreement, the Company may, at its sole discretion, permit you to leave service during the Notice Period without any salary in lieu of notice or pro-rated salary for the balance notice period. In relation to this clause, "**Termination Date**" means the date on which the Notice Period expires or the date, on which you are asked to discontinue service, whichever is earlier. Notwithstanding anything aforesaid, termination of this Agreement by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects etc. You would be on probation for the first six months during which the services can be terminated by giving a notice of **Fifteen (15)** days unless such termination is due to You not passing/qualifying the background check, in which case the Company may terminate this Agreement with immediate effect by way of a notice in writing.

Please note, this offer is conditional to obtaining a positive background verification which is conducted as part of the pre-employment process and a detailed employment contract being entered into between you and the company as per the rules, regulations and policies of the Company which you would be required to comply with. The employment agreement shall be along the lines of broad terms of the offer as set out herein and shall include the specific details in relation to your employment with the company.

Please sign and return the duplicate of this letter to the undersigned to indicate your acceptance.
We look forward to your association with us.

Yours sincerely,

For and on behalf of **Condé Nast India Private Ltd.**

Alex Kuruville
Managing Director

I accept
Kalyani Laxman Kasar



Encl: Annexure A

2

Condé Nast (India) Private Limited
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Corporate Office 1: 2nd and 3rd Floor, Dubash House, 15, J. N. Heredia Marg, Ballard Estate, Mumbai 400001 Tel: +91 22 66009000
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info@condenast.in Corporate Identification Number: U 80903 MH 2005 PTC 158494

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ANNEXURE - A COMPENSATION DETAILS

Name	Kalyani Laxman Kasar	
Designation	Associate	
COST TO COMPANY	700000	
Particulars	Annual (INR)	Monthly (INR)
Basic salary	350000	29167
House Rent Allowance	140000	11667
Management Allowance	111500	9292
Total (A)	601500	50126
Food Coupons	24000	2000
Leave Travel Allowance	15000	1250
Total (B)	39000	3250
Employer Contribution - PF	42000	3500
Gratuity	17500	1458
Total (C)	59500	4958
COST TO COMPANY (A+B+C)	700000	58333
In addition to the compensation, you will also be eligible for:		
<i>Cab Allowance: INR.2,500/- per month (Applicable in cases when the employee leaves the office premises later than 10 pm, calculated on pro-rata basis)</i>		
<i>Monthly telephone reimbursement of up to Rs.2,000/- or 75% whichever is less upon submission of telephone bills</i>		
<i>Group Mediclaim Policy of sum insured upto INR 7,00,000 for self, spouse and upto Two (2) children</i>		

I have read and understood the compensation structure stated above and hereby signify my acceptance of the same.

Signature.....
Kalyani Laxman Kasar



3



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: 23 October 2020

Name of the Student: Shubham Sharma

Name of the College: Dr. Patil College of Engineering

Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the "Trainee" 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 75% in 10th Std, 12th Std and Engineering score without history or standing arrears.

Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

We will be issuing the offer letter at the time of joining and your joining date will be on June 2021.

The DOJ is subject to business requirement and market conditions. Your joining batch and the date will be communicated by Human Resource Department separately.

Upon joining 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). 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. 6,50,000 (Rupees Six Lakhs Fifty Thousand Only) Annual CTC. The details are enclosed in the annexure.

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: 5th November 2020



Annexure			
Name: <u>Shubham Sharma</u>			
Designation: Trainee			
Band: Professional II-D			
Salary Structure			
Fixed Components		Salary (in Rupees)	
		Annual	Monthly
Basic		250000	21,667
House Rent Allowance (HRA)	50% Basic	130000	10,833
Transport Allowance		19200	1600
Children's' Educational Allowance*		2400	200
Children's' Hostel Allowance**		7200	600
Flexi Components			
Hospital & Medical Expenses		54630	4,553
Academic Fees		18210	1,518
Books & Periodicals		9105	759
Conveyance		36420	3,035
Attire Expenses		36420	3,035
Telephone Expenses		13,658	1,138
Internet Expenses		13,658	1,138
Leave Travel Allowance		10000	833
Gross Salary			50,908
Annual Benefit			
Insurance Premium*****		4500	
Statutory Benefits			
PF (Employer's Contribution)****		21600	1800
Gratuity		13000	
Annual CTC		650000	

* Children's' Education allowance is eligible for claim @ Rs.1,200 per child for a maximum of 2 children who are the employees own child and studying

** Children's' Hostel allowance is eligible for claim @ Rs.3,600 per child for a maximum of 2 children who are the employees own child and are in Hostel

*** Payable based on the prevailing Variable Pay policy in the Organization (Subject to change)

**** As per applicable Statutory rules and regulations

***** Annual Insurance Premium under Group Cover as per company policy



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16/04/2021

Ms. Rutuja Mohan Vetal
Gat No. 1453/1, Jai Malhar HOU. SOC. Near Sane Chowk, Mhetre Wasti, Chikhali, Pune
Maharashtra
India - 411062

Dear Rutuja Mohan Vetal,

We are pleased to offer you a position with Condé Nast (India) Private Limited, a company incorporated under the Companies Act, 1956 and having its registered office at 2nd Floor, Darabshaw House, Shoorji Vallabhdas Marg, Ballard Estate, Mumbai - 400 001. Your employment will be subject to the following terms and conditions contained in this letter (the "Agreement"), should you agree to and accept the same by executing this Agreement on the last page.

1. DESIGNATION AND DEPUTATION

Your designation will be **Associate** of the Company. This position will be located in the **Bengaluru** office. You are required to comply with all the Company's rules, regulations and policies from time to time in force and to comply with the Company's lawful and reasonable instructions.

2. EMPLOYMENT AND TERM

2.1. Your employment with the Company will commence with effect from **02/08/2021** ("Date of Employment"). The term of this Agreement shall be deemed to have begun from Date of Employment, however you would be on probation for the first six months from such Date of Employment during which the Company shall be entitled to conduct a thorough background check on You ("**Probationary Period**"). Notwithstanding the foregoing, nothing in this clause shall limit the Company's right to terminate your employment prior to the end of the Term of this Agreement.

2.2. At the end of the Probationary Period, your employment with the Company shall be deemed to be confirmed unless the Company send you any contrary communication in writing (e-mails permitted).

3. REMUNERATION AND TAXES

Your total cost to the Company will be **INR 700000/- (Rupees Seven Lakhs only)** per annum. The Company will deduct all such taxes as is required under law. Your annualized salary is inclusive of vacation pay.

4. You represent and warrant that you will not use or integrate in your Contribution any third party materials or data that are not validly licensed to the Company unless previously authorized by your reporting officer in the Company.

You represent and warrant that you have not violated the Intellectual Property Rights of any third party and covenant that you shall not violate the Intellectual Property Rights of any third party in the course of your employment with the Company. Provided that in the event the Company is held liable for the violation of any Intellectual Property Rights by you, you undertake to indemnify the Company or Affiliate as the case may be

1

Condé Nast (India) Private Limited
Registered Office: 2nd Floor, Darabshaw House, Shoorji Vallabhdas Marg, Ballard Estate, Mumbai 400001 Tel: +91 22 66119000
Corporate Office 1: 2nd and 3rd Floor, Dubash House, 15, J. N. Heredia Marg, Ballard Estate, Mumbai 400001 Tel: +91 22 66009000
Corporate Office 2: 503-B, 5th Floor, Salcon Rasvillas, Plot No. D-1, Saket District Center, New Delhi 110017 Tel: +91 11 40669040
info@condenast.in Corporate Identification Number: U 80903 MH 200



CONDÉ NAST

INDIA

against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting therefrom.

5 TERMINATION

Either Party may terminate this Agreement, with or without cause, upon written notice to the other Party. The termination would be effective after **Two (2)** months from the date of the receipt (by the other Party) of such notice (hereinafter referred to as the "**Notice Period**"). Alternatively, the Company may terminate your employment with immediate effect, upon giving you **Two (2)** months' salary in lieu of notice or pro-rated salary for the balance Notice Period in case you have been permitted to work during part of the Notice Period. In case you have given a notice to terminate this Agreement, the Company may, at its sole discretion, permit you to leave service during the Notice Period without any salary in lieu of notice or pro-rated salary for the balance notice period. In relation to this clause, "**Termination Date**" means the date on which the Notice Period expires or the date, on which you are asked to discontinue service, whichever is earlier. Notwithstanding anything aforesaid, termination of this Agreement by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects etc. You would be on probation for the first six months during which the services can be terminated by giving a notice of **Fifteen (15)** days unless such termination is due to You not passing/qualifying the background check, in which case the Company may terminate this Agreement with immediate effect by way of a notice in writing.

Please note, this offer is conditional to obtaining a positive background verification which is conducted as part of the pre-employment process and a detailed employment contract being entered into between you and the company as per the rules, regulations and policies of the Company which you would be required to comply with. The employment agreement shall be along the lines of broad terms of the offer as set out herein and shall include the specific details in relation to your employment with the company.

Please sign and return the duplicate of this letter to the undersigned to indicate your acceptance. We look forward to your association with us.

Yours sincerely,

For and on behalf of **Condé Nast India Private Ltd.**

Alex Kuruvilla
Managing Director

I accept
Rutuja Mohan Vetal

Encl: Annexure A



CONDÉ NAST INDIA

ANNEXURE - A COMPENSATION DETAILS

Name	Rutuja Mohan Vetal	
Designation	Associate	
COST TO COMPANY	700000	
Particulars	Annual (INR)	Monthly (INR)
Basic salary	350000	29167
House Rent Allowance	140000	11667
Management Allowance	111500	9292
Total (A)	601500	50126
Food Coupons	24000	2000
Leave Travel Allowance	15000	1250
Total (B)	39000	3250
Employer Contribution - PF	42000	3500
Gratuity	17500	1458
Total (C)	59500	4958
COST TO COMPANY (A+B+C)	700000	58333
In addition to the compensation, you will also be eligible for:		
<i>Cab Allowance: INR.2,500/- per month (Applicable in cases when the employee leaves the office premises later than 10 pm, calculated on pro-rata basis)</i>		
<i>Monthly telephone reimbursement of up to Rs.2,000/- or 75% whichever is less upon submission of telephone bills</i>		
<i>Group Medclaim Policy of sum insured upto INR 7,00,000 for self, spouse and upto Two (2) children</i>		

I have read and understood the compensation structure stated above and hereby signify my acceptance of the same.

Signature.....
Rutuja Mohan Vetal





19 August 2021

Geetanjali Anilkumar Pandey

Location: Bangalore

PRIVATE AND CONFIDENTIAL

Employment Offer Letter and Terms and Conditions of Employment

Dear Geetanjali Anilkumar,

We are pleased to offer you employment with **PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited (“Company” or “PwC AC Bangalore”)** in the position of Associate . Your work location will be Bangalore . Reporting lines and location are subject to change depending on business requirements. The title, roles and responsibilities may also be varied from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policy of the Company.

If you accept this offer, your commencement date with us will be on or before 09 September 2021 , or such other date as may be communicated by us to you in writing.

Remuneration Package:

1. **Annual Compensation:** You are being offered a Gross Salary of Rs. 450,000 (Four Lakh Fifty Thousand)

The details of gross salary are specified in Annexure 1 to this offer letter (“Offer Letter”).

2. **Bonus program:** In addition to the annual compensation as mentioned above, you also may be eligible for bonuses from time to time, as may be set forth in incentive compensation programs applicable to your position.

3. **Benefits:** You will be eligible for Company sponsored India specific benefit programs such as gratuity, provident fund, group medical insurance for the employee and his/her family, life insurance and accident insurance for the employee. You are also eligible for the executive health check-up plan, for a free annual health check-up which contains a series of tests. The details of the benefit programs are specified in Annexure 1 to this offer letter (“Offer Letter”).

Other Terms: Please read the following terms and contact us with any questions that you may have.

1. **Employment Agreement:** Once you accept this offer, you will be required to sign an employment agreement (“Employment Agreement”), the format of which is attached to this Offer Letter. Your employment with the Company will be on the terms of this Offer Letter and the Employment Agreement until the end of your employment with the Company.

Version 2.0

PP
HP



Geetanjali...

2. **Working Hours:** You will be required to work, for such hours as are reasonably necessary to meet the Company's requirements, in a variety of locations and for proper discharge of your duties. The working hours will be consistent with Company's policies and will include such reasonable working hours as might be required for performing your duties competently and to meet the Company's requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company's policies.

Promotion and Salary Review: You will be eligible to participate in the promotion and salary review process as per the policy of the Company.

3. **Visa:** If you do not have the right of abode, the right to land or the status of unconditional stay in India, an employment visa is required for your employment. The Company will assist you with obtaining the necessary documents for you and your family. Any continued employment is contingent upon the immigration authorities approving any renewal of the employment visa and will automatically be deemed to be terminated should such approval not be granted.
4. **Taxation:** Your remuneration and benefits have been stated gross of tax. You will be responsible for all Indian salaries tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income or expense outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters as well.
5. **Travel, Assignments or Secondment:**
- Within India:** You are required to work on any project to which you are assigned, unless there is good reason not to do so.
 - Outside India:** While based in India you may be required to travel and stay to work on projects outside India, within and/or outside the Asia Pacific region.
6. **Termination Notice:**
- Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this Offer Letter and/or the Employment Agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.
 - The Company may terminate your employment for any of the following conduct on your behalf effective immediately upon written notice to your address on the Company's records:
 - acts of fraud, dishonesty or misconduct involving moral turpitude;
 - commission or conviction of any criminal offence;
 - engagement in any activity that you know or should know could harm the business or reputation of the Company;

- (iv) material failure to adhere to the Company's corporate codes, policies or procedures;
- (v) continued failure to meet performance standards as determined by the Company
- (vi) a breach or threatened breach of any material provision of this Offer Letter or the Employment Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with notice to your address on the Company's records of the breach; provided that no notice and cure period will be required if the breach cannot be cured;
- (vii) violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation the duty of loyalty.

In case of termination on account of any of the above reasons you will only be entitled to earned and unpaid gross salary and accrued leave (if any) through the effective termination date.

- (c) The Company may also terminate your employment for reasons other than those specified above or for no reason, effective upon a prior written notice of at least sixty (60) days. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the net amount of gross salary you are entitled to in lieu for the remaining notice period less any deductions or withholdings, as required by law.
 - (d) You agree to provide the Company with a prior written notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise.
7. **Return of Property:** Upon termination of employment, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.
8. **Acknowledgement:** You acknowledge that your joining the Company will not breach any agreement relating to employment or the provision of services to which you are or have been a party.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.



We are excited about having you join us. On behalf of the PwC AC Bangalore team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact us on us_advisory_ac_india_hc_operations@pwc.com

Yours truly,

For PricewaterhouseCoopers Service Delivery Center (Bangalore) Pvt. Ltd

Authorized Signatory

I, Geetanjali Anilkumar Pandey, accept the offer and terms of employment as detailed in this letter and the attached Employment Agreement.

Signature: GPANDEY...
GPANDEY... (Sep 16, 2021 00:11 GMT+5.5)

Date: 09 September 2021





Annexure 1

Private and Confidential

Date: 19 August 2021

Name: Geetanjali Anilkumar Pandey

Designation: Associate

All figures in rupees

Gross Salary Components - Annual	
Particulars	Amount
Basic Salary	180,000
Flexible Benefit Package (FBP)*	248,400
Employer contribution of PF	21,600
Gross Salary	450,000

*FBP can be used for the following components:

1. Food Coupons
2. Leave Travel Allowance (LTA)
3. House Rent Allowance (HRA)

The above are subject to applicable taxes as per the Indian Income tax guidelines.



APTARA

08th September 2021

Akshada Vishwas Tingare

Sr no. 67/B

Harikrishna Park Dhanori

Pune-411015

Sub: Letter of Intent

Dear Akshada,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests / interviews you had with us. We are very pleased to offer you the position as **Associate Web Developer** in our organization at an Annual Compensation of **INR 5,09,004/ per Annum (Rupees Five Lacs Nine Thousand Four Only)**.

In addition to the annual CTC, you are entitled for **INR 2,500/- as joining Bonus for setting up your office infrastructure and this will be onetime payment and will be processed along with your first month salary.**

You are required to submit the following documents (photocopy) at the time of joining us:

- ☐ Proof of Identification (Photocopy of Election Card/PAN Card)
- ☐ Proof of Address (Current and Permanent both) - Photocopy of passport/Ration Card/Driving License/Lease Agreement)
- ☐ All Educational certificates (School & College).
- ☐ All Professional certificates/relevant documents.
- ☐ Last drawn salary slip from the previous organization.
- ☐ Clearance/No Dues Certificate / Resignation Acceptance Letter from previous employer, if applicable.
- ☐ Latest Form 16 (if you are an IT assessee)
- ☐ Four passport size photographs (with white background ONLY)

Please bring your Original documents at the time of joining for the verification purpose.

You are required to join us on **09th September 2021**. Your formal appointment letter shall be given to you after completion of your joining formalities.

As a part of this offer, if you are availing relocation reimbursement or notice period payment, the same shall be recovered in case of this employment being terminated by either parties within one year of joining.

Look forward to a long & meaningful association with you.

Thanking you,

For Aptara New Media Pvt. Ltd.

Senior Manager - Human Resources & Admin

Accepted By: Akshada Vishwas Tingare

APTARA CORP.COM

Aptara New Media Private Limited (SEZ Unit)

Registered Office : A-37, Noida Sector 60, Uttar Pradesh - 201 301, INDIA
Works : SEZ Building-4, Wing A, 1st Floor, SP Infocity, S. No. 209, Pune Saswad Road
Next to Satapuram Society, Phursungi, Pune-412308, INDIA (CIN No. U74900UP2010PTC041146)
020 - 6500 5623 (Phone), aptarapune@aptaracorp.com (E-mail)



APTARA

Name – Akshada Vishwas Tingare
Designation – Associate Web Developer
Grade – Implementer

	Part		Remarks
Basic Pay		15449	
Statutory Bonus		3090	
HRA		9270	
Supplementary Allowance		10814	
Internet Allowance		750	Payable for 1st year of employment
Monthly Gross Fix	A	39373	
Employer's PF Contribution		1800	
Gratuity		743	
Mediclaime		375	
Personal Accident-GPA		120	
Employer's LWF Contribution		6	
Retiral Benefits	B	3044	
Monthly CTC	A+B	42417	
Annual CTC		509004	

Note: Gratuity amount would be payable only in accordance with the conditions as contained in The Payment of Gratuity Act 1972

For Aptara New Media Pvt. Ltd.

Senior Manager - Human Resources & Admin

Accepted By: Akshada Vishwas Tingare



APTARA CORP.COM

Aptara New Media Private Limited (SEZ Unit)

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Next to Satapuram Society, Phursungi, Pune-412308, INDIA (CIN.No. U74900UP2010PTC041146)
020 - 6500 5623 (Phone), aptarapune@aptaracorp.com (E-mail)

APTARA

08th September 2021

Mayuresh Yogesh Kulkarni
Plot no. 53, Survey no. 34/1,
Road no. 11-C, Tingare Nagar,
Pune - 411032

Sub: Letter of Intent

Dear Mayuresh,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests / interviews you had with us. We are very pleased to offer you the position as **Associate Web Developer** in our organization at an Annual Compensation of **INR 5,09,004/ per Annum (Rupees Five Lacs Nine Thousand Four Only)**.

In addition to the annual CTC, you are entitled for INR 2,500/- as joining Bonus for setting up your office infrastructure and this will be onetime payment and will be processed along with your first month salary.

You are required to submit the following documents (photocopy) at the time of joining us:

- Proof of Identification (Photocopy of Election Card/PAN Card)
- Proof of Address (Current and Permanent both) - Photocopy of passport/Ration Card/Driving License/Lease Agreement)
- All Educational certificates (School & College).
- All Professional certificates/relevant documents.
- Last drawn salary slip from the previous organization.
- Clearance/No Dues Certificate / Resignation Acceptance Letter from previous employer, if applicable.
- Latest Form 16 (if you are an IT assessee)
- Four passport size photographs (with white background ONLY)

Please bring your Original documents at the time of joining for the verification purpose.
You are required to join us on **09th September 2021**. Your formal appointment letter shall be given to you after completion of your joining formalities.

As a part of this offer, if you are availing relocation reimbursement or notice period payment, the same shall be recovered in case of this employment being terminated by either parties within one year of joining.

Look forward to a long & meaningful association with you.

Thanking you,

For Aptara New Media Pvt. Ltd.

Senior Manager - Human Resources & Admin

Accepted By: Mayuresh Yogesh Kulkarni

APTARA CORP.COM

Aptara New Media Private Limited (SEZ Unit)
Registered Office: A-37, Noide Sector 60, Uttar Pradesh - 201 301 INDIA
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020 - 6500 5623 (Phone) aptarapune@aptaracorp.com (E-mail)



APTARA

Name - Mayuresh Yogesh Kulkarni
Designation - Associate Web Developer
Grade - Implementer

	Part		Remarks
Basic Pay		15449	
Statutory Bonus		3090	
HRA		9270	
Supplementary Allowance		10814	
Internet Allowance		750	Payable for 1st year of employment
Monthly Gross Fix	A	39373	
Employer's PF Contribution		1800	
Gratuity		743	
Mediclaime		375	
Personal Accident-GPA		120	
Employer's LWF Contribution		6	
Retiral Benefits	B	3044	
Monthly CTC	A+B	42417	
Annual CTC		509004	

Note: Gratuity amount would be payable only in accordance with the conditions as contained in The Payment of Gratuity Act 1972

For Aptara New Media Pvt. Ltd.

Senior Manager - Human Resources & Admin

Accepted By: Mayuresh Yogesh Kulkarni

APTARA CORP.COM



Aptara New Media Private Limited (SEZ Unit)

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020 - 6500 5623 (Phone), aptarapune@aptaracorp.com (E-mail)



FIS Solutions (India) Private Limited
CIN: U72200DL1993PTC330116
Upper Ground Floor to 7th Floor,
Westend Center One, Survey No. 169/1,
Sector II, Aundh, Pune 411007, INDIA
Tel.: 020-6729 1000
www.fisglobal.com

JR0151539/P/SH/03-June-21

To:
Rutuja Ramesh Patil,
Pune.

Subject: Offer of Employment

Dear Rutuja Ramesh Patil,

We refer to the discussions you have had with us and have pleasure in offering you employment on the following terms and conditions:

Terms and Conditions of offer:

India Title	IT Trainee
Global Title	InP - IT Trainee
Location	Full time at Pune
Probation Period	6 Months
Notice Period	75 Days
Work Hours	Regular work hours with exceptions due to business contingencies OR 24X7 Multi-shift requirements
Latest Joining Date	28 th June 2021

During your employment, you will be covered under the local employment legislation in India. On joining, you will be required to complete all the joining formalities and sign the employment agreement and the Employee Non-Disclosure Agreement. The employment agreement will incorporate the terms set out below.

Salary and Benefits:

Total Fixed Pay (Monthly)	: Rs. 38,760
Performance Bonus	: Rs. 34,884
Total Compensation	: Rs. 500,000
Cost to Company	: Rs. 522,780

Quarterly Incentive Performance Plan payout will be as per the prevailing Performance Incentive Plan. The actual payout amount will be based on your individual performance as well as organizational performance. Company has different Business Units and you may be transferred within or across Business Units or across other locations of the Company based on the requirement of Company.





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Tel.: 020-6729 1000
www.fisglobal.com

During your employment with the Company, 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.

Your employment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer / termination of employment.

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.

You are requested to report on the joining date at 9:30 am at the location specified in Annexure B to complete the joining formalities.

Annexure B also contains details regarding office address, contact person at the time of joining and a brief overview of organizational policies.

Thanking You,

Amol Gupta
Regional TPO Lead – India & Philippines

*I, **Rutuja Ramesh Patil**, hereby agree to the terms and conditions stated above and will join on or before **28th June 2021**. I understand that the offer is valid only up to that date and automatically stands canceled thereafter.*

Sign:



Date:



FIS Solutions (India) Private Limited
CIN: U72200DL1993PTC330116
Upper Ground Floor to 7th Floor,
Westend Center One, Survey No. 169/1,
Sector II, Aundh, Pune 411007, INDIA
Tel.: 020-6729 1000
www.fisglobal.com

ANNEXURE – A

Name	Rutuja Ramesh Patil
Designation	IT Trainee

Compensation Breakup:

<u>ANNEXURE - Compensation and Benefits</u>		
Particulars	Amount (PM)	Amount (PA)
Basic Salary	15,510	186,120
House Rent Allowance	7,755	93,060
Flexi Benefit Plan [^]	13,633	163,592
Employer's contribution to Provident Fund	1,862	22,344
BASE PAY (FIXED PAY)	38,760	465,116
Performance Bonus*		34,884
TOTAL COMPENSATION (TC)		500,000
ANNUAL BENEFITS		
Benefit Particulars		Amount (PA)
Gratuity (As per payment of Gratuity Act)		8,953
Premium paid by the employer for Group Health Medical Insurance**		13,827
COST TO COMPANY (CTC)		522,780
<p>* 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.</p> <p>Taxes and other statutory deductions/payments as per applicable law.</p> <p>** To know your eligibilities for Group Health Medical Insurance, please refer to the policy</p> <p>**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.</p> <p>[^] Please refer to FBP Policy for details</p> <p>Your compensation can be restructured at any time protecting Total Compensation (TC)</p> <p>All salary components are governed by the company policies and statutory guidelines</p> <p>This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager</p>		





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Tel.: 020-6729 1000
www.fisglobal.com

JR0161463/P/KB/12-Jul-21

To:
Shubham Kumar,
Pune.

Subject: Offer of Employment

Dear Shubham Kumar,

We refer to the discussions you have had with us and have pleasure in offering you employment on the following terms and conditions:

Terms and Conditions of offer:

India Title	IT Trainee
Global Title	InP - IT Trainee
Location	Full time at Pune
Probation Period	6 Months
Notice Period	75 Days
Work Hours	Regular work hours with exceptions due to business contingencies OR 24X7 Multi-shift requirements
Latest Joining Date	26 th July 2021

During your employment, you will be covered under the local employment legislation in India. On joining, you will be required to complete all the joining formalities and sign the employment agreement and the Employee Non-Disclosure Agreement. The employment agreement will incorporate the terms set out below.

Salary and Benefits:

Total Fixed Pay (Monthly)	: Rs. 38,760
Performance Bonus	: Rs. 34,884
Total Compensation	: Rs. 500,000
Cost to Company	: Rs. 535,332

Quarterly Incentive Performance Plan payout will be as per the prevailing Performance Incentive Plan. The actual payout amount will be based on your individual performance as well as organizational performance. Company has different Business Units and you may be transferred within or across Business Units or across other locations of the Company based on the requirement of Company.





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Tel : 020-6729 1000
www.fisglobal.com

During your employment with the Company, 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.

Your employment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer / termination of employment.

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.

You are requested to report on the joining date at 9:30 am at the location specified in Annexure B to complete the joining formalities.

Annexure B also contains details regarding office address, contact person at the time of joining and a brief overview of organizational policies.

Thanking You,

Amol Gupta
Regional TPO Lead – India & Philippines

*I, **Shubham Kumar**, hereby agree to the terms and conditions stated above and will join on or before **26th July 2021**. I understand that the offer is valid only up to that date and automatically stands canceled thereafter.*

Sign:



Date:

ANNEXURE – A

Name	Shubham Kumar
Designation	IT Trainee

Compensation Breakup:

<u>ANNEXURE - Compensation and Benefits</u>		
Particulars	Amount (PM)	Amount (PA)
Basic Salary	19,380	232,560
House Rent Allowance	9,690	116,280
Flexi Benefit Plan [^]	7,364	88,364
Employer's contribution to Provident Fund	2,326	27,912
BASE PAY (FIXED PAY)	38,760	465,116
Performance Bonus*		34,884
TOTAL COMPENSATION (TC)		500,000
<u>ANNUAL BENEFITS</u>		
Benefit Particulars		Amount (PA)
Gratuity (As per payment of Gratuity Act)		11,187
Premium paid by the employer for Group Health Medical Insurance**		24,145
COST TO COMPANY (CTC)		535,332
<p>* 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.</p> <p>Taxes and other statutory deductions/payments as per applicable law.</p> <p>** To know your eligibilities for Group Health Medical Insurance, please refer to the policy</p> <p>**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.</p> <p>[^] Please refer to FBP Policy for details</p> <p>Your compensation can be restructured at any time protecting Total Compensation (TC)</p> <p>All salary components are governed by the company policies and statutory guidelines</p> <p>This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager</p>		



WNS

04-August - 2021

Kanhaiya Jagannath Patil

Plot No. 33, Shiv Colony Jamner
Jalgaon Jalgaon Maharashtra 424206

Letter of Offer

Dear Kanhaiya,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Program Analyst** in **WNS Global Services Pvt.** based at our **Pune Weikfield office**. The key components of your offer is as detailed below.

Career band: Your career band would be **Professional**.

Role band: You would be placed in role band **A**.

Title: The title that you would be using both internally and externally would be **Program Analyst**.

Compensation: Your Total Gross Pay will be **INR 550008 (Five Lakh Fifty Thousand And Eight Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **01-Sep-21**

Place of work: Your initial place of work will be **Pune Weikfield**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

1. TERMS & CONDITIONS:

- The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- You will be required to sign a standard employment agreement on your date of joining.

For WNS Global Services Pvt. Ltd.



Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

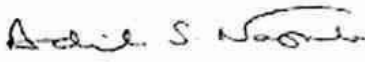
Kanhaiya Jagannath Patil

Candidate's Name & Signature

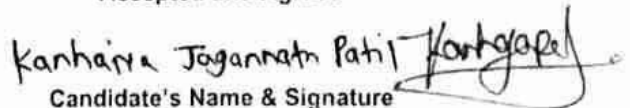


- c) You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d) The Company's business involves operating round the clock on all day. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e) You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f) Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent ,pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g) Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h) You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward/ accumulation of leave will be governed as per the existing Company policy on the subject.
- i) You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, you shall serve the Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.
- j) Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
- k) You will automatically retire from the services of the Company on completing the age of 58 years.

For WNS Global Services Pvt. Ltd.


Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed


Candidate's Name & Signature



- l) Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy
- m) WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

2. OTHER CONDITIONS:

- a) Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b) Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c) Effect of Substance Abuse: The Company at its sole discretion may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d) All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein

Yours faithfully,



For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Kanhairya Jagannath Patil Kothgale
Candidate's Name & Signature

Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

NOTE: Joining will not happen without these documents.

A	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, X th , XII th Mark Sheet with DOB details on it, Passport, PAN Card, , Driving License, , School/College Leaving Certificate) - 1 copy
C	PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :- (ONE of the following: Voters ID, Driving License, Passport, , or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, , Hall Tickets not more than 1 yrs. including current year up to eg 2006 for 2008, Defense dependant ID Card - 1 copy
D	PERMANENT ADDRESS PROOF : (ONE of the following: Passport, Driving License ,Voter's ID, Nationalized Bank Passbook with photograph and address , Electricity Bill - latest of Self or Parents, , Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill – latest of Self or Parents, or Current lease deed – with you or your parents/ spouse as lessee or co-lessee) - 1 copy. The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important) (as applicable: X th , XII th , Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)
G	PAN NUMBER : Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof : (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable)OR Marriage Affidavit with Couple Photo
L	Self declaration medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.

NOTE:

- The same document may be used as proof for more than one of the above requirements
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala
Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

101, Godrej & Boyce Complex,
EBS Marg, Vikhroli



Accepted and Agreed

Karhaiya Jagannath Patil
Candidate's Name & Signature

10, Godrej & Boyce Complex, Poojshunagar,
(Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 |
01996PTC100196

Documents.....

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
 - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
 - b. If you would like your family covered – Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

Information.....

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Kanhairya Jagannath Patil

Candidate's Name & Signature

LBS Marg



Plot No. 10, Godrej & Boyce Complex, Praydhanagar,
089 India (Tel: +91 22 4093 2100) Fax: +91 22 2518 8307
72200MH1996PTC100196

Annexure 2			
Name	:	Kanhaiya Jagannath Patil	
Title	:	Program Analyst	
Role Band	:	A	
BU	:	WTS	
COMPENSATION COMPONENT	Ref	Amount (Rs.) Per Month	Amount (Rs.) Per Annum
Basic Salary		17,188	206,256
House Rent Allowance		8,594	103,128
City Compensatory Allowance		10,613	127,356
Sub Total - I	A	36,395	436,740
Bonus / Incentive (1)	(a)	-	-
Company's contribution to Provident Fund (2)		1,800	21,600
Company's contribution to ESI (3)		-	-
Sub Total - II	B	1,800	21,600
Total Fixed Pay	C = A + B	38,195	458,340
Bonus / Incentive at Maximum Level (1)	(b)	7,639	91,668
Gross Pay (CTC) at Minimum Level	D = C	38,195	458,340
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	45,834	550,008
BENEFITS			
(i) Gratuity payable As per Payment of Gratuity Act, 1972			
(ii) The Company provides following discretionary Insurance benefits			
Mediclam Benefit		For Self or Family Floater, as the case may be	
Personal Accident Insurance		For Employee, as per Company Policy	
Life Insurance		For Employee, as per Company Policy	
Note:			
(1) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to you process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			
(2) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of Rs. 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			

For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala
Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Kanhaiya Jagannath Patil
Kanhaiya Jagannath Patil
Candidate's Name & Signature

LRS Marg, Vili



No. 10, Godrej & Boyce Complex, Pirajshanagar,
India | Tel: +91 22 4095 2100 (Ext: +91 22 2518 8307)
90MH1996PTC100196

(3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of monthly salary.

(4) Flexikitty Reimbursement amount refers to various reimbursements, applicable for your Role Band, as per the policy of the Company, applicable from time to time.

For WNS Global Services Pvt. Ltd.



Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

LBS Marg, Vikhedi (W)

Accepted and Agreed

Kanhaiya Jogannath Patil 
Candidate's Name & Signature

Gadrey & Bhave Complex, Dhoolbunagar,
Tel: (+91) 22 4095 2100 | Fax: (+91) 22 2518 8307 |
HRPTC/100196



04-August - 2021

Mane Venkati Hiranman

Flat-204, Maruti Plaza, Kopar Ali, Near Tukaram Temple,
Lohegaon Pune Maharashtra 411047

Letter of Offer

Dear Mane,

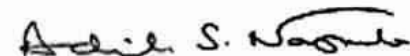
With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Program Analyst** in **WNS Global Services Pvt.** based at our **Pune Weikfield office**. The key components of your offer is as detailed below.

- Career band:** Your career band would be **Professional**.
- Role band:** You would be placed in role band **A**.
- Title:** The title that you would be using both internally and externally would be **Program Analyst**.
- Compensation:** Your Total Gross Pay will be **INR 550008 (Five Lakh Fifty Thousand And Eight Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.
- Joining Date:** You are expected to join us by **01-Sep-21**
- Place of work:** Your initial place of work will be **Pune Weikfield**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

1. TERMS & CONDITIONS:

- The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- You will be required to sign a standard employment agreement on your date of joining.

For WNS Global Services Pvt. Ltd.



Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

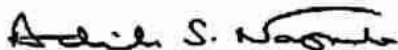
Candidate's Name & Signature



- c) You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d) The Company's business involves operating round the clock on all day. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e) You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f) Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent ,pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g) Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h) You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward/ accumulation of leave will be governed as per the existing Company policy on the subject.
- i) You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, you shall serve the Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.
- j) Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
- k) You will automatically retire from the services of the Company on completing the age of 58 years.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed



Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Candidate's Name & Signature



- l) Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m) WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

2. OTHER CONDITIONS:

- a) Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
 - b) Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
 - c) Effect of Substance Abuse: The Company at its sole discretion may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
 - d) All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.
- Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein

Yours faithfully,



For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Candidate's Name & Signature

Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

NOTE: Joining will not happen without these documents.

A	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, X th , XII th Mark Sheet with DOB details on it, Passport, PAN Card, , Driving License, , School/College Leaving Certificate) - 1 copy
C	PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :- (ONE of the following: Voters ID, Driving License, Passport, , or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, , Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - 1 copy
D	PERMANENT ADDRESS PROOF : (ONE of the following: Passport, Driving License ,Voter's ID, Nationalized Bank Passbook with photograph and address , Electricity Bill - latest of Self or Parents, , Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill – latest of Self or Parents, or Current lease deed – with you or your parents/ spouse as lessee or co-lessee) - 1 copy. The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important) (as applicable: X th , XII th , Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)
G	PAN NUMBER : Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof : (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable)OR Marriage Affidavit with Couple Photo
L	Self declaration medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.

NOTE:

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed



Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Candidate's Name & Signature

WNS Global Services Pvt. Ltd., Plant No:10, Godrej & Boyce Complex, Pirojshanagar,
LBS Marg, Vikhroli (West), Mumbai 400089 India |Tel: +91 22 4095 2100 | Fax +91 22 2518 8
CIN: U72200MH1996PTC100196



Documents.....

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
 - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
 - b. If you would like your family covered – Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

Information.....

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.



For WNS Global Services Pvt. Ltd.

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Candidate's Name & Signature

Annexure 2			
Name	:	Mane Venkati Hiranman	
Title	:	Program Analyst	
Role Band	:	A	
BU	:	WTS	
COMPENSATION COMPONENT	Ref	Amount (Rs.) Per Month	Amount (Rs.) Per Annum
Basic Salary		17,188	206,256
House Rent Allowance		8,594	103,128
City Compensatory Allowance		10,613	127,356
Sub Total - I	A	36,395	436,740
Bonus / Incentive (1)	(a)	-	-
Company's contribution to Provident Fund (2)		1,800	21,600
Company's contribution to ESI (3)		-	-
Sub Total - II	B	1,800	21,600
Total Fixed Pay	C = A + B	38,195	458,340
Bonus / Incentive at Maximum Level (1)	(b)	7,639	91,668
Gross Pay (CTC) at Minimum Level	D = C	38,195	458,340
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	45,834	550,008
BENEFITS			
(i) Gratuity payable As per Payment of Gratuity Act, 1972			
(ii) The Company provides following discretionary Insurance benefits:			
Mediclaim Benefit	:	For Self or Family Floater, as the case may be	
Personal Accident Insurance	:	For Employee, as per Company Policy	
Life Insurance	:	For Employee, as per Company Policy	
Note:			
(1) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to you process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			
(2) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of Rs. 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			

For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Candidate's Name & Signature



WNS

Extending Your Enterprise

(3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of monthly salary.

(4) Flexikitty Reimbursement amount refers to various reimbursements, applicable for your Role Band, as per the policy of the Company, applicable from time to time.



For WNS Global Services Pvt. Ltd.

Handwritten signature of Adil S. Nargolwala in black ink.

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Candidate's Name & Signature

04-August - 2021

Sudarshan Krishna Jagdale

Danevadi Fata,
Golegaon, Pune Maharashtra 412210

Letter of Offer

Dear Sudarshan,

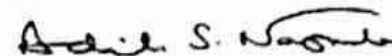
With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you been selected as **Program Analyst** in **WNS Global Services Pvt.** based at our **Pune Welkfield** office. The key components of your offer is as detailed below.

- Career band:** Your career band would be **Professional**.
- Role band:** You would be placed in role band **A**.
- Title:** The title that you would be using both internally and externally would be **Program Analyst**.
- Compensation:** Your Total Gross Pay will be **INR 550008 (Five Lakh Fifty Thousand And Eight Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.
- Joining Date:** You are expected to join us by **01-Sep-21**
- Place of work:** Your initial place of work will be **Pune Welkfield**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

1. TERMS & CONDITIONS:

- The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- You will be required to sign a standard employment agreement on your date of joining.

For WNS Global Services Pvt. Ltd.



Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

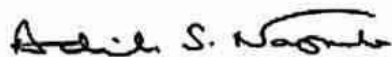
Candidate's Name & Signature



- c) You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d) The Company's business involves operating round the clock on all day. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e) You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f) Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent ,pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g) Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h) You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward/ accumulation of leave will be governed as per the existing Company policy on the subject.
- i) You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, you shall serve the Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.
- j) Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
- k) You will automatically retire from the services of the Company on completing the age of 58 years.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed



Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Candidate's Name & Signature

WNS Global Services Pvt. Ltd
LBS Marg, Vikhroli (West), Mumbai
CII



Ice Complex, Pirojshanagar,
095 2100 | Fax +91 22 2518 8307 |
96

- l) Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m) WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

2. OTHER CONDITIONS:

- a) Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b) Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c) Effect of Substance Abuse: The Company at its sole discretion may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d) All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein

Yours faithfully,

For WNS Global Services Pvt. Ltd.



Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

WNS Global Servi
LBS Marg, Vikhroli (Wes



Accepted and Agreed

Candidate's Name & Signature

odrej & Boyce Complex, Pirojshanagar,
l: +91 22 4095 2100 | Fax +91 22 2518 8307 |
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Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

NOTE: Joining will not happen without these documents.

A	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, X th , XII th Mark Sheet with DOB details on it, Passport, PAN Card, , Driving License, , School/College Leaving Certificate) - 1 copy
C	PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :- (ONE of the following: Voters ID, Driving License, Passport, , or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, , Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - 1 copy
D	PERMANENT ADDRESS PROOF : (ONE of the following: Passport, Driving License ,Voter's ID, Nationalized Bank Passbook with photograph and address , Electricity Bill - latest of Self or Parents, , Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill – latest of Self or Parents, or Current lease deed – with you or your parents/ spouse as lessee or co-lessee) - 1 copy . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important) (as applicable: X th , XII th , Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)
G	PAN NUMBER : Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof : (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable)OR Marriage Affidavit with Couple Photo
L	Self declaration medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.

NOTE:

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

Adil S. Nargolwala

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

WNS Global Se
LBS Marg, Vikhroli (W)



Candidate's Name & Signature

Godrej & Boyce Complex, Pirojshanagar,
[Tel: +91 22 4095 2100 | Fax +91 22 2518 8307 |
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Documents.....

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
 - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
 - b. If you would like your family covered – Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

Information.....

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSF) if allocated.



For WNS Global Services Pvt. Ltd.

A handwritten signature in black ink, appearing to read "Adil S. Nargolwala".

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Candidate's Name & Signature

Annexure 2			
Name	:	Sudarshan Krishna Jagdale	
Title	:	Program Analyst	
Role Band	:	A	
BU	:	WTS	
COMPENSATION COMPONENT	Ref	Amount (Rs.) Per Month	Amount (Rs.) Per Annum
Basic Salary		17,188	206,256
House Rent Allowance		8,594	103,128
City Compensatory Allowance		10,613	127,356
Sub Total - I	A	36,395	436,740
Bonus / Incentive (1)	(a)	-	-
Company's contribution to Provident Fund (2)		1,800	21,600
Company's contribution to ESI (3)		-	-
Sub Total - II	B	1,800	21,600
Total Fixed Pay	C = A + B	38,195	458,340
Bonus / Incentive at Maximum Level (1)	(b)	7,639	91,668
Gross Pay (CTC) at Minimum Level	D = C	38,195	458,340
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	45,834	550,008
BENEFITS			
(i) Gratuity payable As per Payment of Gratuity Act, 1972			
(ii) The Company provides following discretionary Insurance benefits:			
Mediclaime Benefit	:	For Self or Family Floater, as the case may be	
Personal Accident Insurance	:	For Employee, as per Company Policy	
Life Insurance	:	For Employee, as per Company Policy	
Note:			
(1) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to you process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			
(2) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of Rs. 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			

For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

WNS Global Services
LBS Marg, Vikhroli (West), I

Accepted and Agreed

Candidate's Name & Signature



vj & Boyce Complex, Pirojshanagar,
91 22 4095 2100 | Fax +91 22 2518 8307 |
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(3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of monthly salary.

(4) Flexikitty Reimbursement amount refers to various reimbursements, applicable for your Role Band, as per the policy of the Company, applicable from time to time.



For WNS Global Services Pvt. Ltd.

A handwritten signature in black ink, appearing to read "Adil S. Nargolwala".

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Candidate's Name & Signature

04-August - 2021**Suraj Vyankat Pethekar****1068, Near Anna Sathe Floor Mill, Pune Lohegaon
Pune Maharashtra 411047****Letter of Offer**

Dear Suraj,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you been selected as **Program Analyst** in **WNS Global Services Pvt.** based at our **Pune Weikfield office**. The key components of your offer is as detailed below.

- Career band:** Your career band would be **Professional**.
- Role band:** You would be placed in role band **A**.
- Title:** The title that you would be using both internally and externally would be **Program Analyst**.
- Compensation:** Your Total Gross Pay will be **INR 550008 (Five Lakh Fifty Thousand And Eight Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.
- Joining Date:** You are expected to join us by **01-Sep-21**
- Place of work:** Your initial place of work will be **Pune Weikfield**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

1. TERMS & CONDITIONS:

- The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- You will be required to sign a standard employment agreement on your date of joining.

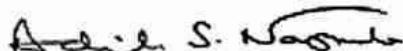
For WNS Global Services Pvt. Ltd.

**Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group****Accepted and Agreed****Candidate's Name & Signature**

- c) You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d) The Company's business involves operating round the clock on all day. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e) You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f) Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent ,pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g) Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h) You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward/ accumulation of leave will be governed as per the existing Company policy on the subject.
- i) You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, you shall serve the Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.
- j) Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
- k) You will automatically retire from the services of the Company on completing the age of 58 years.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed



Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

WNS Global
LBS Marg, Vikhroli



Candidate's Name & Signature

10, Godrej & Boyce Complex, Pirojshanagar,
Pune | Tel: +91 22 4095 2100 | Fax +91 22 2518 8307 |
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- l) Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m) WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

2. OTHER CONDITIONS:

- a) Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b) Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c) Effect of Substance Abuse: The Company at its sole discretion may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d) All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein

Yours faithfully,



For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Candidate's Name & Signature

Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

NOTE: Joining will not happen without these documents.

A	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, X th , XII th Mark Sheet with DOB details on it, Passport, PAN Card, , Driving License, , School/College Leaving Certificate) - 1 copy
C	PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :- (ONE of the following: Voters ID, Driving License, Passport, , or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, , Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - 1 copy
D	PERMANENT ADDRESS PROOF : (ONE of the following: Passport, Driving License ,Voter's ID, Nationalized Bank Passbook with photograph and address , Electricity Bill - latest of Self or Parents, , Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill – latest of Self or Parents, or Current lease deed – with you or your parents/ spouse as lessee or co-lessee) - 1 copy. The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important) (as applicable: X th , XII th , Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)
G	PAN NUMBER : Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof : (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable)OR Marriage Affidavit with Couple Photo
L	Self declaration medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.

NOTE:

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group



Accepted and Agreed

Candidate's Name & Signature

Documents.....

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
 - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
 - b. If you would like your family covered – Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

Information.....

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.



For WNS Global Services Pvt. Ltd.

A handwritten signature in black ink, appearing to read 'Adil S. Nargolwala'.

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Candidate's Name & Signature

Annexure 2			
Name	:	Suraj Vyankat Pethekar	
Title	:	Program Analyst	
Role Band	:	A	
BU	:	WTS	
COMPENSATION COMPONENT	Ref	Amount (Rs.) Per Month	Amount (Rs.) Per Annum
Basic Salary		17,188	206,256
House Rent Allowance		8,594	103,128
City Compensatory Allowance		10,613	127,356
Sub Total - I	A	36,395	436,740
Bonus / Incentive (1)	(a)	-	-
Company's contribution to Provident Fund (2)		1,800	21,600
Company's contribution to ESI (3)		-	-
Sub Total - II	B	1,800	21,600
Total Fixed Pay	C = A + B	38,195	458,340
Bonus / Incentive at Maximum Level (1)	(b)	7,639	91,668
Gross Pay (CTC) at Minimum Level	D = C	38,195	458,340
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	45,834	550,008
BENEFITS			
(i) Gratuity payable As per Payment of Gratuity Act, 1972			
(ii) The Company provides following discretionary Insurance benefits:			
Mediclaim Benefit	:	For Self or Family Floater, as the case may be	
Personal Accident Insurance	:	For Employee, as per Company Policy	
Life Insurance	:	For Employee, as per Company Policy	
Note:			
(1) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to you process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			
(2) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of Rs. 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			

For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

WNS Global Serv
LBS Marg, Vikhroli (Wes)



Accepted and Agreed

Candidate's Name & Signature

Godrej & Boyce Complex, Pirojshanagar,
Tel: +91 22 4095 2100 | Fax +91 22 2518 8307 |
1996PTC100196

(3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of monthly salary.

(4) Flexikitty Reimbursement amount refers to various reimbursements, applicable for your Role Band, as per the policy of the Company, applicable from time to time.



For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Candidate's Name & Signature

04-August - 2021

Vishakha Vishwas Tapkir

Burde Wasti, Charholi Bu, Alandi
Devachi Pune Maharashtra 412105

Letter of Offer

Dear Vishakha,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you been selected as **Program Analyst** in **WNS Global Services Pvt.** based at our **Pune Weikfield** office. The key components of your offer is as detailed below.

- Career band:** Your career band would be **Professional**.
- Role band:** You would be placed in role band **A**.
- Title:** The title that you would be using both internally and externally would be **Program Analyst**.
- Compensation:** Your Total Gross Pay will be **INR 550008 (Five Lakh Fifty Thousand And Eight Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.
- Joining Date:** You are expected to join us by **01-Sep-21**
- Place of work:** Your initial place of work will be **Pune Weikfield**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

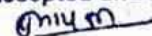
1. TERMS & CONDITIONS:

- The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- You will be required to sign a standard employment agreement on your date of joining.

For WNS Global Services Pvt. Ltd.


Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed


Vishakha V. Tapki
Candidate's Name & Signature

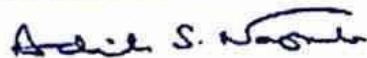
WNS Global Services Pvt. Ltd., Plant No. 10, Godrej & Boyce Complex, Pirojshanagar,
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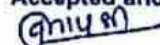
- c) You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d) The Company's business involves operating round the clock on all day. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e) You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f) Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent ,pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g) Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h) You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward/ accumulation of leave will be governed as per the existing Company policy on the subject.
- i) You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, you shall serve the Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.
- j) Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
- k) You will automatically retire from the services of the Company on completing the age of 58 years.

For WNS Global Services Pvt. Ltd.



Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed


Vishakha V. Tapkir
Candidate's Name & Signature

WNS Global Services Pvt. Ltd., Plant No: 10, Godrej & Boyce Complex, Pirojshanagar,
LBS Marg, Vikhroli (West), Mumbai 400089 India (Tel: +91 22 4093 2100 | Fax +91 22 2518 8307)



- l) Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m) WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

2. OTHER CONDITIONS:

- a) Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b) Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c) Effect of Substance Abuse: The Company at its sole discretion may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d) All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein

Yours faithfully,

For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

014/21

Vishalika V. Tapkir
Candidate's Name & Signature

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Annexure I

1 You need to furnish the following Documents at the time of joining WNS.

NOTE: Joining will not happen without these documents.

A	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply - (Any ONE of the following: Birth Certificate, X th , XII th Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - 1 copy
C	PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :- (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - 1 copy
D	PERMANENT ADDRESS PROOF : (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents/ spouse as lessee or co-lessee) - 1 copy. The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important) (as applicable: X th , XII th , Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)
G	PAN NUMBER : Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof : (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable) OR Marriage Affidavit with Couple Photo
L	Self declaration medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.

NOTE:

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala
Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Vishakha V. Tapkir
Vishakha V. Tapkir.
Candidate's Name & Signature

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Documents.....

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your slack up contains ESIC component, please carry the following documents:
 - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
 - b. If you would like your family covered – Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

Information.....

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.



For WNS Global Services Pvt. Ltd.

Adil S. Nargohwala

Adil S Nargohwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

@m14m
Vishakha V. Tapkie
Candidate's Name & Signature

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Annexure 2			
Name	:	Vishakha Vishwas Tapkir	
Title	:	Program Analyst	
Role Band	:	A	
BU	:	WTS	
COMPENSATION COMPONENT	Ref	Amount (Rs.) Per Month	Amount (Rs.) Per Annum
Basic Salary		17,188	206,256
House Rent Allowance		8,594	103,128
City Compensatory Allowance		10,613	127,356
Sub Total - I	A	36,395	436,740
Bonus / Incentive (1)	(a)	-	-
Company's contribution to Provident Fund (2)		1,800	21,600
Company's contribution to ESI (3)		-	-
Sub Total - II	B	1,800	21,600
Total Fixed Pay	C = A + B	38,195	458,340
Bonus / Incentive at Maximum Level (1)	(b)	7,639	91,668
Gross Pay (CTC) at Minimum Level	D = C	38,195	458,340
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	45,834	550,008
BENEFITS			
(i) Gratuity payable As per Payment of Gratuity Act, 1972			
(ii) The Company provides following discretionary Insurance benefits:			
Mediclaim Benefit	:	For Self or Family Floater, as the case may be	
Personal Accident Insurance	:	For Employee, as per Company Policy	
Life Insurance	:	For Employee, as per Company Policy	
Note:			
(1) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to you process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			
(2) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of Rs. 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			

For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Vishakha V. Tapkir
Candidate's Name & Signature

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WNS

(3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of monthly salary

(4) Flexibility Reimbursement amount refers to various reimbursements, applicable for your Role Band, as per the policy of the Company, applicable from time to time



For WNS Global Services Pvt. Ltd.

Adil S. Nargolwala

Adil S Nargolwala
Corporate VP - HR
Head - Talent Acquisition Group

Accepted and Agreed

Vishakha V. Tapkie
Candidate's Name & Signature

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accelya

Serial No.: 1217955

Date: 27/08/2021

Vishal Yadav
mumbai, India

Dear Vishal,

It is with great pleasure that we would like to offer you the position of Engineer - Software Development with Accelya, within our division Technology based at our Pune office. We believe that Accelya is an exciting company to work for, with dedicated and talented people. We hope you will find working with us fulfilling.

Your joining will take place on the 13/09/2021, the type of contract will be a permanent contract.

As discussed, the key terms of your employment are below:

- Annual fixed compensation of INR 466,667 and an annual variable compensation of 5%.
- Annual fixed compensation will be paid in 12 instalments. Variable compensation will be prorated based on your starting date in your first year.
- Your variable compensation will be linked to your performance measured through DRIVE – our performance management process.

This document replaces any earlier agreements between you and the company, and its validity expires once you sign your employment agreement.

Upon acceptance of the offer, we will send you the list of documents necessary to initiate your joining process with Accelya.

We look forward to welcoming you to the Accelya team, please feel free to reach out to us for any clarification or information.

Yours sincerely,

Deepak Pansare
On behalf of Accelya





ANNEXURE TO YOUR OFFER LETTER

Serial No.: 1217955

Date: 27/08/2021

Probation Period

6 months for lateral hires

8 months to 12 months for entry level roles

Benefits

- Non Reimbursable Benefits as per Company Policy:
- PAIS (Personal Accident Insurance Scheme): Coverage
- CFMP (Corporate Floater Medclaim Policy) : Coverage
- GTLIS (Group Term Life Insurance Scheme): Coverage
- ESI is as per 'The Employee's State Insurance Act, 1948'
- Gratuity is as per 'The Payment of Gratuity Act, 1972'
- Statutory Bonus is as per 'The Payment of Bonus Act, 1965'

Note that this offer is subject to

Satisfactory completion of background verification process

Details

You will find attached to this offer letter, a detailed break up of your offer amount, for you to review.





21st December 2020

Sub: Offer of employment by Pin Click

Dear **Omkar Sattashetty,**

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "**Associate Property Advisor**", with effect from **9th June 2021**.

The terms of our offer are as follows:

1. The ~~details of your annual earnings are attached herewith as Annexure A~~ Once the PPO is confirmed **4.8 LPA** is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Thane** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such a clearance.
4. You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15 days notice period or 15 days salary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



Doc-10



The details of your annual earnings are as Annexure A.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK

	Name	Omkar Sattashetty	
	Designation	Associate Property Advisor	
	Department	Sales	
	Date of Joining	9th June 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	6,000	72,000
	House Rent Allowance	5,000	60,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	1,042	12,504
	Sub-Total I / Gross Pay	18,492	2,21,904
Benefits			
B	PF Employee	720	8,640
	Gratuity	288	3,456
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1508	18,096
Total A + B	Cost to the Company	20,000	2,40,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license. <ul style="list-style-type: none"> • Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			





ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK

		Omkar Sattashetty	
Name			
Designation		Associate Property Advisor	
Department		Sales	
Date of Joining		9 th June 2021	
C & B CATEGORY		INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Sub-Total I / Gross Pay	23,740	2,84,880
Benefits			
B	PF Employee	900	10,800
	Gratuity	360	4,320
	Sub Total II	1,260	15,120
Total A + B	Cost to the Company	25,000	3,00,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
		40,000	4,80,000
<p>Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p>			
<ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary and Employee contribution towards PF,ESIC as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at

PinClick Property Management Pvt Ltd.,

Mr.Manik
KinraCo Founder





Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with PinClick I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____



If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.



Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **June 28, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at Pune office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing. In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.



5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof. Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.



10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with:

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.



16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Sudip Muley** at sudip_muley@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9.00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpna Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-



6/16/2021

EOffer

Page 7 of 11

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process
I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:



SALARY BREAK-UP SHEET (Annexure – A)

Date: Jun 16, 2021

Grade: 3.0

Location: Pune

Name: Kshitij Motke

Designation: Software Engineer

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,200
2	House Rent Allowance	50%	5,600
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,680
5	National Pension Scheme/Special Pay III	10%	1,120
6	Leave Travel Assistance	10%	1,120
7	Performance Pay	10%	1,120
8	Statutory Bonus/Ex-gratia	20%	2,240
9	Upkeep Pay		4,422
	Total to be paid monthly (M)		30,302
	Total for the year [M * 12] [A]		363,624
II	Variable Components		
1	Company Performance Bonus(CPB) Per Month [M]		3,417
	Total CPB 10% of Annual Gross Salary [B]		41,004
III	Annual Component		
	Provision for your gratuity [C]	4%	5,376
	Annual Gross Salary [A + B + C]		410,004
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		451,004

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition





Reference: Persistent/Campus/1203832/3.0

Confidential

Jun 16, 2021

Ritesh Patidar
647, Sardar Patel Nagar, Cheentri, Teh. Galiakot, Dist. Dungarpur.
Cheentri

Dear Ritesh,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **451,004**. Your Annual Gross Salary will be Rs. **410,004**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.



If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.

- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.

- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.



Additional Terms -**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **June 28, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.



5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.



16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Sudip Muley** at sudip_muley@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpna Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-



Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.
I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:



SALARY BREAK-UP SHEET (Annexure - A)

Date: Jun 16, 2021

Grade: 3.0

Location: Pune

Name: Ritesh Patidar

Designation: Software Engineer

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,200
2	House Rent Allowance	50%	5,600
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,680
5	National Pension Scheme/Special Pay III	10%	1,120
6	Leave Travel Assistance	10%	1,120
7	Performance Pay	10%	1,120
8	Statutory Bonus/Ex-gratia	20%	2,240
9	Upkeep Pay		4,422
	Total to be paid monthly (M)		30,302
	Total for the year [M * 12] [A]		363,624
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,417
	Total CPB 10% of Annual Gross Salary [B]		41,004
III	Annual Component		
	Provision for your gratuity [C]	4%	5,376
	Annual Gross Salary [A + B + C]		410,004
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		451,004

Yours sincerely,
 For Persistent Systems
 Kalpana Kudlingar
 Head - Campus Talent Acquisition



Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof



d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN - L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80





March 03, 2021

Ruchin Dhama

Chennai

Kaar Technologies India Private Limited

Level 8, Rajiv Gandhi Towers,

No. 150, Anna Road

Chennai - 600 095, TN, INDIA

CIN: U72200TN2007PTL087195

t : +91 (44) 4065 1360

f : +91 (44) 4065 1512

e : info@kaar.in, hr@kaar.in

w : www.kaar.in/hr/m

INTERNSHIP OFFER LETTER

Dear Ruchin,

With reference to your application and subsequent interview, you had with us, we are happy to offer you internship opportunity in Kaar Technologies India Pvt. Ltd. on the following terms and conditions.

The internship period is for **6 months** effective from **March 03, 2021** till **September 02, 2021**. You will be required to attend office 5 days a week between 9.30 a.m. and 6.30 p.m. During your internship period you are eligible for a stipend amount of **Rs.10,000/** Payable every month. You will be governed by work guidelines and policies of Kaar for all other matters.


This Internship letter is not a guarantee for employment, post your internship period. You are requested to meet your department head/HR for the continuation of your internship.

During the period of your internship, you are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential any information, instruments, documents, etc., relating to the company that may come to your professional knowledge as an intern of the company

Kindly sign a duplicate copy of the Letter and return it to us at the earliest as a token of acceptance of this offer.

We welcome you to Kaar and look forward for a mutually rewarding association with you.

For Kaar Technologies, Pvt Ltd.,


Authorized Signatory.



1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1200248/3.0

Confidential

Jun 16, 2021

Taufik Tamboli
Morya Colony no-12
Morya Chowk, Aadarsh Nagar
Pune

Dear Taufik,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **451,004**. Your Annual Gross Salary will be Rs. **410,004**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.



If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.

- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.

- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.



Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **June 28, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing. In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.



5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.



10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.



16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Sudip Muley** at sudip_muley@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi** (Ph.No.- 020-66965038) on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpna Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-



Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.
I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:



SALARY BREAK-UP SHEET (Annexure – A)

Date: Jun 16, 2021

Grade: 3.0

Location: Pune

Name: Taufik Tamboli

Designation: Software Engineer

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,200
2	House Rent Allowance	50%	5,600
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,680
5	National Pension Scheme/Special Pay III	10%	1,120
6	Leave Travel Assistance	10%	1,120
7	Performance Pay	10%	1,120
8	Statutory Bonus/Ex-gratia	20%	2,240
9	Upkeep Pay		4,422
	Total to be paid monthly (M)		30,302
	Total for the year [M * 12] [A]		363,624
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,417
	Total CPB 10% of Annual Gross Salary [B]		41,004
III	Annual Component		
	Provision for your gratuity [C]	4%	5,376
	Annual Gross Salary [A + B + C]		410,004
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		451,004

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition



Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance
- Personal Accident
- Medclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.



Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof



d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer



1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1162117/3.0

Confidential

May 28, 2021

Tushar Gangurde
Abhimanyu Nagar Satana
Nashik

Dear Tushar,

Subject: Your Appointment as Software Engineer

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade 3.0 with **Persistent Systems (Company)**.

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **451,004**. Your Annual Gross Salary will be Rs. **410,004**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.



If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.



Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **June 9, 2021**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.



5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent Intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.



10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.



16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Sudip Muley** at sudip_muley@persistent.com one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi** (Ph.No.- 020-66965038) on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawadi, Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i. Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-



6/2/2021

Print Offer

Page 7 of 11

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.
I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:

Signature:



SALARY BREAK-UP SHEET (Annexure – A)

Date: **May 28, 2021**
 Grade: **3.0**
 Location: **Pune**
 Name: **Tushar Gangurde**
 Designation: **Software Engineer**

	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,200
2	House Rent Allowance	50%	5,600
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,680
5	National Pension Scheme/Special Pay III	10%	1,120
6	Leave Travel Assistance	10%	1,120
7	Performance Pay	10%	1,120
8	Statutory Bonus/Ex-gratia	20%	2,240
9	Upkeep Pay		4,422
	Total to be paid monthly (M)		30,302
	Total for the year [M * 12] [A]		363,624
II	Variable Components		
1	Company Performance Bonus(CPB) Per Month [M]		3,417
	Total CPB 10% of Annual Gross Salary [B]		41,004
III	Annual Component		
	Provision for your gratuity [C]	4%	5,376
	Annual Gross Salary [A + B + C]		410,004
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		451,004

Yours sincerely,
 For Persistent Systems
Kalpana Kudlingar
 Head - Campus Talent Acquisition



Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance
- Personal Accident
- Medicaid Hospitalization (Self, Spouse, 2 children and Parents)

Food and Insurance is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.



Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to **please** complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof



d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable); Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80





PRIVATE & CONFIDENTIAL

5th July 2021

BETSOL
Bengaluru, India

Dear: Yash Patil
Address: Tejas Villa, Flt no: 7, Chandannagar, Pune, Maharashtra. Pincode: 411014
Mobile: 7350207970
Email: yashpatil454@gmail.com

EMPLOYMENT AGREEMENT

We are pleased to offer you employment as **Associate Software Engineer** with BETSOL or any of its affiliates (including BETSOL LLC.) (Hereinafter referred to as "BETSOL") commencing on or before **Monday, 5th July 2021**. The terms and conditions of employment are as follows:

Compensation

Your Cost to BETSOL will be **INR 33,333/- per month**. This brings your total compensation to **INR 4,00,000/- per annum**. Your total compensation will comprise of annual base salary, flexible benefits, bonus, gratuity and provident fund.

Note: Your employment with BETSOL is contingent on passing a pre-employment background check. You will be eligible for a bonus of **INR 50,000** after completion of 1 year. The bonus will be contingent to your continued employment with BETSOL. If you resign before completing 24 months from the date of joining, you will be obligated to repay the entire bonus amount back to the company within 30 days of date of resignation.

Allowances and Perquisites

Other monthly/annual allowances, reimbursements, benefits and perquisites applicable to you are described in the annexure to this letter. Detailed policies/procedures/rules and regulations governing the monthly/annual allowances, reimbursements, benefits and perquisites will be given to you in the employee handbook on the day of joining.

Annual Leave Entitlement

You will be entitled to 15 working days of Earned leave each year of service in addition to the 10 National holidays and 9 Sick/Casual leaves. New employees are entitled to annual leave calculated on a pro-rated basis from the commencement date to the end of the fiscal year.

BETSOL shall, during the term of this Agreement, provide Employee with benefits and such benefits plan may be changed from time to time by BETSOL in accordance with standard health and welfare benefit policies.

Personal Income Taxes

All your personal income taxes will be your personal responsibility irrespective of your citizenship. If you possess citizenship or permanent residency outside India, you will be responsible for all tax liability including those outside India.

Retirement Age

You shall be retired from the services of the Company on attaining the age of sixty (60) years and shall not have any claim to be continued in service thereafter. The actual date of retirement shall be the last working day of the calendar month in which your si:

7th Floor, Brigade Software Park, 27th Cro



Bangalore 560070, India, Tel: +91-80-26710458

Probation

You will be on probation for a period of six months from the date of your joining. The six months of probationary period provides the Company an opportunity to observe and evaluate your performance and conduct.

During this probationary period, the Company may terminate employment immediately, with or without cause and with or without notice. This six months of probationary period is not a term of employment and is not intended, nor does it, impact the at will nature of the relationship between the Company and the employee.

Termination of Employment

You acknowledge and agree that your employment with BETSOL is subject to applicable law and the then applicable BETSOL's policies and procedures. Your employment may be terminated by the Company giving you 4 weeks written notice or by you giving 2 months written notice to BETSOL (applicable also during probation period). BETSOL reserves the right to pay you the salary (Monthly Gross Salary) in lieu of the said notice period. Here, the salary in reference shall mean monthly compensation.

If the employee has accepted a joining bonus from the company & submits the resignation before completing 12 months from the date of joining, the employee will be obligated to repay the joining bonus to the company.

In consideration of the training and enhancement of skill sets that the Employee will receive from the Company, the Employee agrees to serve in the employment of the Company for a minimum period of twelve (12) months (the "Minimum Term") from the date of the Employee reporting for work with the Company.

In the light of the loss that the Company will suffer if the Employee does not serve the Minimum Term, the Employee will be obligated to pay a sum of penalty (up to ₹ 2,00,000 - Two Lakh Rupees) to the Company in lieu of recovering a percentage of the loss incurred by the Company.

Upon receipt of any notice of termination (i.e. resignation letter) from you, BETSOL may in its sole discretion relieve you of your duties before the expiry of the notice period by paying you the applicable pro-rated salary (Monthly Gross Salary) in lieu of the outstanding notice period. Further, BETSOL may (but is not obliged to) relieve you of your duties before the expiry of the notice period if you request to be so relieved and BETSOL agrees in its sole discretion to do so, subject always to your payment to BETSOL of an amount equivalent to the applicable pro-rated salary (Monthly Gross Salary) in lieu of the outstanding notice period.

Upon termination of employment with BETSOL, and regardless of the reason for such termination, you will promptly return to, or leave with BETSOL all documents, records, notebooks, computers, laptops, phones, sim cards, headsets, data cards, disks or other equipment or materials, including all copies, in your possession or control which contain any Confidential Information or any other information concerning BETSOL or any of its affiliates, or any of their respective products, intellectual property, services or clients.

In the event of termination, BETSOL reserves the right to recover from you or withhold any amount payable to you at the time of such termination or subsequently, any monies paid to you in advance by BETSOL or otherwise paid by BETSOL towards, including but not limited to, statutory charges including tax and expenses relating to relocation, travel, visas, immigration and attorneys' fees, recruitment fees, education incurred in connection with your employment and training by BETSOL.



Confidentiality Agreement

It is critical that BETSOL take steps to protect its business interest. This includes but not limited to intellectual property and confidential information and protection from competitors. Accordingly, you are required to sign the attached "Employee Agreement Regarding Intellectual Property, Confidential Information and Non- Competition". You may also be required to enter into further Confidentiality Agreements with the Company, as BETSOL may reasonably require.

Exclusive Employment

During the Employment Period, the Employee shall work exclusively for the Company and shall:

- (i) not accept executive responsibility, or any directorship, partnership or similar position in any other company / entity; and
- (ii) not indulge, carry on, participate and / or be involved in any business or activity either directly or indirectly, through any other entity, which will, in any manner, be in competition with the business, products or services marketed or provided by the Company.
- (iii) and not join employment with any of the Company's clients or customers or any other entity.

Others

You will be required at all times to comply with any and all instructions and regulations of BETSOL and that you will be personally liable for any loss caused to BETSOL by any illegal or dishonest conduct by you.

Payments and benefits under these plans and programs, as well as other payments referred to in this letter and attached documents, may be subject to India Salaries Tax. BETSOL reserves the right to discontinue or modify the compensation, incentive, benefit, perquisite plans, programs, or practices. Moreover, the very brief summaries contained herein are subject to the terms of such plans, programs and practices.

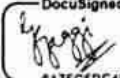
You will keep the management informed of any change in your residential address. In case of your inability to do so, any communication sent at the e-mail address available to the management will be deemed to have been served to you.

BETSOL shall have the right to assign this Agreement to any of its subsidiaries or affiliated companies.

We would appreciate if you will confirm acceptance of this offer by signing and returning to us the duplicate copy of this letter and the "Employee Agreement Regarding Intellectual Property, Confidential Information and Non-Competition" within 2 business days, failure of which may be treated as your decline of our offer.

We welcome you to BETSOL and wish you a rewarding career.

On behalf of
BETSOL

DocuSigned by:

6175C5BE4BBF4D6

Gurpreet Kaur Jaggi
Director, HR and Operations, BETSOL

I agree and accept the offer on
the above terms and conditions

DocuSigned by:

300A9D1CCEC7478

Yash Patil
ID No. / Passport No.: Encl.

7th Floor, Brigade Software Park, 27



age, Bangalore 560070, India, Tel: +91-80-26710458
om

**Employee Agreement Regarding Intellectual Property,
Confidential Information and Non-Competition**

IN CONSIDERATION of my employment by BETSOL or any of its affiliates (including BETSOL LLC) (hereinafter "BETSOL"), and my continued employment during such time as may be mutually agreeable, and of the opportunity to receive BETSOL private or proprietary information, and other good and valuable consideration:

1. I hereby assign to BETSOL or its designee all my rights, titles and interest in and to all "Intellectual Property", as defined below, made, created, developed, written or conceived by me during the period of such employment, whether during or outside of regular working hours, either solely or jointly with another, either in the course of such employment, or relating to the actual or anticipated business or research or development of BETSOL, or with the use of BETSOL's time, material, private or proprietary information, or facilities. As used in this Agreement, Intellectual Property means all (i) tangible and intangible work products, inventions, discoveries, designs, improvements, ideas, know-how, computer or other programs and related documentation, works of authorship, and business relationships and goodwill generated by me ("Work Product and Inventions"); and (ii) patents, copyrights, trademarks, trade secrets and other proprietary rights arising out of or related to the Work Product and Inventions.

I further understand and agree that the decision whether or not to commercialize or market any Intellectual Property developed by me solely or jointly with others is within BETSOL's sole benefit and that no payment will be due to me as a result of BETSOL's efforts to commercialize or market such Intellectual Property.

2. I will promptly disclose all Intellectual Property to BETSOL and without charge to BETSOL but at its expense, execute a specific assignment of title to BETSOL and do anything else reasonably necessary to enable BETSOL to secure a patent, copyright, or other form of protection for said Intellectual Property anywhere in the world.

3. I further agree that I will keep in confidence and will not, except as required in the conduct of BETSOL's business or as authorized in writing on behalf of BETSOL, publish, disclose, or use, during and after the period of my employment, any private or proprietary information which I may in any way acquire, learn, develop, or create by reason of my employment.

I further agree that I will not without the prior written consent of BETSOL, both during and for a period of three (3) months after termination for any reason of my employment with BETSOL, on behalf of any competitor of BETSOL:

- render any services relating to strategic planning, research and development, manufacturing, marketing, or selling with respect to any product, process, material or service which resembles, competes with, or is the same as a product, process, material or service of BETSOL about which I gained any proprietary or confidential information or on which I worked during the three (3) years prior to the termination of my employment, or
- render information about any customer of BETSOL about whom I gained any proprietary or confidential knowledge or with whom I worked during the three (3) years prior to the termination of my employment;

4. During my employment with BETSOL and for a period of one year thereafter, I will not hire any employees of BETSOL and I will not, directly or indirectly, solicit, induce, recruit or encourage any BETSOL Employees to terminate their employment with BETSOL, except as may be required in the performance of my duties for BETSOL;

5. On or prior to termination of my BETSOL employment, or at any time upon the specific request of BETSOL, I will return to BETSOL (and will not keep in my possession, recreate or deliver to anyone else) all (i) private, proprietary or confidential property or materials (in any form, including tangible or electronic) furnished to



or obtained by me in the course of my employment, and (ii) embodiments of Work Product and Inventions. I further agree that upon termination of employment with BETSOL, I will immediately inform BETSOL of the identity of my new employer (or the nature of self-employment) and of my new title and job responsibilities, and hereby authorize BETSOL to provide a copy of this Agreement to any new employer. Further I will provide such information as BETSOL may request to determine my compliance with the terms of this Agreement;

6. BETSOL is extremely mindful of the critical nature of third party proprietary information. Accordingly, I hereby represent that, during the course of my employment, I will not bring any such materials to BETSOL or expose any BETSOL employees to any such materials including, but not limited to, trade secrets, price lists, non-public organizational charts, pricing information, marketing plans, competitive analyses, and customer lists. Under no circumstances may any such information be used to further BETSOL in the marketplace. Additionally, any valid restrictions, covenants, or confidentiality agreements which I have previously agreed upon with former employers, must be adhered to in the course of my employment with BETSOL to the extent enforceable based on applicable law. To that end, I acknowledge that BETSOL has not, and will not, require, request, or induce me to violate the confidential interest of any third parties, including BETSOL's competition. In the event of any breach of this provision, I agree to indemnify & hold BETSOL harmless for any claims, actions, suits or proceedings arising thereto.

I further agree that I will not incorporate, or permit to be incorporated, any Prior Invention owned by me or in which I have an interest into an BETSOL product, process or machine without BETSOL's prior written consent. Notwithstanding the foregoing sentence, if, in the course of my employment with BETSOL, I incorporate into an BETSOL product, process or machine (a "Prior Invention") owned by me or in which I have an interest, BETSOL is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

7. I acknowledge that my breach of the obligations under this Agreement cannot be reasonably or adequately compensated in damages in an action at law. Accordingly, I agree that if I breach any of these covenants, BETSOL will have available, 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 Agreement. I further agree that no bond or other security shall be required in obtaining such equitable relief and I hereby consent to the issuance of such injunction and to the ordering of specific performance.

8. If one of the provisions in this Agreement is determined, for any reason, to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provision of this Agreement and the remaining provisions shall continue with full force and effect. Also, if one or more provision of this Agreement shall be determined by any court to be too broad as to time, duration, geographical scope, activity, or subject, it will be construed by limiting and reducing it so as to be enforceable to the extent compatible with the applicable law.

9. This Agreement is binding upon my heirs, executors, administrators and other legal representatives and inures to the benefit of BETSOL, its successors and assigns. As between me and BETSOL, only BETSOL may assign its rights or obligations under this Agreement. All amendments must be in writing and signed by BETSOL and me.

10. I further agree that this Agreement does not constitute a contract of employment and that this Agreement does not constitute an offer or assurance of employment or any other affiliation with BETSOL, and I understand that, unless I have a separate written agreement providing otherwise, my employment is at will and either BETSOL or I can terminate my employment at any time for any reason.

DocuSigned by

Employee's Signature

Yash Patil
Employee's Name (Print)

U4048517
ID/Passport No.



Annexure 1:

Salary Break Up			
	Particulars	Per Month	Per Annum
	Basic (i)(40% of CTC)	₹ 13,333	₹ 160,000
A.	Basket of Allowances (BOA)(ii)	₹ 16,509	₹ 198,104
	Base Salary(iii)=(i+ii) - Gross pay	₹ 29,842	₹ 358,104
B.	Provident Fund Employer's Contribution(12% of Basic) (iv)	₹ 1,600	₹ 19,200
	Gratuity (4.81% of Basic) (v)	₹ 641	₹ 7,696
	Medical Insurance Premium (vi)	₹ 1,250	₹ 15,000
	Retirals(iv)+(v)+(vi)	₹ 3,491	₹ 41,896
	Cost to Company(CTC)	₹ 33,333	₹ 400,000
	Standard Deduction:		
	Provident Fund Employee Contribution(12% of Basic)	₹ 1,600	₹ 19,200
C.	Professional Tax	₹ 200	₹ 2,400
	Income Tax (as applicable)	₹ 0	₹ 0
	Total Standard Deduction	₹ 1,800	₹ 21,600

	Per Month	Per Annum
Basket of Allowances (BOA)(ii):		
HRA(40% of Basic)	₹ 5,333	₹ 64,000
LTA (10% of Basic)	₹ 1,333	₹ 16,000
Statutory Bonus	₹ 1,250	₹ 15,000
Special Allowance	₹ 8,592	₹ 103,104
Total	₹ 16,509	₹ 198,104

	Per Month	Per Annum
Flexible Benefit Plan:		
Telephone +Mobile + Internet	₹ 2,500	₹ 30,000
Meal card (Max of Rs.1100 or Rs.2200)	₹ 2,200	₹ 26,400
Professional Development Expenses	₹ 16,667	₹ 200,000
Total	₹ 21,367	₹ 256,400



Annexure 2:
Insurance Benefits*

Insurance Cover	Hospitalization Insurance: INR 200,000 family floater + option to Top up. Employee + Spouse + max of 2 children & 2 parents are covered. Personal Accident Insurance: INR 10,00,000 from HDFC (Salary Accounts only) Parent Medical Insurance: Covered under Hospitalization Insurance. Catastrophic Medical Assistance Program: Reimbursement of upto INR 2,00,000: Reasonable expenses of catastrophic illnesses like heart attack, cancer etc. Maternity Benefits: Coverage up to INR 50,000 (Normal) and INR 50,000 (Caesarean).
ESIC	Employee drawing upto ₹ 21,000/- per month wages will be covered under Employee State Insurance Act, 1948 (ESIC)

Retirement Planning Benefits*

	Contribution	Benefit
Provident Fund & Voluntary Provident Fund (PF & VPF)	12% of basic contributed by both employer & employee towards PF will be deducted from Cost to Company. Optional employee contribution upto 88% of basic towards VPF.	Systematic savings, assured returns and opportunity to save tax within Sec 80C
Gratuity	4.81% of Basic salary as per the Payment of Gratuity Act 1972. Eligible after 5 years of employment	No tax on gratuity of up to INR 20,00,000

Allowances & Other Benefits*

	Contribution	Benefit
Leave Travel Allowance (LTA)	10% of Basic salary, availed twice during a 4-calendar year period.	Tax benefit
House Rent Allowance (HRA)	40% of Basic salary	Tax benefit
Statutory Bonus	Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance. Statutory bonus is applicable to employees whose basic salary is less than Rs.21000/- per month.	NA

**The above limits are as per the current employee policy and are subject to change from time to time. For more details please refer to the policies detailed in Employee Hand Book.*



wd: Congratulations! Selected for Cognizant's GenC - Developer

message

amid khan <khanham4@gmail.com>
: jyotsna patil <jyotsna.patil@dypic.in>

Tue, Oct 12, 2021 at 3:27 P

----- Forwarded message -----

From: **Superset** <notifications@email.joinsuperset.com>
Date: Tue, 7 Sep, 2021, 11:33 AM
Subject: Congratulations! Selected for Cognizant's GenC - Developer
To: <khanham4@gmail.com>

Dear Mohd Hamid,

Greetings from Cognizant!

Congratulations on clearing the Cognizant interview for GenC - Developer! We are happy to inform you that you've been selected for the role. Your journey with Cognizant will be full of learning experiences that help you grow as a professional. You will soon receive communication from Cognizant detailing the steps ahead in the process.

The online selection approach has necessitated a few additional verification process steps and we are in the final stage of completing the same before the offer rollout

We really look forward to you joining Cognizant and contributing to the growth of the company in the years to come.

Stay safe and healthy!

Best Regards
Human Resources- GenC Program
Cognizant





26-Aug-2021

Dear Pushpak Patil,
B.E., Computer Science
Dr DY Patil School of Engineering, Pune

Candidate ID – 16075861

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

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

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

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

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

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

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

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Conl focuses primarily on technical skills developm processes while in the final semester and cont critical part of your employment with Cogniz



ment (CSD) program. These programs I in either of these as per your college g until you join Cognizant. This forms a g with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

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

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

3.2 Continuous Skill Development (CSD) Program:

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

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

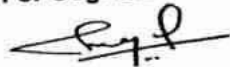
3.3 GenC Training Post joining:

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

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

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

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



Maya Sreekumar
Vice President – Human Resources

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

Date:

Signature:



Compensation and Benefits

Name: Pushpak Patil

Designation: Programmer Analyst Trainee

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

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

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

Leave & Vacation:

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

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

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

Rl'qd. Office: 115/535, Old Mah



iam Thoraipakkam, Chennai - 600 097

Provident Fund Wages:

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

Employees State Insurance:

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

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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

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

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



Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Pushpak Patil, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not directly or indirectly employ or engage v gain or profit, irrespective of whether. Additionally, you are not allowed to un assume any public office or private o permission of the Company. During your engage in any conduct in conflict with o Company at its sole discretion. In addi



without the Company's prior written consent, n, business or entity, whether or not for any side your hours of work in the Company. gainful employment, engagement, business, remunerative position, without prior written : Company, you shall not directly or indirectly interests of the Company, as determined by the disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a 365 days a year basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The timings may change from time to time as per project requirements.



any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination of your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not represent any third party to be employed with the Company;

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horaipakkam, Chennai - 600 097

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

- a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
- b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:
- Misconduct, as provided in Misconduct and Disciplinary Action Policy
 - Non-adherence to Associate Deployment Pool Policy
 - Violation of Social Media Policy or Conflict of Interest Policy
 - Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
 - Insubordination or failure to comply with the directions given to you by persons so authorized
 - Insolvency or conviction for any offence involving moral turpitude
 - Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
 - Violation of non-disparagement obligation

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am Thoraipakkam, Chennai - 600 097

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, 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.

This Agreement, together with the agreements and policies of the Company, Employment Offer 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.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited [Name of Employee]

Sign: _____
Name: _____

Sign: _____
Name: _____





jyotsna patil <jyotsna.patil@dypic.in>

Fwd: :: L Cube Innovative Solutions Pvt. Ltd. - Job Offer Letter - Rachana Jaykumar

1 message

Rachana Jay <rachanajaykumar@gmail.com>
To: jyotsna patil <jyotsna.patil@dypic.in>

Wed, Nov 24, 2021 at 3:36 AM

----- Forwarded message -----

From: **L-Cube** <hr.pune@l-cube.com>
Date: Thu, 7 Jan, 2021, 10:32 PM
Subject: :: L Cube Innovative Solutions Pvt. Ltd. - Job Offer Letter - Rachana Jaykumar
To: <rachanajaykumar@gmail.com>

Dear Ms. Rachana Jaykumar,

We are pleased to inform you that you have been offered the position of Business Development Executive - Trainee with L-Cube Innovative Solutions Pvt. Ltd.,

Your remuneration would be **INR 4,96,200/- (Four Lakhs Ninety Six Thousand and Two hundred Only)** CTC per year.

Your working hours will be 6 PM TO 4 AM IST (US timings, Night Shift Only) from Monday through Friday.

You will be under probation for a period of six months from your date of joining. During your probation period you are liable to be terminated if your services are not satisfactory or if any attitude related issues are brought to the management's notice.

You will be required to execute a Service Agreement as undertaking to serve our Organization for a minimum period of two years from the date of your joining. The Service Agreement should be submitted to the HR as per the required format with the necessary supporting documents on or before **21 /1/ 2021**, failing which your offer will be cancelled.

You shall be governed by the rules and regulations of the company at all times without exception. You shall be eligible for all statutory provisions according to the laws in force from time to time. This offer is subject to successful completion of the course.

Report to the HR for completion of the necessary formalities along with the following on or before **21 /1/ 2021**.

1. Service Agreement Document
2. Four passport size photograph
3. ID proof & Address proof (Aadhar card & PAN card – both self-attested)
4. Photocopies of Certificate in support of Academic / Technical / Educational Qualifications along with originals for verification.

Please read the below clauses carefully and affirm and willingness to adhere to all of it by accepting



and signing of each clause in return to us.

1) You agree to treat all information provided to you confidentially and may not copy / e-mail any information, software or data, and client data including address and phone numbers to any outside party. You acknowledge that you may be dealing with sensitive patient information of USA citizens and agree to abide by HIPAA laws of USA with respect to data security and confidentiality from time to time.

2) You agree not to compete against Glenwood Systems LLC.'s (company's primary client) and L-Cube Innovative Solutions Pvt Ltd clients for a period of 5 years from leaving the company.

MISCONDUCTS:

Without prejudice to the generality of situations involving indiscipline, moral turpitude and violations of the rules and regulations of the Company as may be applicable to him/her category from time to time, etc., the following misconducts shall make you liable for disciplinary proceedings and call for termination from the service of the Company or other punishments, as the Company may decide fit.

- a) Personal Mobile phone calls are strictly prohibited during your work hours (US timings, night shifts only).
- b) Consuming liquor or any intoxicating drugs or under the influence of liquor or drugs, while at work is strictly prohibited.
- c) Smoking cigarette while at work is strictly prohibited.
- d) Chewing pan or other Pan related items while at work is strictly prohibited.
- e) Failure to follow rules regarding the use of any Company materials may lead to immediate termination of your services.
- f) Other major violations of Company rules or policies.

Confidentiality Clause:

All data under the purview of HIPAA such as:

- a) Health care claims or health care encounter information, such as documentation of doctor's visits and notes made by physicians and other provider staff;
- b) Health care payment and remittance advice;
- c) Coordination of health care benefits;
- d) Health care claim status;
- e) Enrollment and dis-enrollment in a health plan;
- f) Eligibility for a health plan;
- g) Health plan premium payments;
- h) Referral certifications and authorizations;
- i) First report of injury;
- j) Health claims attachments;



k) Health care electronic funds transfers (EFT) and remittance advices; and

l) Other transactions that HHS may prescribe in future regulations are highly confidential and communicating, directly or indirectly, removing/copying documents including soft-copy or any part thereof or any information related to patient/company to any person to whom he/she is not authorized or permitted by the Company to communicate such documents or information.

m) Communicating, directly or indirectly, removing documents including soft-copy or any part thereof or any information of the Company's clients to anyone without the written permission from the Company.

n) Spreading any malicious information about the Company to its end user clients in USA.

o) Engaging any kind of business relationship with the persons who have breached terms and trust of the company and have engaged in anti-company activities.

p) Engaging in any activity to contact the client or client's office staff through any social network sites such as Facebook, Orkut, Twitter, Linked-In etc is strictly prohibited.

q) In any manner soliciting the business of the Company, directly or indirectly, with the existing clients of the Company and the end users of the Company.

r) Other major violations of Company rules or policies.

s) Misusing the official position for personal gain.

t) Engaging in any activity that is detrimental to the interest of the company and its business.

u) Any adverse attitude issues will lead to termination of service.

For the misconducts of any of the confidentiality clauses (a) to (t), you shall be liable for criminal prosecution under the Indian Penal Code and other law being in force from time to time, besides being terminated from the services of the company. For any loss to the Company on account of the misconducts on the part of the employee, he/she will be made liable for damages through appropriate legal proceedings.

Please sign and return the duplicate as acknowledgement that you have read, understood and accepted the Job Offer.

Narayan Raj.A

Vice President - Operations

L-cube Innovative Solutions Pvt Ltd

1148, i Block, 6th Avenue

Annanagar West

Chennai 600040



12:50 PM

Acknowledgement

I hereby acknowledge the receipt of my offer letter and confirm my acceptance. As mentioned above, I will be submitting all the necessary documents within the stipulated time required by the Organization or else necessary action can be taken against me.

Signature of Acceptance :

Name :

Date :





22nd July 2021

Shailendra Singh Gujar
Pune

Subject: Offer Letter

Dear Shailendra,

With reference to your interview, we are pleased to offer you the position of **Trainee Analyst (L4)** at **Publicis Media-PGD** on the following terms and conditions:

1. Your starting total annual compensation on cost to company (CTC) basis will be as per Annexure-A along with this offer letter.
2. You will be working from our office at **Awfis Space Solution Pvt Ltd. 2nd floor, Nucleus Mall, Opposite Commissioner office, 1 Church Road, Camp Pune-411001**. This place of work can be changed based on exigencies of work.
3. You will be required to join the Company by **5th August' 2021** as indicated by you failing which this offer shall lapse.
4. Either party will give the other two months' notice to terminate this employment.
5. You will be issued a detailed formal appointment letter upon joining the Company.
6. You will be governed by the service rules/policies of the Company issued from time to time on all matters concerning your employment with the Company.
7. Withdrawal of offer of employment: The management reserves the right to withdraw the offer without notice on the following grounds.

a. Unforeseen situations.

The management reserves the right to withdraw the offer in the case of any unforeseen situations like but not limited to natural calamities/ war/pandemic.

b. Negative reference checks/False information provided.

If any declaration given, or information furnished by you proves to be false, or if you are found to have willfully suppressed any material information, in such cases, your employment with our organization will be forthwith terminated without any notice.

Kindly sign and return the duplicate of this letter as a token of your acceptance of the offer. We look forward to you joining our organization and to a mutually beneficial association.

For and on Behalf of **Publicis Media- PGD**,

Shweta Gopalakrishnan
Head- Talent & Transformation

Offer Accepted (Signature):

Name:

Date:

Place:



Publicis Media

A Division of TLG India Pvt. Ltd.
Registered Office: 36, Big Apple A,
Dr. Shirodkar Marg, Parel,
Mumbai - 400 012

Corporate Office:
16th Floor, Urmi Estate, 95, Ganpatrao
Kadam Marg, Opp. Dawn Mill Company
Lower Parel, 400013 India.
Tel. :+91 22 3300 0400

Annexure – A		
Name	Shailendra Singh Gujar	
Designation	Trainee Analyst	
Level	L4	
Monthly Salary Components (A)	Monthly	Annual
Basic	15,000	1,80,000
HRA	7,500	90,000
Special Allowance	9,003	1,08,400
Total (A)	31,533	3,78,400
Deductions (B)		
PF Employer Contributions	1,800	21,600
Total (B)	1,800	21,600
Cost to Company (A+B)	33,333	4,00,000

To Note:

- The reimbursement amount is subject to submission of original bills and to the maximum amount indicated above
- Other deductions (TDS, PF employee contribution, LWF, etc) as mandated by law

Deduction for Mediclaim Premium:

- Self and Spouse and/or 2 children - Complete premium will be borne by the organization
- Parents - Employees have the option of taking a cover between Rs 2 lacs to 5 lacs as required and will have to pay the premium amount accordingly

Shweta Gopalakrishnan
Head- Talent & Transformation



Publicis Media

A Division of TLG India Pvt. Ltd.
Registered Office: 36, Big Apple A,
Dr. Shirodkar Marg, Parel,
Mumbai – 400 012

Corporate Office:
16th Floor, Urmi Estate, 95, Ganpatrao
Kadam Marg, Opp. Dawn Mill Company
Lower Parel, 400013 India.
Tel. : +91 22 3300 0400



jyotsna patil <jyotsna.patil@dypic.in>

Fwd: Offer Letter for Atish Tondale

1 message

aakanksha ingle <aakankshaingle@dypic.in>
To: jyotsna patil <jyotsna.patil@dypic.in>

Thu, Sep 23, 2021 at 2:11 AM

----- Forwarded message -----

From: **Atish Mansing Tondale** <atishmansing17715@gmail.com>
Date: Wed, Aug 4, 2021 at 5:09 PM
Subject: Fwd: Offer Letter for Atish Tondale
To: <aakankshaingle@dypic.in>

----- Forwarded message -----

From: **Atish Mansing Tondale** <atishmansing17715@gmail.com>
Date: Wed, 21 Jul 2021, 5:34 pm
Subject: Fwd: Offer Letter for Atish Tondale
To: <ashishdec28@gmail.com>

----- Forwarded message -----

From: **Square Yards** <offers@squareyards.com>
Date: Fri, 2 Jul 2021, 12:28 pm
Subject: Offer Letter for Atish Tondale
To: <atishmansing17715@gmail.com>
Cc: <mahesh@azuro.in>, <kavita.shilimkar@squareyards.co.in>, <jay.padval@squareyards.co.in>, <altaf@azuro.in>

Dear **Atish Tondale**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Management Trainee** in our Company. Your beginning annual remuneration will be **INR 400,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be
Reporting Date & Time:

Venue Detail:

Contact Person:



Pune

07-Jul-2021, 9:30 AM

Office no. 601 & 602, 6th Floor, S. no. 108/7, Bhamburda - Shivajinagar, Pune, Maharashtra - 411007

Kavita Abhishek Shilimkar

This offer and your en
results. Please note if
the right to withdraw or delay this offer or employment. So Kindly provide 2 references for background
verification

ditional upon the Company receiving satisfactory background check
it satisfied with background verification report, the Company reserves
verification

12/21, 3:41 PM

Ajeenkya D Y Patil Group Mail - Fwd: Offer Letter for Atish Tondale

Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)

1. Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)
2. Photo Id Proof - Passport / Driving License / Voter's ID
3. PAN card
4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Kavita Abhishek Shilimkar, Tel: 7218746833 Email: kavita.shilimkar@squareyards.co.in

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources
Azuro Property Management Services Private Limited

Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.

Accept

--
Regards,
Aakanksha Ingle.

 **CTC Breakup.pdf**
70K



×

Atish Tondale

	Yearly CTC	Monthly CTC
CTC	250,000	20,832
Salary Components		
Basic	92,930	7,744
HRA	46,278	3,856
Statutory Benefits		
PF (Employer Part)	11,152	929
ESIC (Employer Part)	4,524	377
Performance Linked Allowances*		
Performance Linked Payout	95,116	7,926
Monthly Gross	234,324	19,526
PF (Employee Part)	11,152	929
ESIC (Employee Part)	1,044	87
P TAX	2,400	200
PA Cover	180	15
Net Pay	219,548	18,295
Average Incentive	150000	12500
Total	400,000	33,332

Average Incentive - Incentive Based on Performance

*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

*In the event of mutual separation, your notice period would be 7 days till you're on probation & 45 days after confirmation.



Sh
14 Jan, 2021

Ms. Divya Sathe
E1/102 Fortune Divine City Misrod Bhopal
Madhya Pradesh, 462026,

Dear Divya,

Welcome to the Tieto family!

We are pleased to offer you the position of **Junior Software Engineer** in our organization. The terms and conditions of the Letter Of Intent are given below.

1. Your place of joining will be **Pune**.
 2. You are expected to join as early as possible, and not later than 2 Aug, 2021 failing which we presume you do not have interest pursuing a career with us. Accordingly, this offer will be withdrawn and treated as cancelled. Your reporting time on the date of joining **09:00 AM**.
 3. Your fixed annual salary package will be INR **450,000.00 (Rupees Four Lakh and Fifty Thousand Only)**
 4. You will be on probation for a period of six months. Based on the continuous comprehensive evaluation of your performance during this period, your services will be confirmed.
 5. This offer of appointment is conditional and subject to your clearance of the background verification and/ reference checks by an external agency designated by the company.
 6. This is not a regular offer of appointment but a Letter Of Intent. The formal letter of appointment will be issued at the time of joining
 7. Please submit the following at the time of your joining, failing which your offer letter stands canceled.
 - A copy of the experience letter and relieving letter / resignation acceptance letter from your present employer
 - One passport size photograph
 8. We reiterate that your compensation is a confidential matter between you and the Company and we reaffirm that the Company shall view any breach of confidentiality with the utmost seriousness.
 9. You will be on probation for a period of 6 months from the date of joining Tieto, during which period your progress will be reviewed. Tieto will review your performance before the end of probation period and if your performance has been satisfactory and you are found to be suitable for the Company then your services will be confirmed. If not, then your employment will be terminated with two months' notice in writing or two months gross pay in lieu of notice period.
- You would be governed by applicable Tieto policies, guideline and processes related to your employment.

We once again would like to thank you for your interest in seeking a career with Tieto and hope you will have a fruitful and successful career with us.

Yours sincerely,
Tieto, India Recruitment

No signature is required as this is a system generated letter.



tieto *EVERY*

Annexure

Name	Manoj Saha
Designation	Senior Software Engineer
SALARY DETAILS	
Fixed Compensation	
Basic	142,000
Special Allowance	72,000
House Rent Allowance	54,000
Dear Allowance	4,000
Leave Travel Allowance	7,000
Gratuity (Provident Fund contribution)	21,000
Variable / Flexible Compensation	
Short Term Incentive	24,000
Long Term Incentive	48,000
Performance Incentive	0
Variable Bonus (PSLP)	0
Variable Compensation	
Short Term Incentive	24,000
Long Term Incentive	48,000
Performance Incentive	0
Variable Bonus (PSLP)	0
Variable Compensation	72,000
Annual Fixed Salary	214,000
Non-cash benefits & allowances break-up	
Medical Insurance	1
Life Insurance	1
Professional Membership	1
Visa/Passport & Travel Insurance	1

tieto

Mr. Manoj Saha

Rajeev Swast Industrial Area, Electronics Campus, Factory -1, T. Road, Nigam Colony, Nandgaon, Dahanu (Dist. Rajapur), Pune - 410512

Dear Manoj,

Welcome to the Tieto family!

We are pleased to offer you the position of Senior Software Engineer in our organization. The terms and conditions of the Letter of Intent are given below:

1. Your place of joining will be **Pune**.
2. You are expected to join as early as possible, and not later than 2-Aug-2021 (Friday) which we presume you do not have scheduled any other work with us. Accordingly, this offer will be withdrawn and treated as cancelled. Your reporting time, on the date of joining is **09:00 AM**.
3. Your fixed annual salary package will be INR 21,40,000 (Rupees Four Lakh and Fifty Thousand Only).
4. You will be on probation for a period of six months. Based on the continuous satisfactory performance of your performance during this period, your services will be confirmed.
5. This offer of appointment is conditional and subject to your clearance of the background verification and reference checks by an external agency designated by the company.
6. This is not a regular offer of appointment but a Letter Of Intent. The formal letter of appointment will be issued at the time of joining.
7. Please submit the following at the time of your joining, failing which your offer letter stands cancelled:
 - a. A copy of the experience letter and relieving letter / resignation acceptance letter from your present employer.
 - b. One passport size photograph.
8. We request that your compensation is a confidential matter between you and the Company and we request that the Company staff verify any breach of confidentiality with the utmost seriousness.
9. You will be on probation for a period of 6 months from the date of joining Tieto, during which period your progress will be reviewed. Tieto will review your performance before the end of probation period and if your performance has been satisfactory and you are found to be suitable for the Company then your services will be confirmed. If not, then your employment will be terminated with two months notice in writing or two months gross pay in lieu of notice period.

You would be governed by applicable Tieto policies, guidelines and procedures related to your employment.

We once again would like to thank you for your interest in making a career with Tieto and hope you will have a fruitful and successful career with us.

Yours sincerely,
Tieto, India Recruitment

No signature is required as this is a system generated letter.

Tieto /IT/21





APPOINTMENT LETTER

September 10, 2021

Dear Mohini Raykar,

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 V. 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 effective performance and the performance results of the Company and on the basis of your record 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 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th 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



te marks of 60% in your graduation.
gregate 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: polyclearinghouse@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, Com suspension, termination of employment on employees involved

riate actions like wage freeze, sider 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 Mohini Raykar, 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: Mohini Raykar

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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- 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
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE - IV

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 - V

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 2021-22.

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 classes at different locations in the same city.
- :d in lieu of attending training or

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. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as sup; predefined pension Accrual rate.

Loans:



ayable. *Grade Factor is a band specific

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 Mohini Raykar 10/9/2021 5:24 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:



Wipro Limited

Doddakannelli

Sarjapur Road

Bengaluru 560 035

India

T :+91 (80) 2844 0011

F :+91 (80) 2844 0054

E :info@wipro.com

W :wipro.com

C :L32102KA1945PLC020800

20984538





APPOINTMENT LETTER

September 14, 2021

Dear Priyanka Pathare,

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 V. 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 your effective performance and the performance results of the Company during your period and other relevant criteria.

3. Other Benefits:

You will also be eligible for:



your
d other

- 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.

Confidentiality:

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:
- You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - 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, if it is brought to our notice that you have indulged in malpractices or misuse of your online assessment, the Company shall withdraw or revoke the offer with immediate effect and reserve our rights to take suitable action against you as we may deem fit.



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reserve

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 Shallen
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, ag traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II



I Priyanka Pathare, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- 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: Priyanka Pathare

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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months salary in case of illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the company medical insurance scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.



no wheeler
housing deposits
scheme.

ANNEXURE - IV

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 - V

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 2021-22.

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 broadband/ modem hub/ routers/ GPRS etc. for internet usage plans 19,800 per annum under WBP as per prescribed limit in the policy. N



is also towards
exemption up to Rs.
cost 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.

Medic:



SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

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. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ 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 (Employment Deposit Life 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 -> My Personal Accident



My Policies Section in My Wipro
My Financials -> Group Life Insurance/

The policies mentioned here are policies of the Company and are 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 Priyanka Pathare 14/9/2021 8:00 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited

Doddakannelli

Sarjapur Road

Bengaluru 560 035

India

T :+91 (80) 2844 0011

F :+91 (80) 2844 0054

E :info@wipro.com

W :wipro.com

C :L32102KA1945PLC020800

21010941



Ms. Shruti Khaire
Survey no. 135, Lane no. 4,
Parashar society,
Near Chate college,
Opp. Balaji hospital,
Kharadi,
Pune-41.

03rd August, 2021

APPOINTMENT LETTER

Dear Shruti,

With reference to your resume and subsequent interview you had with us, we are pleased to appoint you as a "Trainee Software Engineer" in our organization on the following terms and conditions:

Date of Joining: You have joined us on 03rd August, 2021.

Reimbursement: Three months from the date of commencement, your Travelling Allowance will be Rs. 10,000/- (Ten Thousand(s) Rupees Only) per month, which is liable for extension at the sole discretion of company.

After Successful completion of your three months your salary will be Rs. 3,60,000/- Per Annum (Three Lac(s), Sixty Thousand(s)). This comprises of your salary and performance linked incentives and the details of which is been given in the Annexure A attached below.

Please note that the salary will be on the basis of lump sum and taxes applicable will be deducted from your salary every month.

You will execute an agreement of confirmed employment with us for a period of 27 Months including the period of probation executing a bond to that effect. You will be given an industrial training including technology exposure which the company will mentor and support providing requisite resources for this purpose for a fees amounting to Rs. 1,00,000/-

Probation/Confirmation: You will be on a probation period for Three months or more if required post completion of your training period. During the probation period your services can be terminated with seven days/immediate notice by the company.

Place/Transfer: Your present place of work will be at Pune , but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

You will be required to comply with all such rules and regulations as the Company may frame from time to time.



Head Office
Unit No. 5, The Ruby, 4th Floor,
29, Senapati Bapat Marg, Dadar (W),
Mumbai - 400 028, MH,
India.

Regd. Office
124, Prabhadevi Unique Industrial Estate,
Off V S Marg, Prabhadevi,
Mumbai - 400 025, MH,
India.

✉ india@neosofttech.com
☎ +91 (22) 40500600
☎ +91 (22) 40500695

CMMI DEV/5

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

You are entitled to Earned Leave, right from your date of Joining. You are eligible for 1.5 leaves monthly. Sick Leave will require a doctor's Certificate to be submitted.

Any of our technical or other important information including any personnel information which might come into your possession or knowledge during the continuance of your service with us shall not be disclosed, divulged or made public by you at any time.

You will be required to maintain utmost secrecy in respect of the following confidential assets including Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

Notice Period: Three months' notice will be applicable from both sides for the termination of the services, though the management reserves the right to terminate your services earlier giving the due notice if your services are found unsatisfactory.

You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance. We welcome you to The NeoSOFT family and look forward to a fruitful collaboration.



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Mumbai - 400 028, MH,
India.

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India.

✉ india@neosofttech.com
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☎ +91 (22) 40500695

 CMMIDEV/5

**ANNEXURE A
SALARY DISTRIBUTION**

Name: Ms. Shruti Khaire		
Designation: Trainee Software Engineer		
Target Annual Compensation From NeoSOFT Technologies	Per Month (INR)	Per Annum (INR)
Basic	15,500	1,86,000
House Rent Allowance	7,750	93,000
Conveyance	1,600	19,200
Bonus	1,400	16,800
Special Allowance	3,004	36,053
Total (A)	29,254	3,51,053
Statutory Benefits (B)		
Gratuity		8,947
Total Fixed Compensation (A) + (B)	30,000	3,60,000
Deductions (C)		
PT	200	2,400
Net Salary (Before Tax) (A)-(C)	29,054	3,48,653

Notes:

- All Payments are subject to appropriate taxation.
- The salary structure is liable for modification from time to time.
- PLI are paid annually

For NeoSOFT Technologies

Ms. Simran Singh

Ms. Simran Singh
(HR Manager)



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**MAKE A
DIFFERENCE**
TOGETHER WE'LL BRING A CHANGE

NeoSOFT®
TECHNOLOGIES

Ms. Swapnil Nangare

02nd August 2021

Offer Confirmation

With reference to your Resume and subsequent interview you had with us, we are pleased to appoint you as a "Trainee Software Engineer" in our organization on the following terms and conditions:

Date of Joining: You are expected to join duty on **3rd August 2021**.

Joining Location: Pune

During your training period for the first 3 months from the date of Joining, you will get stipend of Rs.10,000/- Per Month.

Remuneration: Your Annual Total Employment Cost to the company after 3 months would be **Rs.3,60,000/- Per Annum (Three Lakhs Sixty Thousand Rupees Only)**. This comprises of your salary and the details of which is been given in the **Annexure A** attached below.

Please note that the salary will be on the basis of lump sum and taxes applicable will be deducted from your salary every month.

You will execute an agreement of confirmed employment with us for a period of **27 months** including the period of probation executing a bond to that effect.

We welcome you to The **NeoSOFT** family and look forward to a fruitful collaboration.

We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

Yours Sincerely,
For NeoSOFT
Technologies
Rohan Ghure
HR Manager



ANNEXURE 'A'
SALARY
DISTRIBUTION

Salary Details (A)	Entitlement Per Month (INR)	Entitlement Per Annum (INR)
Basic	15,500	1,86,000
House Rent Allowance	7,750	93,000
Conveyance	1,600	19,200
Bonus	1,400	16,800
Special Allowance	3,004	36,053
Total	29,254	3,51,053
Statutory Benefits (B) #		
Gratuity		8,947
Total Fixed Compensation (A) + (B)	30,000	3,60,000
Total Cost To Company	30,000	3,60,000
Deductions (C)		
PT	200	2,400
Net Salary (Before Tax) (A)-(C)	29,054	3,48,653

Insurance Coverage	Annual Amount
Group Medical Coverage	2,00,000
Group Personal Accident	10,00,000



Notes:

1. For claiming tax benefits in case of admissible allowance, you will have to submit supporting documents to the Company's satisfaction and within the timeline stipulated by the Company. In case of any underwithholding you shall be responsible to pay the necessary tax and any interest/penalty thereon.
2. In case where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
3. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you.

++ Employee's contribution towards PF and Employee's contribution towards ESIC will be made from monthly salary (if applicable).

++ For employees who are not covered under the PF Act and wish to opt for PF or in the event it becomes obligatory on the company to cover you under the Provident Fund Act or any other relevant acts or rules, as amended from time to time, the Provident Fund being paid to you will be adjusted against Special Allowance or Provident Fund contribution.

A. The following statutory elements are included in the compensation package stated above: (If applicable)

1. **Provident Fund** - You will be covered under the Employee's Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by government from time to time. Your contribution and Company's contribution have been included as a part of the above mentioned compensation.
2. **Gratuity** - Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for the gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above mentioned compensation.
3. **ESIC** - As per compensation mentioned above if you are eligible for ESIC then, you will be covered under Employee's State Insurance Act wherein, the Company will contribute towards statutory rate. Your contribution and Company's contribution have been included as a part of the above mentioned compensation.



B. As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. **Group Medical Insurance** - In accordance with the Company policy you shall be covered under the Medical Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.
2. **Group Personal Accident Insurance** - In accordance with the Company policy you shall be covered under the Personal Accident Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure
3. **Annual Leave/Public Holidays** - You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.
4. You are required to treat this letter and its contents as strictly confidential and should not disclose same to any person or entity without our written consent.

Regards,
Human Resource
For NeoSOFT Technologies



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**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date:29-Jun-2021

Prashant Balasaheb Yeole
C9697468

Hollyhock City Lohegaon
8378052177

Dear **Prashant Balasaheb Yeole**,

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

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

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

Version 2.1 (Feb 2021)



candidate's Signature

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

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

Pre-Onboard Learning Module: To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10,000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 65% marks to successfully clear the assessments.
- During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you.

Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

Version 2.1 (Feb 2021)



candidate's Signature

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The 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.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the signed copy of this offer letter and Terms of Employment.



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

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to:

<https://indiacampus.accenture.com/candidate>

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

Yours sincerely,

ACKNOWLEDGED AND AGREED:



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

[Insert full legal name]



ANNEXURE 1

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	Annual (INR)
(A) Annual Fixed Compensation	383000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32500
Maximum Annual Total earning potential (A+B)	415500
Joining Bonus (Refer to the Section C)	25,000
(D) Additional Benefits	
Gratuity as per law [#]	9500
Insurance Premium(notional value)	
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	450000

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

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



(C) Joining Bonus

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

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

Note: For International Worker Only*

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

* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

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

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
 - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be 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 claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000



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

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

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

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

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

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

Version 2.1 (Feb 2021)



candidate's Signature

ANNEXURE II

Mandatory documentation at the time of onboarding:

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



Letter of Intent

To,

Pragati Uttam Shitole

Address, - Pune, Pune-412105

Dear Pragati Uttam Shitole,

With reference to your application and candidature submitted to our Company, we take pleasure in evaluating and exploring the opportunity to Offer you the position of "Trainee" in "Grade T1" with Atos Global IT Solutions and Services Pvt Ltd (referred as "Atos or Company"). We are pleased to inform that your candidature has been shortlisted for Training Program organised by Atos. Your offer is conditional subject to successful completion of training program and clearing the assessment/s (together known as "Training and assessment Program") undertaken by Atos.

Subject to your successful completion of Training and assessment Program, selection and further documentation process, a detailed appointment letter will be issued to you, which will contain the following details:

- Date of Joining.
- Joining location.
- Other terms and condition.

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 of 1 year 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. Your selection and further procedure ahead are subject to your being found medically fit to perform roles and responsibilities in Atos, successfully completion of training, selection and documentation process, with the specified eligibility criteria informed to you during selection process.
4. Atos reserves the right to make any changes to the training program, assessment/s, selection criteria at any time.
5. The terms of this letter of intent shall remain confidential and are not to be disclosed to any third party.
6. Upon successful completion of your training imparted, assessment/s conducted, and further final selection by Atos, a separate appointment letter will be issued to you by the Company with grade-position along with details of CTC.



7. 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, at any time revoke this Letter of Intent considering incomplete documentation, failure to fulfil the eligibility criteria, background verification or failure to complete Training Program successfully or at our discretion.
8. Your access and use of the training site and any information, materials or documents (collectively defined as "Content and Materials") therein are subject to the following restrictions and prohibitions on use: You may not,
 - a) Copy, print (except for the purpose of self-learning), republish, display, distribute, transmit, sell, rent, lease, loan or otherwise make available in any form or by any means all or any portion of the Site or any Content and Materials retrieved there from
 - b) Make any portion of the Site available through any timesharing system, service bureau, the Internet, or any other technology now existing or developed in the future.
 - c) Share User-Id and password with any other person.

We request you to confirm to us your acceptance of above terms and conditions herein by signing and returning the copy of this letter to recruitment team (siddarth.koul@atos.net and nanda.ancelm.external@atos.net) within 02 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 (siddarth.koul@atos.net and nanda.ancelm.external@atos.net).

We look forward to hearing from you soon and wish you a rewarding career with Atos

Thanking you.

Yours Sincerely,

From & behalf of Atos Global IT Solutions and Services Pvt Ltd,

Offer Management Team



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EMPLOYMENT OFFER LETTER

Capgemini Ref: 4809068 /887031,

08/08/2021,

Swati Balyan
flat no204,swarn bhawan,,
Pune ,Maharashtra,
India

Confidential

Dear Swati Balyan,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 08/10/2021 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst/A4**
- B) You will be required to work at the Company's offices in location **Pune**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh and Two only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,006.00 (Rupees Three Lakhs Eighty Thousand and Six only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:



Annexure - A

Swati Balyan

Analyst

Total Cost to Company (CTC).

Rs.300,002.00

Monthly Components	Per Month	Annualized
Basic	Rs 15,000.00	Rs 180,000.00
House Rent Allowance	Rs. 3,679.00	Rs 44,148.00
Other Allowances and Reimbursements - 1 #	Rs. 0	Rs.0
Other Allowances and Reimbursements - 2 +	Rs. 0	Rs. 0
Advance Statutory Bonus	Rs. 3,149.00	Rs. 37,788.00
Gross monthly salary	Rs.21,828.00	Rs. 261,936.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.292,200.00
Total Cash Compensation		Rs.292,200.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs. 7,802.00
Capgemini contribution to ESI		Rs.0.00



Total Cost to Company		Rs.380,006.00
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You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19800.00
Books and Journals	24000.00
Professional Pursuit	180000.00
Conveyance Allowance	63,600.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.



Total Cost to Company		Rs. 300,002.00
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Annexure - B

Swati Balyan

Analyst

Total Cost to Company (CTC).

Rs.380,006.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.1,80,000.00
House Rent Allowance	Rs.9,000.00	Rs.1,08,000.00
Other Allowance and Reimbursement - 1	Rs.1,199.00	Rs.14,388.00
Other Allowance and Reimbursement - 2	Rs.147.00	Rs.1,764.00
Advanced Statutory Bonus	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.28,495.00	Rs.3,41,940.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)	Rs.722.00	Rs.8,664.00
Total Fixed Compensation	Rs.31,017.00	Rs.3,72,204.00
Total Cash Compensation	Rs.31,017.00	Rs.3,72,204.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Capgemini contribution to ESI		Rs.0.00



4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- * Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the component
- # All components under Other Allowance and Reimbursement – 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements - 2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Cag Gemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:



1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a. You will submit relevant documents as mandated by the Company;
 - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
 - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a discharge and/or relieving letter within fifteen (15) days of joining the Company;



- d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
- f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
- g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared, and
- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
- i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 30-October-2021, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.
You fill the complete Back ground verification link given along with the welcome mail of the offer.

- j. You have achieved minimum 60% aggregate in all semesters of your graduation.
- k. You submit the following mandatory documents before the date of joining..
 1. Highest Degree/Provisional Certificate and Final year Mark sheet.
 2. In case you do not have the Education documents on the Day of joining, you should submit the same to the HR not later than 3 months from Date of Joining.
- l. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in Exhibit 1 attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:



Ref No. 208600

Annexure – I

Name: Vinaya Rasal Designation: Customer Support Officer
 Grade: L2 (Officer) Location: Pune - Erandwane

Compensation Structure

Particulars	Amount in INR per month	Amount in INR per annum
Basic	4,200	50,400
HRA	2,100	25,200
Advance Bonus	350	4,200
Conveyance Allowance	800	9,600
Medical Reimbursement	1,250	15,000
Other Allowance	4,032	48384
Total Gross Earnings	12732	152788
Employer PF	546	6,552
Employer ESI	605	7260
Mediclaime Insurance	117	1,400
Total CTC	14,000	1,68,000

(Rupees One Lakhs Sixty Eight Thousand only)

Other benefits:

- Personal Accident Cover: : Personal accident cover for self in cases of death or disability
- Mediclaime : Covered under ESIC or Mediclaime Insurance for Self, Spouse and Two children, whichever is applicable.
- Gratuity : As per Gratuity Act

Note:

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anyone other than your department head or HR is liable for disciplinary action.

-----x-----



Karvy DigiKconnect Limited

Corporate Office: Karvy Gateway, Plot No.38 & 39, Financial District, Nanakram

Erandwane, Pune - 411 004, Maharashtra - 4110032

Ph: +91 40 23312454, 33219000, Fax: +91 40 23311968 | Email: service@karvy.com | www.karvy.com

Registered Office: Flat Nos. 502 & 503, 5th Floor, Arunachal Building, 19, Barakhamba Road, New Delhi-110001.

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi
Mumbai, Maharashtra 400708

Email: hremployeeservices.in@capgemini.com

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anilkumar Singh
Head - Talent Acquisition & Resourcing



Ref No. 208600

17. Background Verification Clause

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative. Background Verification shall be done in line with the Background Verification Policy of the company.

We wish you a long and happy association with us.

Thanking you,
for Karvy Digi Konnnect Limited
Sd/-

Bharath Balan
Vice President
Human Resources

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed : Compensation Structure - Annexure I

Acknowledgement and Acceptance of Appointment with KDKL

I, _____ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on 14 September 2018

Name: Vinaya Rasal Place : (.....)



Karvy DigiKonnnect Limited

Corporate Office: Karvy Gateway, Plot No. 38 & 39, Financial District, Nanakramguda, Gachibowli, Hyderabad-500032
Ph: +91 40 23312454, 33219000, Fax: +91 40 23311968 | Email: service@karvy.com | www.karvy.com

Registered Office: Flat Nos. 502 & 503, 5th Floor, Arunachal Building, 19, Barakhamba Road, New Delhi-110001.
Tel: 91 11-43509200, CIN: U84200DL1992PTC219215 **7 of 8**

Letter of Intent (LOI)

August 19, 2020

Shreyas Lokhande
Ajeenkya D Y Patil University
Pune

Dear Shreyas Lokhande,

We are pleased to inform you that you have successfully cleared the Campus pre-selection process and have been provisionally shortlisted for employment as "Graduate Engineer Trainee/Premier Graduate Engineer Trainee" subject to the conditions below.

As the next step, you will undergo our industry readiness program covering a foundation course on Soft skills and technical skills and one of the Centers of Excellence training programs on Digital, Fullstack, Automation, AI , ML, Analytics, PEGA and Cloud.

During the process, you will also have an opportunity to appear in an optional Coding assessment and the successful candidates will be eligible for our Premier Graduate Engineer Trainee offer.

You agree to join Hexaware after successful completion of the program as per specified company guidelines and not participate in any other selection process of another company. Hexaware shall have the discretion of making an employment offer to you subject to you meeting the recruitment process criteria.

Upon Joining Hexaware, in the training period you will be entitled to the remunerations indicated below as per the role:

1. **Premier Graduate Engineer Trainee** - You will receive a Stipend of Rs.25000/-pm for a period of 3 months and on successful completion you will be paid a salary of Rs.5 Lac per annum.
2. **Graduate Engineer Trainee** - Your will receive a Stipend of Rs.15000/-pm for a period of 6 months and on successful completion you will be paid a salary of Rs.3.50 Lac per annum

You are required to sign a service agreement for a period of 2 years upon joining Hexaware. You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

You will, at all times, will observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession and confidential and form valuable g to the company, are necessarily company and not made available to



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Mumbai - 400710. Tel : +91 22 6791 9595, Fax : +91 22 6791 9500

the trade. Further, you will not disclose such data or information without written consent from the company to anyone other than the company's officials who are

authorized to receive the same. Even after you have ceased to be in the training, the confidentiality obligations shall be perpetual and binding on you and you shall not disclose them to anyone.

As a token of your acceptance that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your acceptance to joining Hexaware. You shall sign the "Non-Disclosure Agreement" (NDA) and you shall abide by the terms and conditions mentioned therein.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



HEXAWARE TECHNOLOGIES LTD.

Regd office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L729G0MH1992PLC069662 URL: www.hexaware.com



Date: October 16, 2020
Ref: LTI/HR/Campus/2021
Name: Samidha Jadhav
College: Dr. D Y Patil School of Engineering & Technology

OFFER OF EMPLOYMENT

Dear Samidha Jadhav,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**

During the initial training period of 12 months, your CTC including all benefits will be **Rs.3,51,968/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.



4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Sr. Manager - Campus
Recruitment

I have read the letter and accept the same.

Signature and Date



ANNEXURE-1

Name : Samidha Jadhav		Date : October 16, 2020
Salary Grade : GET(I)		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		11,300
A. Base Salary (PA)	315,602	26,300
Annual Incentive	0	
B. Total Variable (PA)	0	
C. Total Target Cash (A+B)	315,602	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,108	
D. Retirals & Other Benefits	36,366	
Cost to Company (CTC) C+D	351,968	



Medical Insurance Premium

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

1. Basic will be reckoned for PF, Gratuity (if applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

- You are required to declare your options under BoB in the SSC Portal. The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B E /B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA NOTE: <ul style="list-style-type: none"> SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above OR Equivalent CGPA <ul style="list-style-type: none"> For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) Conversion from CGPA into Percentage must be calculated as per your respective University norms Provisional/Passing Certificate(of all courses) must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> Not more than 2 active/live backlogs allowed during the interview process All backlogs (if any) must be cleared <u>with the final semester exams</u> All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization



Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institute Name : _____

Mobile No : _____

Date of interview process: _____



Date: October 16, 2020

Ref: LTI/HR/Campus/2021

Name: Shubham Sharma

College: Dr. D Y Patil School of Engineering & Technology

OFFER OF EMPLOYMENT

Dear Shubham Sharma,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**

During the initial training period of 12 months, your CTC including all benefits will be **Rs.3,51,968/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.



4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.lintinfotech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Sr. Manager - Campus
Recruitment

I have read the letter and accept the same.

Signature and Date



ANNEXURE-1

Name	: Shubham Sharma	Date	: October 16, 2020
Salary Grade	: GET(I)		
Components	Rs. p.a.	Rs. p.m.	
Basic		15,000	
Bouquet of Benefits		11,300	
A. Base Salary (PA)	315,602	26,300	
Annual Incentive	0		
B. Total Variable (PA)	0		
C. Total Target Cash (A+B)	315,602		
Provident Fund (PF)	21,600	1,800	
Gratuity	8,664	722	
Mediclaime Premium	6,108		
D. Retirals & Other Benefits	36,366		
Cost to Company (CTC) C+D	351,968		



Medical Insurance Premium

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

- You are required to declare your options under BoB in the SSC Portal. The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA NOTE: <ul style="list-style-type: none"> SSC/HSC should have cleared in <u>FIRST ATTEMPT</u> only Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) Conversion from CGPA into Percentage must be calculated as per your respective University norms Provisional/Passing Certificate(of all courses) must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> Not more than 2 active/live backlogs allowed during the interview process All backlogs (if any) must be cleared <u>with the final semester exams</u> All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization



Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institute Name : _____

Mobile No : _____

Date of interview process: _____





Date: October 16, 2020
Ref: LTI/HR/Campus/2021
Name: Vaibhav Kharade
College: Dr. D Y Patil School of Engineering & Technology

OFFER OF EMPLOYMENT

Dear Vaibhav Kharade,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**

During the initial training period of 12 months, your CTC including all benefits will be **Rs.3,51,968/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.



4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Sr. Manager - Campus
Recruitment

I have read the letter and accept the same.

Signature and Date



ANNEXURE-1

Name	: Vaibhav Kharade	Date	: October 16, 2020
Salary Grade	: GET(I)		
Components	Rs. p.a.	Rs. p.m.	
Basic		15,000	
Bouquet of Benefits		11,300	
A. Base Salary (PA)	315,602	26,300	
Annual Incentive	0		
B. Total Variable (PA)	0		
C. Total Target Cash (A+B)	315,602		
Provident Fund (PF)	21,600	1,800	
Gratuity	8,664	722	
Mediclaime Premium	6,108		
D. Retirals & Other Benefits	36,366		
Cost to Company (CTC) C+D	351,968		



Medical Insurance Premium

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

1. Basic will be reckoned for PF, Gratuity (if applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
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Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

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ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B E /B.Tech
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above OR Equivalent CGPA • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate(of all courses) must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• Not more than 2 active/live backlogs allowed during the interview process • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization



Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria **exactly as stated above** and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institute Name : _____

Mobile No : _____

Date of interview process: _____



NTHR/20-21/V286

1st March, 2021

To,

Geeta Brijlal Kotwani

A-506, Prasun Savoy Co.op Hsg Society,
Laxmi Nagar, Dhanori,
Pune-411015

Dear Geeta,

Congratulations! You are part of the Neebal family !! We are pleased to extend to you our offer to join Neebal Technologies Private Limited (henceforth referred to as "Neebal" or the "Company"), as a "Trainee Business Analyst" on the terms and conditions set forth in this Offer Letter.

You will join us as a full time employee on **15th June 2021**. The address of our premises is B1-007, Boomerang, Chandivali Farm Road, Powai, Andheri (East), Mumbai – 400 072. As long as you join us as a full time employee and remain actively employed by the Company, you will be eligible for the compensation indicated in the attached Annexure A (during your period of probation) and thereafter as per Annexure B subject to the following terms and conditions:

PERIOD OF PROBATION

You are subject to a **six** month probationary period from the date you report for work. It is essential that you join on the date as mentioned in the offer letter. After accepting our offer, if you do not report for work on the stipulated date, this offer letter will stand withdrawn. During the probation period, your performance will be continuously evaluated and your appointment will be confirmed after the successful completion of the said period of probation or any extension thereof with an Appointment Letter. Neebal reserves the right to terminate the employee within 30 days without any compensation in case of mediocre performance.

EMPLOYMENT CONFIRMATION

On successful completion of the said probation period or any extension thereof, of which the Company shall be the sole judge, your employment will be confirmed with Neebal for which a suitable written communication will be issued in your favour.

BENEFITS, INCREMENT AND PROMOTION

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. You will receive the remuneration defined in Annexure A during the probation period.

After successful completion of the said probation period or any extension thereof, of which the Company shall be the sole judge, your employment will be confirmed with Neebal and your annual all inclusive Cost To Company (CTC) will be incremented as per Annexure B.

Your annual variable component will be based on your performance rating accrued to you by your supervisors and feedback of our clients. Neebal follows a rating system of 1-5. Variable amount will be paid out to after completing 3 year of employment bond.

You will be eligible for your next annual increment in **April 2023**.

Neebal Technologies Pvt .Ltd
B1 - 007, Boomerang, Chandivali Farm Road, Andheri (E), Mumbai - 400
T +912228574118 . E contact@neebal.com . W www.neebal.com
CIN U74120MH2012PTC226006



You will be responsible to plan for appropriate tax savings, the satisfactory proof of which will be submitted to us well in time or else the applicable taxes will be deducted from your monthly salary. A complete breakup of your salary structure is defined in Annexure B.

MINIMUM SERVICE PERIOD

Neebal has invested and continues to invest a large sum of money in creating and maintaining world class facilities to ensure the growth and development of its employees by making available to them continuous learning/training programs, access to the latest books and periodicals that are published globally, providing them with the latest hardware gadgets and software tools that are available, etc. and as such expects each of its employees to work a minimum no. of **30 months** (excluding probation period) with Neebal failing which, you will be liable to pay Neebal a sum of **INR 1,50,000.00 (Rupees One Lakh Fifty Thousand Only)**. A non-dated cheque of the above mentioned amount will be required to be submitted by you on your first day of employment favouring Neebal Technologies Pvt. Ltd. that will remain in the custody of Neebal and will be returned to you on your completion of the said minimum period of service as mentioned above.

TRANSFER

Neebal reserves the right to transfer your services at any of its offices, work-sites, associates or affiliate companies including at its client's location anywhere within or outside India, on the terms and conditions as applicable to you at the time of transfer.

CONDUCT

You shall not at any time engage in or be concerned with or become interested, directly or indirectly in any business (including that of Neebal's customers), work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (The Company being the sole judge thereof). You shall be governed by all rules, regulations and policies of the Company. You will be liable to pay the service agreement fee if your services are terminated on the grounds of non compliance of policies or non performance during the service agreement period.

WORKING HOURS

The default working days in the probation period in Neebal is from Monday to Saturday and employees are required to complete 54 hours of billable or approved work in that week.

Post confirmation working days would be from Monday to Friday and employees are required to complete 45 hours of billable or approved work in a week.

ALTERNATE EMPLOYMENT

As a full-time employee of Neebal, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the prior written permission of Neebal.

LEAVE

You will be eligible for a total of **12** of earned leaves on completion of every year of your service.



UNAUTHORIZED ABSENCE

Your unauthorized absence from the job for a continuous period of more than three (3) working days will be treated as absconding from duty, and in the event of your not reporting for job within 10 days from the date of absence, the same would be treated as "Your voluntary abandonment of the job" and it shall be deemed that you are no longer interested in working and have abandoned the job on your own accord. Neebal will then have a right to initiate legal proceedings against you.

TRADE SECRETS AND CONFIDENTIAL INFORMATION

During the term of your work, you may have access to and become familiar with various trade secrets and confidential information belonging to the Company, its affiliates and its customers. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and its customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company unless such employee is compelled to disclose it by judicial process.

RESTRICTIVE COVENANT

The Company is in the business of providing various services including services in the computer software and information technology area. By signing this agreement, you acknowledge that:

- a. The Company's services are highly specialized.
- b. The identity and particular needs of the Company's customers are highly confidential and must be kept that way.
- c. The Company has a proprietary interest in its customer list and relationships.
- d. Documents and other information regarding Company's services, pricing and costs, as well as information pertaining to Company's customers, including but not limited to identity, location, service requirements and charges to the customer are highly confidential and constitute trade secrets.

You shall also during the tenure of your employment with the Company not engage yourself either directly or otherwise or carry out either by yourself or through any other person or entity any work, take assignment or contract for development or maintenance of computer software, or any such package or products belonging to or owned or possessed by any individual or group of individuals or entity even outside your normal working hours with the Company.

You will not directly or indirectly solicit, take up employment or transact any sort of business directly or indirectly with any person, company, firm, or corporation which is or was the customer of the Company on behalf of yourself or any other person, firm, company or corporation, for a period of one (1) year after this job appointment has been terminated for any reason, regardless of whether the termination is initiated by the Company or Yourself.

TERMINATION AND NOTICE PERIOD

The Company shall have the right to terminate your employment, without any notice, in the event of any of the following:

1. Breach of any of the conditions of this agreement; and any other rules made applicable to you in respect of your employment with us.
2. Violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company.
3. Any misconduct on your part;

Neebal Technologies Pvt .Ltd

B1 - 007, Boomerang, Chandivali Farm Road, Andheri (E), Mumbai - 400 072

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CIN U74120MH2012PTC226006



4. Failure to carry out any of your duties and obligations.
5. Undisciplined and/or immoral code of conduct
6. Any breach of trust or confidentiality of any sort from your side.

During the period of probation, Neebal Technologies Pvt. Ltd. alone has the right to terminate the contract of employment.

After completion of the said probation and confirmation thereof, Neebal Technologies Pvt. Ltd. has the right to terminate the contract of employment by giving 30 days notice to that effect in writing or salary in lieu thereof. The right to terminate the contract of employment can be exercised by you upon giving at least 90 Days' notice to that effect in writing.

The 'Non Disclosure' and 'Maintenance of Business Secrecy' as defined and narrated above shall survive even after the termination of this agreement.

DISPUTE

Any dispute between yourself and the company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction in Greater Mumbai only.

EMPLOYMENT VERIFICATION

The Company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational / professional credentials, Medical history and other background checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "DOCUMENTATION REQUIRED". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. In addition, you are required to mandatorily furnish a copy of your passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

DOCUMENTATION REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of this Letter of Offer
 - Undated cheque from your bank account in the name of the Company for Rs.1,50,000.00
 - 2 copies of your recent passport size photograph with white background.
- Attested copies of the following:
- Proof of age
 - SSC/HSC or equivalent examination mark sheets
 - Diploma / Degree for all the Semesters / Years or Passing Certificate
 - Passport / Voter ID card / Ration Card.
 - Two / Four wheeler Driving License.
 - Pan card & AADHAAR card (If Any)



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CIN U74120MH2012PTC226006

- Medical Fitness Certificate detailing medical history of last 3 years

You are requested to note that our offer is subject to your submitting the above documents. According to the standard practice of our Company, you will treat the above terms of this Letter of Offer as confidential.

We are enthusiastic and pleased that you are going to be a part of our organization. To accept this offer of employment, you will need to sign this offer letter and send or courier the offer of employment forms to indicated address within 14 business days from the date of this letter.

All additional pre-employment documentation provided to you must be completed and returned on your start date. We look forward to your joining the Company.

Please reach out to us at 022-28574118 or at hr@neebal.com, if you need further directions.

Sincerely,

Authorized Signatory
Neebal Technologies Pvt. Ltd.

Enclosed: Annexure A of the offer (as applicable to you)
I have read, understood and agreed to the terms and conditions as set forth in this offer letter and the Annexure to the same.

GEETA BRIJLAL KOTWANI

(Your Signature)
Date
Location



Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. Payments are subject to applicable taxes. Please note that fixed pay and other amounts are expressed on an annualized basis.

COMPENSATION DETAILS		
NAME	Geeta Brijlal Kotwani	
DESIGNATION	Trainee Business Analyst	
BAND	Band 1	
MONTHLY COMPONENT (Deductions will be applied based on actuals)	Per Month (INR)	Per Annum (INR)
Basic	9,600	115,200
Bucket of Allowances (Dearness, HRA, Professional)	4,800	57,600
Earned Gross Salary	14,400	172,800
TDS (10%)	1,600	19,200
Cost to Company	16,000	192,000



Annexure B

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. Payments are subject to applicable taxes. Please note that fixed pay and other amounts are expressed on an annualized basis.

Name	Geeta Brijlal Kotwani	
DESIGNATION	Trainee Business Analyst	
BAND	Band 1	
COMPONENTS	Per Month (INR)	Per Annum (INR)
Basic	₹7,812.50	₹93,750.00
HRA	₹3,906.25	₹46,875.00
Conveyance Allowance	₹1,600.00	₹19,200.00
Medical Allowance	₹1,250.00	₹15,000.00
Travel Allowance	₹1,500.00	₹18,000.00
LTA	₹312.50	₹3,750.00
Special Allowance	₹9,101.72	₹109,220.63
EARNED GROSS (A)	₹25,482.97	₹305,795.63
Employee PF	₹1,800.00	₹21,600.00
Professional Tax	₹200.00	₹2,500.00
Food Coupon	₹0.00	₹0.00
DEDUCTIONS (B)	₹2,000.00	₹24,100.00
EARNED NET (A-B)	₹23,482.97	₹281,695.63
Gratuity	₹375.78	₹4,509.38
Mediclaime	₹466.25	₹5,595.00
PF Employer	₹1,800.00	₹21,600.00
STATUTORY (C)	₹2,642.03	₹31,704.38
VARIABLE (D)		
Performance Bonus	₹3,125.00	₹37,500.00
Cost To Company (A+C+D)	₹31,250.00	₹375,000.00

The duration of accrual of your annual variable component will be based on your performance in the training program as well as your probation period. The maximum duration of accrual is 3 years.



NTHR/20-21/V284

1st March, 2021

To,
Pragati Uttam Shitole
B-702, Ecopark Society,
Charoli Phata, Alandi Road,
Pune- 412105

Dear Pragati,

Congratulations! You are part of the Neebal family !! We are pleased to extend to you our offer to join Neebal Technologies Private Limited (henceforth referred to as "Neebal" or the "Company"), as a "Trainee Quality Analyst" on the terms and conditions set forth in this Offer Letter.

You will join us as a full time employee on **15th June 2021**. The address of our premises is B1-007, Boomerang, Chandivali Farm Road, Powai, Andheri (East), Mumbai – 400 072. As long as you join us as a full time employee and remain actively employed by the Company, you will be eligible for the compensation indicated in the attached Annexure A (during your period of probation) and thereafter as per Annexure B subject to the following terms and conditions:

PERIOD OF PROBATION

You are subject to a six month probationary period from the date you report for work. It is essential that you join on the date as mentioned in the offer letter. After accepting our offer, if you do not report for work on the stipulated date, this offer letter will stand withdrawn. During the probation period, your performance will be continuously evaluated and your appointment will be confirmed after the successful completion of the said period of probation or any extension thereof with an Appointment Letter. Neebal reserves the right to terminate the employee within 30 days without any compensation in case of mediocre performance.

EMPLOYMENT CONFIRMATION

On successful completion of the said probation period or any extension thereof, of which the Company shall be the sole judge, your employment will be confirmed with Neebal for which a suitable written communication will be issued in your favour.

BENEFITS, INCREMENT AND PROMOTION

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. You will receive the remuneration defined in Annexure A during the probation period.

After successful completion of the said probation period or any extension thereof, of which the Company shall be the sole judge, your employment will be confirmed with Neebal and your annual all inclusive Cost To Company (CTC) will be incremented as per Annexure B.

Your annual variable component will be based on your performance rating accrued to you by your supervisors and feedback of our clients. Neebal follows a rating system of 1-5. Variable amount will be paid out to after completing 3 year of employment bond.

You will be eligible for your next annual increment in **April 2023**.



You will be responsible to plan for appropriate tax savings, the satisfactory proof of which will be submitted to us well in time or else the applicable taxes will be deducted from your monthly salary. A complete breakup of your salary structure is defined in Annexure B.

MINIMUM SERVICE PERIOD

Neebal has invested and continues to invest a large sum of money in creating and maintaining world class facilities to ensure the growth and development of its employees by making available to them continuous learning/training programs, access to the latest books and periodicals that are published globally, providing them with the latest hardware gadgets and software tools that are available, etc. and as such expects each of its employees to work a minimum no. of **30 months** (excluding probation period) with Neebal failing which, you will be liable to pay Neebal a sum of **INR 1,50,000.00 (Rupees One Lakh Fifty Thousand Only)**. A non-dated cheque of the above mentioned amount will be required to be submitted by you on your first day of employment favouring Neebal Technologies Pvt. Ltd. that will remain in the custody of Neebal and will be returned to you on your completion of the said minimum period of service as mentioned above.

TRANSFER

Neebal reserves the right to transfer your services at any of its offices, work-sites, associates or affiliate companies including at its client's location anywhere within or outside India, on the terms and conditions as applicable to you at the time of transfer.

CONDUCT

You shall not at any time engage in or be concerned with or become interested, directly or indirectly in any business (including that of Neebal's customers), work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (The Company being the sole judge thereof). You shall be governed by all rules, regulations and policies of the Company. You will be liable to pay the service agreement fee if your services are terminated on the grounds of non compliance of policies or non performance during the service agreement period.

WORKING HOURS

The default working days in the probation period in Neebal is from Monday to Saturday and employees are required to complete 54 hours of billable or approved work in that week.

Post confirmation working days would be from Monday to Friday and employees are required to complete 45 hours of billable or approved work in a week.

ALTERNATE EMPLOYMENT

As a full-time employee of Neebal, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the prior written permission of Neebal.

LEAVE

You will be eligible for a total of **12** of earned leaves on completion of every year of your service.

UNAUTHORIZED ABSENCE

Your unauthorized absence from the job for a continuous period of more than three (3) working days will be treated as absconding from duty, and in the event of your not reporting for job within



10 days from the date of absence, the same would be treated as "Your voluntary abandonment of the job" and it shall be deemed that you are no longer interested in working and have abandoned the job on your own accord. Neebal will then have a right to initiate legal proceedings against you.

TRADE SECRETS AND CONFIDENTIAL INFORMATION

During the term of your work, you may have access to and become familiar with various trade secrets and confidential information belonging to the Company, its affiliates and its customers. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and its customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company unless such employee is compelled to disclose it by judicial process.

RESTRICTIVE COVENANT

The Company is in the business of providing various services including services in the computer software and information technology area. By signing this agreement, you acknowledge that:

- a. The Company's services are highly specialized.
- b. The identity and particular needs of the Company's customers are highly confidential and must be kept that way.
- c. The Company has a proprietary interest in its customer list and relationships.
- d. Documents and other information regarding Company's services, pricing and costs, as well as information pertaining to Company's customers, including but not limited to identity, location, service requirements and charges to the customer are highly confidential and constitute trade secrets.

You shall also during the tenure of your employment with the Company not engage yourself either directly or otherwise or carry out either by yourself or through any other person or entity any work, take assignment or contract for development or maintenance of computer software, or any such package or products belonging to or owned or possessed by any individual or group of individuals or entity even outside your normal working hours with the Company.

You will not directly or indirectly solicit, take up employment or transact any sort of business directly or indirectly with any person, company, firm, or corporation which is or was the customer of the Company on behalf of yourself or any other person, firm, company or corporation, for a period of one (1) year after this job appointment has been terminated for any reason, regardless of whether the termination is initiated by the Company or Yourself.

TERMINATION AND NOTICE PERIOD

The Company shall have the right to terminate your employment, without any notice, in the event of any of the following:

1. Breach of any of the conditions of this agreement; and any other rules made applicable to you in respect of your employment with us.
2. Violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company.
3. Any misconduct on your part;
4. Failure to carry out any of your duties and obligations.
5. Undisciplined and/or immoral code of conduct
6. Any breach of trust or confidentiality of any sort from your side.



During the period of probation, Neebal Technologies Pvt. Ltd. alone has the right to terminate the contract of employment.

After completion of the said probation and confirmation thereof, Neebal Technologies Pvt. Ltd. has the right to terminate the contract of employment by giving 30 days notice to that effect in writing or salary in lieu thereof. The right to terminate the contract of employment can be exercised by you upon giving at least 90 Days' notice to that effect in writing.

The 'Non Disclosure' and 'Maintenance of Business Secrecy' as defined and narrated above shall survive even after the termination of this agreement.

DISPUTE

Any dispute between yourself and the company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction in Greater Mumbai only.

EMPLOYMENT VERIFICATION

The Company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational / professional credentials, Medical history and other background checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "DOCUMENTATION REQUIRED". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. In addition, you are required to mandatorily furnish a copy of your passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

DOCUMENTATION REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of this Letter of Offer
 - Undated cheque from your bank account in the name of the Company for Rs.1,50,000.00
 - 2 copies of your recent passport size photograph with white background.
- Attested copies of the following:
- Proof of age
 - SSC/HSC or equivalent examination mark sheets
 - Diploma / Degree for all the Semesters / Years or Passing Certificate
 - Passport / Voter ID card / Ration Card.
 - Two / Four wheeler Driving License.
 - Pan card & AADHAAR card (If Any)
 - Medical Fitness Certificate detailing medical history of last 3 years



You are requested to note that our offer is subject to your submitting the above documents. According to the standard practice of our Company, you will treat the above terms of this Letter of Offer as confidential.

We are enthusiastic and pleased that you are going to be a part of our organization. To accept this offer of employment, you will need to sign this offer letter and send or courier the offer of employment forms to indicated address within 14 business days from the date of this letter.

All additional pre-employment documentation provided to you must be completed and returned on your start date. We look forward to your joining the Company.

Please reach out to us at 022-28574118 or at hr@neebal.com, if you need further directions.

Sincerely,

Authorized Signatory
Neebal Technologies Pvt. Ltd.

Enclosed: Annexure A of the offer (as applicable to you)
I have read, understood and agreed to the terms and conditions as set forth in this offer letter and the Annexure to the same.

PRAGATI UTTAM SHITOLE

(Your Signature)
Date
Location



Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. Payments are subject to applicable taxes. Please note that fixed pay and other amounts are expressed on an annualized basis.

COMPENSATION DETAILS		
NAME	Pragati Uttam Shitole	
DESIGNATION	Trainee Quality Analyst	
BAND	Band 1	
MONTHLY COMPONENT (Deductions will be applied based on actuals)	Per Month (INR)	Per Annum (INR)
Basic	9,600	115,200
Bucket of Allowances (Dearness, HRA, Professional)	4,800	57,600
Earned Gross Salary	14,400	172,800
TDS (10%)	1,600	19,200
Cost to Company	16,000	192,000



Annexure B

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. Payments are subject to applicable taxes. Please note that fixed pay and other amounts are expressed on an annualized basis.

Name	Pragati Uttam Shitole	
DESIGNATION	Trainee Quality Analyst	
BAND	Band 1	
COMPONENTS	Per Month (INR)	Per Annum (INR)
Basic	₹8,333.33	₹100,000.00
HRA	₹4,166.67	₹50,000.00
Conveyance Allowance	₹1,600.00	₹19,200.00
Medical Allowance	₹1,250.00	₹15,000.00
Travel Allowance	₹1,500.00	₹18,000.00
LTA	₹333.33	₹4,000.00
Special Allowance	₹10,149.58	₹121,795.00
EARNED GROSS (A)	₹27,332.92	₹327,995.00
Employee PF	₹1,800.00	₹21,600.00
Professional Tax	₹200.00	₹2,500.00
Food Coupon	₹0.00	₹0.00
DEDUCTIONS (B)	₹2,000.00	₹24,100.00
EARNED NET (A-B)	₹25,332.92	₹303,895.00
Gratuity	₹400.83	₹4,810.00
Mediclinam	₹466.25	₹5,595.00
PF Employer	₹1,800.00	₹21,600.00
STATUTORY (C)	₹2,667.08	₹32,005.00
VARIABLE (D)		
Performance Bonus	₹3,333.33	₹40,000.00
Cost To Company (A+C+D)	₹33,333.33	₹350,000.00

The duration of accrual of your annual variable component will be based on your performance in the training program as well as your probation period. The maximum duration of accrual is 3 years.



NTHR/20-21/V287

1st March, 2021

To,
Pranav Kailash Shinde
Phulenagar House no.3,
Near new R.T.O,
Alandi road ,Yerwada.
Pune - 411006.

Dear Pranav,

Congratulations! You are part of the Neebal family !! We are pleased to extend to you our offer to join Neebal Technologies Private Limited (henceforth referred to as “Neebal” or the “Company”), as a “**Trainee Business Analyst**” on the terms and conditions set forth in this Offer Letter.

You will join us as a full time employee on **15th June 2021**. The address of our premises is B1-007, Boomerang, Chandivali Farm Road, Powai, Andheri (East), Mumbai – 400 072. As long as you join us as a full time employee and remain actively employed by the Company, you will be eligible for the compensation indicated in the attached Annexure A (during your period of probation) and thereafter as per Annexure B subject to the following terms and conditions:

PERIOD OF PROBATION

You are subject to a **six** month probationary period from the date you report for work. It is essential that you join on the date as mentioned in the offer letter. After accepting our offer, if you do not report for work on the stipulated date, this offer letter will stand withdrawn. During the probation period, your performance will be continuously evaluated and your appointment will be confirmed after the successful completion of the said period of probation or any extension thereof with an Appointment Letter. Neebal reserves the right to terminate the employee within 30 days without any compensation in case of mediocre performance.

EMPLOYMENT CONFIRMATION

On successful completion of the said probation period or any extension thereof, of which the Company shall be the sole judge, your employment will be confirmed with Neebal for which a suitable written communication will be issued in your favour.

BENEFITS, INCREMENT AND PROMOTION

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. You will receive the remuneration defined in Annexure A during the probation period.

After successful completion of the said probation period or any extension thereof, of which the Company shall be the sole judge, your employment will be confirmed with Neebal and your annual all inclusive Cost To Company (CTC) will be incremented as per Annexure B.

Your annual variable component will be based on your performance rating accrued to you by your supervisors and feedback of our clients. Neebal follows a rating system of 1-5. Variable amount will be paid out to after completing 3 year of employment bond.

You will be eligible for your next annual increment in **April 2023**.



Neebal Technologies Pvt .Ltd

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You will be responsible to plan for appropriate tax savings, the satisfactory proof of which will be submitted to us well in time or else the applicable taxes will be deducted from your monthly salary. A complete breakup of your salary structure is defined in Annexure B.

MINIMUM SERVICE PERIOD

Neebal has invested and continues to invest a large sum of money in creating and maintaining world class facilities to ensure the growth and development of its employees by making available to them continuous learning/training programs, access to the latest books and periodicals that are published globally, providing them with the latest hardware gadgets and software tools that are available, etc. and as such expects each of its employees to work a minimum no. of **30 months** (excluding probation period) with Neebal failing which, you will be liable to pay Neebal a sum of **INR 1,50,000.00 (Rupees One Lakh Fifty Thousand Only)**. A non-dated cheque of the above mentioned amount will be required to be submitted by you on your first day of employment favouring Neebal Technologies Pvt. Ltd. that will remain in the custody of Neebal and will be returned to you on your completion of the said minimum period of service as mentioned above.

TRANSFER

Neebal reserves the right to transfer your services at any of its offices, work-sites, associates or affiliate companies including at its client's location anywhere within or outside India, on the terms and conditions as applicable to you at the time of transfer.

CONDUCT

You shall not at any time engage in or be concerned with or become interested, directly or indirectly in any business (including that of Neebal's customers), work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (The Company being the sole judge thereof). You shall be governed by all rules, regulations and policies of the Company. You will be liable to pay the service agreement fee if your services are terminated on the grounds of non compliance of policies or non performance during the service agreement period.

WORKING HOURS

The default working days in the probation period in Neebal is from Monday to Saturday and employees are required to complete 54 hours of billable or approved work in that week.

Post confirmation working days would be from Monday to Friday and employees are required to complete 45 hours of billable or approved work in a week.

ALTERNATE EMPLOYMENT

As a full-time employee of Neebal, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the prior written permission of Neebal.

LEAVE

You will be eligible for a total of **12** of earned leaves on completion of every year of your service.

AUTHORIZED ABSENCE



Your unauthorized absence from the job for a continuous period of more than three (3) working days will be treated as absconding from duty, and in the event of your not reporting for job within 10 days from the date of absence, the same would be treated as "Your voluntary abandonment of the job" and it shall be deemed that you are no longer interested in working and have abandoned the job on your own accord. Neebal will then have a right to initiate legal proceedings against you.

TRADE SECRETS AND CONFIDENTIAL INFORMATION

During the term of your work, you may have access to and become familiar with various trade secrets and confidential information belonging to the Company, its affiliates and its customers. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and its customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company unless such employee is compelled to disclose it by judicial process.

RESTRICTIVE COVENANT

The Company is in the business of providing various services including services in the computer software and information technology area. By signing this agreement, you acknowledge that:

- a. The Company's services are highly specialized.
- b. The identity and particular needs of the Company's customers are highly confidential and must be kept that way.
- c. The Company has a proprietary interest in its customer list and relationships.
- d. Documents and other information regarding Company's services, pricing and costs, as well as information pertaining to Company's customers, including but not limited to identity, location, service requirements and charges to the customer are highly confidential and constitute trade secrets.

You shall also during the tenure of your employment with the Company not engage yourself either directly or otherwise or carry out either by yourself or through any other person or entity any work, take assignment or contract for development or maintenance of computer software, or any such package or products belonging to or owned or possessed by any individual or group of individuals or entity even outside your normal working hours with the Company.

You will not directly or indirectly solicit, take up employment or transact any sort of business directly or indirectly with any person, company, firm, or corporation which is or was the customer of the Company on behalf of yourself or any other person, firm, company or corporation, for a period of one (1) year after this job appointment has been terminated for any reason, regardless of whether the termination is initiated by the Company or Yourself.

TERMINATION AND NOTICE PERIOD

The Company shall have the right to terminate your employment, without any notice, in the event of any of the following:

1. Breach of any of the conditions of this agreement; and any other rules made applicable to you in respect of your employment with us.
2. Violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company.
3. Any misconduct on your part;
4. Failure to carry out any of your duties and obligations.
5. Undisciplined and/or immoral code of conduct

Neebal Technologies Pvt .Ltd

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CIN U74120MH2012PTC226006



6. Any breach of trust or confidentiality of any sort from your side.

During the period of probation, Neebal Technologies Pvt. Ltd. alone has the right to terminate the contract of employment.

After completion of the said probation and confirmation thereof, Neebal Technologies Pvt. Ltd. has the right to terminate the contract of employment by giving 30 days notice to that effect in writing or salary in lieu thereof. The right to terminate the contract of employment can be exercised by you upon giving at least 90 Days' notice to that effect in writing.

The 'Non Disclosure' and 'Maintenance of Business Secrecy' as defined and narrated above shall survive even after the termination of this agreement.

DISPUTE

Any dispute between yourself and the company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction in Greater Mumbai only.

EMPLOYMENT VERIFICATION

The Company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational / professional credentials, Medical history and other background checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "DOCUMENTATION REQUIRED". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. In addition, you are required to mandatorily furnish a copy of your passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

DOCUMENTATION REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of this Letter of Offer
 - Undated cheque from your bank account in the name of the Company for Rs.1,50,000.00
 - 2 copies of your recent passport size photograph with white background.
- Attested copies of the following:
- Proof of age
 - SSC/HSC or equivalent examination mark sheets
 - Diploma / Degree for all the Semesters / Years or Passing Certificate
 - Passport / Voter ID card / Ration Card.
 - Two / Four wheeler Driving License.
 - Pan card & AADHAAR card (If Any)
 - Medical Fitness Certificate detailing medical history of last 3 years



Neebal Technologies Pvt .Ltd

B1 - 007, Boomerang, Chandivali Farm Road, Andheri (E), Mumbai - 400 072

T +912228574118 . E contact@neebal.com . W www.neebal.com

CIN U74120MH2012PTC226006

You are requested to note that our offer is subject to your submitting the above documents. According to the standard practice of our Company, you will treat the above terms of this Letter of Offer as confidential.

We are enthusiastic and pleased that you are going to be a part of our organization. To accept this offer of employment, you will need to sign this offer letter and send or courier the offer of employment forms to indicated address within 14 business days from the date of this letter.

All additional pre-employment documentation provided to you must be completed and returned on your start date. We look forward to your joining the Company.

Please reach out to us at 022-28574118 or at hr@neebal.com, if you need further directions.

Sincerely,

Authorized Signatory
Neebal Technologies Pvt. Ltd.

Enclosed: Annexure A of the offer (as applicable to you)
I have read, understood and agreed to the terms and conditions as set forth in this offer letter and the Annexure to the same.

PRANAV KAILASH SHINDE

(Your Signature)

Date

Location



Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. Payments are subject to applicable taxes. Please note that fixed pay and other amounts are expressed on an annualized basis.

COMPENSATION DETAILS		
NAME	Pranav Kailash Shinde	
DESIGNATION	Trainee Business Analyst	
BAND	Band 1	
MONTHLY COMPONENT (Deductions will be applied based on actuals)	Per Month (INR)	Per Annum (INR)
Basic	9,600	115,200
Bucket of Allowances (Dearness, HRA, Professional)	4,800	57,600
Earned Gross Salary	14,400	172,800
TDS (10%)	1,600	19,200
Cost to Company	16,000	192,000



Annexure B

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. Payments are subject to applicable taxes. Please note that fixed pay and other amounts are expressed on an annualized basis.

Name	Pranav Kailash Shinde	
DESIGNATION	Trainee Business Analyst	
BAND	Band 1	
COMPONENTS	Per Month (INR)	Per Annum (INR)
Basic	₹7,812.50	₹93,750.00
HRA	₹3,906.25	₹46,875.00
Conveyance Allowance	₹1,600.00	₹19,200.00
Medical Allowance	₹1,250.00	₹15,000.00
Travel Allowance	₹1,500.00	₹18,000.00
LTA	₹312.50	₹3,750.00
Special Allowance	₹9,101.72	₹109,220.63
EARNED GROSS (A)	₹25,482.97	₹305,795.63
Employee PF	₹1,800.00	₹21,600.00
Professional Tax	₹200.00	₹2,500.00
Food Coupon	₹0.00	₹0.00
DEDUCTIONS (B)	₹2,000.00	₹24,100.00
EARNED NET (A-B)	₹23,482.97	₹281,695.63
Gratuity	₹375.78	₹4,509.38
Mediclaime	₹466.25	₹5,595.00
PF Employer	₹1,800.00	₹21,600.00
STATUTORY (C)	₹2,642.03	₹31,704.38
VARIABLE (D)		
Performance Bonus	₹3,125.00	₹37,500.00
Cost To Company (A+C+D)	₹31,250.00	₹375,000.00

The duration of accrual of your annual variable component will be based on your performance in the training program as well as your probation period. The maximum duration of accrual is 3 years.



NTHR/20-21/V285

1st March, 2021

To, Sayali Dhanraj M
Jijamata Nivas,
Mhaskewasti, Alandi
Pune-411015.

Dear Sayali,

Congratulations! You
join Neebal Technology
as a "Trainee Quality

You will join us as a full
time employee at B1-007, Boomerang, Chhatrapati
Shivaji Maharaj, Andheri (East), Mumbai - 400 072. As long as
you join us as a full
time employee, you will be
eligible for the company
benefits (during your period of
probation) and thereafter.

PERIOD OF PROBATION

You are subject to a probation
period of 06 months from the date
that you join on the job. You must
report for work on the first day of
the probation period, your performance
will be monitored during this period.
After the successful completion of
the probation period, you will receive an
Appointment Letter. There will be
no compensation in the probation
period.

EMPLOYMENT CONTRACT

On successful completion of
probation, your employment with
the Company shall be the subject of a
suitable written contract.

BENEFITS, INCREASES

Your growth in the Company
will be based on your contribution
to the Company during the
probation period.

After successful completion of
probation, your employment with
the Company shall be the subject of a
suitable written contract. Your
annual variable bonus will be
inclusive Cost To Company. Your
annual variable bonus will be
paid out to after completion of
probation.

You will be eligible for

the Neebal
employee
benefits

employee
benefits

on the date
you report
for work.

probation
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period

probation
period

We are pleased to extend to you our offer to
be employed by the Company (referred to as "Neebal" or the "Company"),
on the terms and conditions set forth in this Offer Letter.

probation period of 06 months from the date
of joining. The address of our premises is B1-
007, Boomerang, Chhatrapati Shivaji Maharaj,
Andheri (East), Mumbai - 400 072. As long as
you are employed by the Company, you will be
eligible for the company benefits (during your period of
probation) and thereafter. The following terms and conditions:

on the date you report for work. It is essential
that you report for work on the first day of
the probation period. After accepting our offer, if you do not
report for work, your offer will stand withdrawn. During the probation
period, your performance will be monitored and your appointment will be confirmed
after the successful completion of probation or any extension thereof with an
Appointment Letter. You must terminate the employee within 30 days without

probation or any extension thereof, of which the
probation period will be confirmed with Neebal for which a
suitable written contract.

probation or any extension thereof, of which the
probation period will be confirmed with Neebal for which a
suitable written contract.

probation or any extension thereof, of which the
probation period will be confirmed with Neebal and your annual
bonus will be inclusive Cost To Company. Your annual variable
bonus will be paid out to after completion of probation. Your
performance rating accrued to you by your
probation period will be confirmed with Neebal for which a
suitable written contract.

probation or any extension thereof, of which the
probation period will be confirmed with Neebal for which a
suitable written contract.



B1 - 007,
T +

April 2023.
Pvt .Ltd
Andheri (E), Mumbai - 400 072
com . W www.neebal.com
TC226006

You will be responsible for submitting to us well in advance. A complete breakup of

MINIMUM SERVICE

Neebal has invested in world class facilities to ensure continuous learning through published globally, journals, available, etc. and an amount (excluding probation) of **INR 1,50,000.00** (One lakh and fifty thousand) towards Neebal Technologies will be returned to you on your

TRANSFER

Neebal reserves the right to transfer its employees to any of its offices, work-sites, associates or wherever within or outside India, on the terms and conditions as applicable.

CONDUCT

Employees shall not at any time be directly or indirectly involved in any business of the Company or any other company being the competitor of the Company. No employee shall be employed on the grounds of nepotism or favouritism.

WORKING HOURS

Working hours of employees are normally from 9:00 AM to 5:30 PM. On confirmation with Neebal, employees will complete 45 hours of work per month.

TERNATE EMPLOYMENT

Employees shall not be employed in any other public office or

LEAVE

Employees will be eligible for leave after completion of probation. Employees will be treated as absent for the first 3 days from the start of the leave period.

Employees, the satisfactory proof of which will be submitted to us, will be deducted from your monthly salary. Details are given in Annexure B.

Employees will be liable to pay Neebal a sum of money in creating and maintaining the development of its employees by making available to them the latest books and periodicals that are available, hardware gadgets and software tools that are available. Employees will be liable to pay Neebal a sum of money (INR **Only**). A non-dated cheque of the above amount will be returned to you on your first day of employment and will remain in the custody of Neebal and will be returned to you at the end of a period of service as mentioned above.

Employees will be liable to pay Neebal a sum of money in creating and maintaining the development of its employees by making available to them the latest books and periodicals that are available, hardware gadgets and software tools that are available. Employees will be liable to pay Neebal a sum of money (INR **Only**). A non-dated cheque of the above amount will be returned to you on your first day of employment and will remain in the custody of Neebal and will be returned to you at the end of a period of service as mentioned above.

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just 30 years ago...

TRADE SECRETS

During the term of
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INFORMATION

to and become familiar with various trade
company, its affiliates and its customers. You
and trade secrets are owned and shall continue
its customers, as the case may be. You shall
make available such information for any
any person, partnership, corporation or entity
any unless such employee is compelled to

services including services in the computer
this agreement, you acknowledge that: a. The

any's customers are highly confidential and

customer list and relationships.

company's services, pricing and costs, as well
including but not limited to identity, location,
be highly confidential and constitute trade

with the Company not engage yourself either
through any other person or entity any work,
maintenance of computer software, or any such
by any individual or group of individuals
the Company.

employment or transact any sort of business
or corporation which is or was the customer
person, firm, company or corporation, for a
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1	₹21,600.00
2	₹32,005.00
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4	₹40,000.00
5	₹350,000.00

It will be based on your performance in
maximum duration of accrual is 3 years.



Date- August 12 2021

Offer ID: OL/IND/2021-TR 069

Subject: Letter of offer.

Dear Vinita,

We are delighted to extend you the offer letter to join Zimetrics Technologies Private Limited on the following terms.

Training period

- Duration: 3 Months from date of joining.
- Designation: Trainee Software Engineer
- Grade: Trainee Software Engineer
- Date of joining September 06,2021
- CTC: Two Lakhs and Fifty Thousand Per Annum (2.5)
- Notice period: 3 Months
- Location: Pune
- Please Note: This offer is contingent to final year examination results

On Confirmation

- CTC: Three Lakhs and Sixty Thousand Per Annum (3.6)
 - Designation: Software Engineer
 - Grade: I
 - Notice period: 3 Months
- CTC, Benefits, terms of employment: As per Employment Agreement enclosed

Kindly execute this offer letter after reading the terms of the enclosed Employment Agreement and its Annexures as your acceptance of this letter.

We look forward to having you in the team and wish you great success at Zimetrics.

Sincerely,

For Zimetrics Technologies Pvt Ltd

Ashwini Barve

AshwiniBarve (Aug 17, 2021 10:54 GMT+5.5)

Ashwini Barve

AGM operations

Enclosure: Employment Agreement

I have read, understood, and hereby accept this Letter of Offer and the terms and conditions of the Employment Agreement enclosed with it.

Name (In Capitals) VINITA SANGLE

Signature: Vinita

Vinita (Aug 17, 2021 14:11 GMT+5.5)

Place & Date Pune



Aug 17, 2021

EMPLOYMENT AGREEMENT - TERMS & CONDITIONS

1. TITLE AND DUTIES

You will perform such duties and exercise such powers as ZiMetrics may require time to time from you. You acknowledge that your designation, as stated above, may be changed at the discretion of ZiMetrics depending on the work assigned to you, including at the time of promotion and progression within ZiMetrics. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. PLACE OF WORK

You will be based in Pune, India. However, ZiMetrics reserves the right at any time to require you to work at any other division or location of ZiMetrics or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per ZiMetrics' then existing policies will be made available to you.

3. EMOLUMENTS AND TAXES

- (a) Your gross annual Cost to Company (CTC), is mentioned in OL Please refer to it
- (b) Salary will be subject to standard statutory deductions and will be payable monthly in accordance with ZiMetrics customary payroll practices.
- (c) The details of your emoluments are strictly between yourself and ZiMetrics . It has been determined based on numerous factors such as your job, skills-specific background,
and professional merit. This information and any changes made therein should be treated as personal and strictly confidential.
- (d) You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. ZiMetrics is entitled to deduct from your remuneration, income tax, other taxes and levies which it is statutorily liable to deduct at source as applicable.

4. PROBATION:

You will be on probation for a period of **Three (3) Months (Probation Period)**, which may be extended by the company at its discretion. At the end of the Probation Period, the company may confirm your services for a permanent appointment subject to your performance meeting the requisite standard set by the company. You will be on probation till the time the company issues you a confirmation letter.



5. NOTICE PERIOD / TERMINATION FOR CONVENIENCE

This Employment Agreement will continue until terminated by either party by giving to the other not less than three (3) months prior notice in writing or, at ZiMetrics' sole discretion, gross salary for the equivalent period in lieu of Notice.

The tenure for the notice period starts from the date of service of the resignation letter or e-mail by you from your official email address to your reporting manager's/ ZiMetrics HR official email address or the date of service of the termination for convenience letter or e-mail by ZiMetrics to you, as the case may be.

In either case, ZiMetrics may, in its sole discretion, terminate the Agreement before the expiry of the notice period, on such terms and conditions as may be decided by ZiMetrics. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's written approval, your employment will be immediately terminated by ZiMetrics for cause and without notice, in which case, you will be liable to pay to ZiMetrics an amount equal to (i) your then current gross salary for a period of three (3) months in lieu of the notice required to be provided by you; and (ii) any expenses incurred by ZiMetrics for your hiring and (iii) any expenses or damages incurred by ZiMetrics due to your unauthorized absence or cessation of employment. The aforesaid payments shall be, without prejudice to recovery of any other monetary compensation legally recoverable from you by ZiMetrics.

6. TERMINATION AND SUSPENSION

6.1. ZiMetrics may also terminate this Employment Agreement immediately, and with no liability to make any further payment to you, if you:

- (a) commit any serious or repeated breach of any of your obligations under this Employment Agreement;
- (b) are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of ZiMetrics;
- (c) are guilty of serious misconduct which, in ZiMetrics reasonable opinion, has damaged or may damage the business or affairs of ZiMetrics;
- (d) are guilty of conduct which, in ZiMetrics reasonable opinion, brings or is likely to bring you or ZiMetrics into disrepute;
- (e) are convicted of any crime involving moral turpitude;
- (f) are in breach any of ZiMetrics policies and procedures; or
- (g) willfully cause damage to ZiMetrics property.

This Clause shall not restrict any other right ZiMetrics may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by ZiMetrics in exercising its rights under this Clause shall not constitute a waiver of those rights.

6.2. Where notice of termination has been served by either party whether in accordance with Clause 4, this Clause 5 or otherwise, ZiMetrics shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

- (a) not to enter any premises of ZiMetrics; and/or
- (b) to refrain from business contact with any customers, clients or other employees of ZiMetrics.

6.3. ZiMetrics may in its absolute discretion suspend you from your employment, on full salary, at any time during this Agreement including during any period in which ZiMetrics is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 5.2 above. All applicable Clauses within this Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to ZiMetrics during any such period of suspension. Depending on the outcome of the investigation, such suspension may result in termination of this Agreement which shall be subject to the effect of termination provisions hereunder or reinstatement of your employment at such terms as may be mutually agreed.

6.4. Upon termination of this Agreement for whatever reason, you will deliver to ZiMetrics all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of ZiMetrics which may then be in your possession or under your power or control. Sections 6, 7, 8, 9, 10 and 14 shall survive any termination or cessation of this Agreement.

7. RESTRAINT ON ACTIVITIES

You will not, at any time during the term of this Employment Agreement engage in any conflicting employment, consulting or freelancing activities whether or not directly or indirectly associated with ZiMetrics' activities, without prior written consent from ZiMetrics. You will not, at any time after termination of this Employment Agreement, for whatever reason, represent yourself as being in any way connected with the ongoing activities or business of ZiMetrics.

8. POST TERMINATION

8.1. NON-SOLICITATION AND NON-COMPETE

You shall not at any time during your employment with ZiMetrics and for 12 months immediately following the termination of your employment:

- (a) Solicit or endeavor to entice away from ZiMetrics any person employed by ZiMetrics, at any time during your employment;
- (b) Solicit or endeavor to entice away from ZiMetrics any customer or affiliate or supplier of ZiMetrics with whom you had dealings, directly or indirectly, at any time during your employment;
- (c) Carry on or be in any way employed, engaged, concerned, or interested in any business directly competing in material respects with the business of ZiMetrics, by using the confidential or proprietary information of ZiMetrics including but not limited to ZiMetrics product or service details, client details, customer details, price lists and related ZiMetrics business information.

If the you wish to leave your employment with ZiMetrics or your employment is terminated, and if the you so request, ZiMetrics will consider in its absolute discretion waiving the terms of the above section if it is satisfied that the legitimate interests of ZiMetrics and its associated entities are not at risk.

9. PUBLICATION

You shall not, during the tenure of your employment with ZiMetrics or at any time thereafter, ei through a third party, directly or indirectly, refer to or



publish any information about, or of ZiMetrics, or defame ZiMetrics by making any derogatory statements about ZiMetrics, in any form of social media or public forums or otherwise. Breach of this Clause will entitle ZiMetrics to terminate this Agreement with immediate effect and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination) and to pursue any legal action against you, as applicable. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, shall state that it is your personal view and that ZiMetrics shall have no liability or responsibility for the same whatsoever.

10. CONFIDENTIALITY

You agree to abide by the confidentiality obligations provided under Annexure "A" ("Non-Disclosure Obligations"), to protect the rights of ZiMetrics while dealing with confidential information, documents, etc. You are required to read and understand Annexure B in acknowledgement of your acceptance of the terms and the conditions.

11. INTELLECTUAL PROPERTY

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") attached herewith as Annexure "B", in favor of ZiMetrics. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read and understand Annexure B in acknowledgement of your acceptance of the conditions.

12. NOTICES

Notice under these terms and conditions will be treated as having been given if:

- a) In case of electronic notice:
 - i. it is sent by you to ZiMetrics' HR email address and your manager's official email address;
 - ii. it is sent by ZiMetrics to you to the personal e-mail ID provided by you to ZiMetrics.
- b) In case of hard copy notice:
 - i. It is sent by ordinary registered post, by you to ZiMetrics's registered office;
 - ii. It is sent by ZiMetrics to you at your last known address on file with ZiMetrics
 - iii. and will be deemed to be given on the day when it would ordinarily be delivered after such posting.

It is your responsibility to notify ZiMetrics of any changes in your personal information within three (3) working days of such change being effective.

13. RETIREMENT

You will retire from the services of ZiMetrics on attaining the age of **58 years**.

14. CONDITIONS

Your continued employment with ZiMetrics under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for ZiMetrics without restriction (i.e. you do not have any non-compete obligations or other



restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with ZiMetrics that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, ZiMetrics may terminate your services with immediate effect and with no liability to make any further payment to you, without prejudice to recovery of any other monetary compensation legally recoverable from you by ZiMetrics for any damages.. During your employment with ZiMetrics , you explicitly agree to adhere to and be governed by all the current policies and procedures adopted by ZiMetrics from time to time, as may be applicable to you.

15. GOVERNING LAW

This Agreement shall be governed by the laws of India, with the courts in Pune assuming exclusive jurisdiction on all matters hereunder.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.



Annexure - A

NON-DISCLOSURE OBLIGATIONS

1. COMPANY'S CONFIDENTIAL INFORMATION

In the performance of Employee's job duties with Company, Employee will be exposed to Company's Confidential Information. "Confidential Information" means information or material that is commercially valuable to Company and not generally known or readily ascertainable in the industry. This includes, but is not limited to:

- (a) technical information concerning Company's products and services, including product know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence;
- (b) information concerning Company's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies;
- (c) information concerning Company's employees, including salaries, strengths, weaknesses and skills;
- (d) information submitted by Company's customers, suppliers, employees, consultants or co-venture partners with Company for study, evaluation or use;
- (e) any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect Company's business; and
- (f) any confidential or proprietary information received by Company or which it may receive in future from third parties subject to a duty on ZiMetrics 's part to maintain the confidentiality of such information and to use it only for certain limited purposes.

2. NONDISCLOSURE OF CONFIDENTIAL INFORMATION

Employee shall keep Company's Confidential Information, whether or not prepared or developed by Employee, in the strictest confidence. Employee will not disclose such information to anyone outside Company without Company's prior written consent. Nor will Employee make use of any Confidential Information for Employee's own purposes or the benefit of anyone other than ZiMetrics .

However, Employee shall have no obligation to treat as confidential any information which:

- (a) was in Employee's possession or known to Employee, without an obligation to keep it confidential, before such information was disclosed to Employee by Company;
- (b) is or becomes public knowledge through a source other than Employee and through no fault of Employee; or
- (c) is or becomes lawfully available to Employee from a source other than Company.

3. CONFIDENTIAL INFORMATION OF OTHERS

Employee will not disclose to Company, use in Company's business, or cause Company to use, any trade secret or confidential information of others/third parties.

4. RETURN OF MATERIALS

When Employee's employment with Company ends, for whatever reason, Employee will promptly deliver to Company all originals and copies of all documents, records, software programs, media and other materials containing any Confidential Information. Employee will also return to Company all machines, equipment, files, software programs and other personal property belonging to Company.



5. CONFIDENTIALITY OBLIGATION SURVIVES EMPLOYMENT

Employee's obligation to maintain the confidentiality and security of Confidential Information shall remain even after Employee's employment with ZiMetrics ends and shall continue for so long as such Confidential Information is explicitly disclosed in the public domain by an authorized representative of ZiMetrics as such and/or remains a trade secret.

6. GENERAL PROVISIONS

- (a) **Relationships:** Nothing contained in this Annexure shall be deemed to make Employee a partner or joint venture of ZiMetrics for any purpose.
- (b) **Severability:** If a court finds any provision of this Annexure invalid or unenforceable, the remainder of this Annexure shall be interpreted so as best to effect the intent of ZiMetrics and Employee.
- (c) **Integration:** This Annexure expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Annexure may not be amended except in a writing signed by both Company and Employee.
- (d) **Waiver:** The failure to exercise any right provided in this Annexure shall not be a waiver of prior or subsequent rights.
- (e) **Injunctive Relief:** Any misappropriation of any of the Confidential Information in violation of this Annexure may cause Company irreparable harm, the amount of which may be difficult to ascertain, and therefore Employee agrees that Company shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as Company deems appropriate. This right is to be in addition to the remedies otherwise available to Company.
- (f) **Indemnity:** Employee agrees to indemnify Company against any and all losses, damages, claims or expenses incurred or suffered by Company as a result of Employee's breach of this Annexure.
- (g) **Attorney Fees and Expenses:** In a dispute arising out of or related to this Annexure, the prevailing party shall have the right to collect from the other party its reasonable attorney fees and costs and necessary expenditures.
- (h) **Governing Law:** This Annexure shall be governed in accordance with the laws of India, with the courts in Pune assuming exclusive jurisdiction on all matters hereunder.



Annexure - B
PROPRIETARY INFORMATION AND ASSIGNMENT AGREEMENT

1. **Proprietary Information.** The Employee understands that his/ her work as an Employee of ZIMETRICS, will involve access to and creation of confidential (including trade secrets) and proprietary information (collectively, "Proprietary Information"), which form the very basis of ZIMETRICS business and existence. ZIMETRICS has, therefore, a very direct interest in protecting its valuable Proprietary Information. The Employee agrees to keep all Proprietary Information in trust for the benefit of ZIMETRICS. The Employee shall never use any Proprietary Information, except as required by his/ her duties to ZIMETRICS. Employee understands that this prohibition on use or disclosure prevents him/ her from discussing Proprietary Information, even in general terms, with persons outside ZIMETRICS. Even within ZIMETRICS, the Employee shall discuss or disclose the Proprietary Information **ONLY with** those persons with or to whom he/ she is authorized to discuss or disclose such information, on a need-to-know basis.

"Proprietary Information" means information, ideas, and materials of or about ZIMETRICS, Employees, customers of ZIMETRICS or others with whom ZIMETRICS conducts business. Proprietary Information that is not generally known to the software or recruiting industries or the public is confidential, and the Employee agrees to exercise diligence at all times to maintain the confidentiality of all Proprietary Information and not disclose Proprietary Information. The Employee understands that his/ her obligation to keep Proprietary Information strictly confidential shall survive the termination of his/ her employment and/or this Agreement.

Proprietary Information includes, without limitation, information, ideas or materials of a technical nature such as research and development results, software design and specifications, source and object code, training and training materials, invention disclosures, patent applications, and other materials and concepts relating to products and processes. Proprietary Information also includes information, ideas, or materials of a business nature such as non-public financial information; information relating to profits, costs, marketing, strategy, purchasing, sales, customers, suppliers, contract terms, Employees, and salaries, product development plans; business and financial plans and forecasts, student information, client company information, and marketing and sales plans and forecasts.

2. **Inventions & Assignment.** The Employee shall promptly and fully disclose to ZIMETRICS all ideas, inventions, discoveries, creations, designs, materials, works of authorship, trademarks, and other technology and rights (and any related improvements or modifications thereof), whether patentable or not, copyrightable or not, or otherwise protectable or not under any form of legal protection afforded to intellectual property (collectively, "Inventions"), relating to any activities of ZIMETRICS of which the Employee is aware or become aware, conceived or developed by him/ her alone or with others, during (1) the term of his/ her employment, whether or not conceived during regular business hours, or (2) within one (1) year after termination of his/ her employment if based on Proprietary Information.

Such Inventions shall be the sole property of ZIMETRICS. To the extent possible, such Inventions shall each be considered a 'Work Made For Hire' by the Employee for ZIMETRICS under relevant provisions of Copyright Law. To the extent the Inventions may not be considered a 'Work Made For Hire', the Employee hereby irrevocably assign to ZIMETRICS. at the time of creation of the Inventions, without additional consideration, any right, title, or interest the Employee may have in such Inventions. The Employee will (whether during or after his/ her employment) execute such assignments and do other such acts as may be necessary in the opinion of ZIMETRICS to patent, register a copyright, or otherwise protect or



enforce ZIMETRICS rights in such Inventions. The Employee, hereby irrevocably appoints ZIMETRICS and any of its officers as his/ her attorneys-in-fact to undertake such acts in his/ her name. The Employee will allow ZIMETRICS to inspect any Inventions that he/ she conceive or develop within one year after termination of his/ her employment to determine if they are based on Proprietary Information.

This assignment obligation does not apply to Inventions which are conceived or developed entirely on his/ her own time and for which the Employee does not use any equipment, supplies, facilities, or Proprietary Information of ZIMETRICS or any of its customers, if such Inventions: (a) do not relate to the business or (current and reasonably anticipated) research and development efforts of ZIMETRICS or ZIMETRICS customer; and (b) do not result from any work performed by Employee (alone or with others) for ZIMETRICS.

3. **Return of Proprietary Information.** On termination of employment with ZiMetrics , or at any time it so requests, the Employee will deliver immediately to ZIMETRICS all property belonging to ZIMETRICS and all material containing Proprietary Information regardless of the storage media type, including but not limited to notebooks, notes, memoranda, records, diagrams, blueprints, bulletins, formulas, reports, computer programs and documentation, other data, customer lists, accounts of customers, any other records relating to customers, or memorialization's of any kind coming into his/ her possession or kept by him/ her in connection with his/ her employment including any copies, in his/ her possession, whether prepared by him/ her or others.

4. **Former Employers'/ Third Party's Information.** The Employee agrees that he/ she will not, during his/ her employment with ZIMETRICS, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity and that he/ she will not bring onto the premises of ZIMETRICS any unpublished document or proprietary information belonging to any such employer, person or entity or any third party unless consented to, in writing by such employer, person or entity. To the extent that the Employee has such information or materials, he/ she acknowledge notice that ZIMETRICS does not want him/ her to disclose such information or materials to ZIMETRICS, nor does ZIMETRICS want him/ her to use such information or materials in any work that the Employee may perform for ZIMETRICS.

5. **Assistance Upon Termination.** The Employee shall upon leaving employment with ZIMETRICS, assist ZIMETRICS in patenting any inventions even after severance of employment by way of undertaking required formalities (at reasonable expenses paid by ZiMetrics) and for this purpose keep ZiMetrics informed of his/ her addresses in the succeeding five years after leaving employment.

6. **Reserved Rights; License.** The Employee has listed on the attached Annexure "B-1" a detailed description of all of independent inventions developed or conceived by him/ her, patented or unpatented and, to the extent that he/ she possess proprietary rights therein, the Employee wishes to have such proprietary rights excluded from this Agreement. If there is no such list, the Employee represents that there are no such items to be excluded. In the event that the Employee incorporates, uses, or otherwise employs ("Use") any Inventions in which the Employee possesses any proprietary rights to develop or modify any work (including any interim versions thereof and whether for internal and/or customer use) of or for ZIMETRICS, he/ she hereby grants to ZIMETRICS a perpetual, irrevocable, royalty free, worldwide, nonexclusive license to make, have made, perform, display, use, practice, sell, sublicense, reproduce, distribute, prepare derivative works, and otherwise exploit such proprietary rights.

7. **Conflicting Agreement.** The Employee represents that there are no other contracts to assign Inventions now in existence between the Employee and any other corporation or

other third party, unless he/ she has so indicated on **Annexure "B-1"** and unless a copy of any such contract is provided to ZIMETRICS.

8. **ZiMetrics Policies.** The Employee agrees to comply with the policies and procedures of ZIMETRICS INC. and ZiMetrics , in their respective Employee manuals, code of conduct and bulletins, and other communications which may all be modified from time to time at the sole discretion of ZIMETRICS. In the event of any inconsistencies, the terms of this Agreement shall govern unless otherwise stated.

9. **Choice of Law; Jurisdiction; Remedies.** This Agreement shall be governed by and construed in accordance with the laws of India, and the Employee voluntarily submits himself/ herself to the jurisdiction of the courts of Pune. The Employee acknowledges that breach of this Agreement would cause irreparable damage to ZIMETRICS the monetary value of which, he/ she acknowledges, shall be extremely difficult to be ascertained. Therefore, the Employee agrees that, in addition to other remedies, ZIMETRICS. is entitled to a temporary restraining order, an injunction, or other equitable relief to prevent any such breach.

10. **Severability.** If any provision of this Agreement is determined to be invalid or unenforceable, such provision shall be reformed to the minimum extent necessary to be valid and enforceable, and the validity or enforceability of the other provisions shall not be affected.

11. **Successors.** This Agreement inures to the benefit of successors and assigns of ZIMETRICS and is binding on his/ her heirs and legal representatives.

12. **Survival.** This Agreement survives termination of his/ her employment with ZIMETRICS.

13. **General.** . This Agreement shall not be modified except in writing and signed by him/ her, an authorized representative of ZIMETRICS

14. **Counsel.** The Employee understands that he/ she may have independent legal counsel review this Agreement, at his/ her own expense, on his/ her behalf prior to execution.



Annexure B-1: Description of all of independent inventions and Conflicting Agreements

<Employee to enter details in any- Refer Section 6 and 7 of this Agreement>

Signature Vinita
Vinita (Aug 17, 2021 14:11 GMT+5:30)

Name (In capitals) VINITA SANGLE

Place & Date PUNE

Aug 17, 2021



CONFIDENTIAL

Venkatsai Kumar Shrinivasulu VavilashettyPune
India**OFFER LETTER**

Date 19-10-2021

Dear Venkatsai Kumar Shrinivasulu Vavilashetty

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Pune", with effect from your date of joining. Please note that if you do not join on or before "01-November-2021", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) **Rs.22,302**(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:



- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification - Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
 We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
 For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
 Vice President - HR

Signature: _____

Date: _____



NAME : Venkatsai
 Kumar
 Shrinivasulu
 Vavilashetty
DESIGNATION : Trainee
GCM Level : 1
Grade : T1
Expected DOJ : 01-November-2021
Joining Location : Pune

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Mediclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy
- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



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ESPL/HRD/LOA/0120201001

October 10, 2020

To,
Ms. Ritika Jha,
Pune, Maharashtra.

Subject: Offer Letter

Dear Ritika,

We are pleased to offer you the position of 'Associate Consultant', with Evolutionary Systems Pvt. Ltd. This offer is subject to your acceptance and approval of the documents and references, which you have mentioned in your interview and resume earlier. You are required to submit the documents as per Annexure – II, on your day of joining the company. You are required to join on or before **May 17, 2021**.

Your Letter of Appointment will be given to you upon your joining the company, which contains details of all terms and conditions of employment in the company. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

The details of your offer are as follows:

LOCATION

Your base location will be Pune, Maharashtra, India (Work From Home). You will operate from Ahmedabad Office after Pandemic. However, your services are transferable and you may be assigned to any office of 'Evosys' within India or abroad. In such case, you will be governed by the policies of that location.

COMPENSATION

Your annual CTC will be **INR 3,20,004 (INR Three Lakhs Twenty Thousand and Four Only) Per Annum**.

OTHER BENEFITS

You will be eligible for the following additional benefits.

Onsite Allowance: Whenever you are on an overseas deputation you will be entitled for onsite allowance of AED 70 per day. In case of your deputation other than UAE/Qatar, onsite allowance will be as per standard structure of that specific country, the details will be available in the deputation letter.

(Handwritten signature)

Evolutionary Systems Pvt Ltd

11th Floor Kataria Arcade, Beside Adani Vidhya Mandir, Behind Adani CNG pump SG Highway INDIA.
Tel +91 79 66823300, 66823301 Fax +91 79 66823399 Email: contact@evosysglobal.com Web: www.evosysglobal.com
CIN No. U17122GJ2006PTC049073





ORACLE | Partner

Overseas Travel Policy: Each time you travel abroad you will be provided with an Overseas Travel Insurance.

Conveyance: The Company will reimburse the official conveyance expenses incurred at all onsite locations.

Accommodation: You will be provided 15 days shared room accommodation in company's guest house in Ahmedabad starting from your joining date. In case, shared room is not available in guest house, company will arrange 10 days' hotel accommodation for you. In case you extend your stay in the guest house or the hotel, the same will be chargeable based on the availability. The Company will provide you a shared bedroom accommodation facility at all onsite locations.

Group Medical Insurance: You and your nuclear family (i.e. spouse & max 2 unmarried dependent children) will be covered under company's Group Medical Insurance policy on family floater basis. Additionally, you can also cover your dependent parents/in-laws in an optional Parental Policy by paying a nominal premium amount.

Time Zone: You will be required to work as per the time zone of the assigned project or region.

APPRAISAL & SALARY REVISION

Our performance year is 1st June to 31st May. The performance appraisal will be based on KRAs as decided between employee and his/her supervisor. Your first Annual Appraisal will be in June 2022.

HOLIDAYS/LEAVES

Employee will be eligible for the leave benefit in case of remote working i.e. 20 working days leave as per the leave policy. In case of work from home, out of 10 annual leaves only 5 leaves can be carried forwarded to the next Leave Year. Leave encashment benefit will not be applicable to the employee. The employees, whose base location is India, will be entitled for public holidays declared by the company. The employees, whose base location is outside India, will be entitled for all holidays applicable at the respective client with whom they are deputed. When at onsite, holidays as per Evosys regional calendar will be applicable.

SERVICE AGREEMENT

You will be required to sign a service agreement for 2.3 years (2 years of service assurance + 3 Months Training) on the day of Joining.

PROBATION PERIOD

Your appointment will be on a probationary basis for the first Three (3) months of your employment. Employment will be confirmed based on your performance and reviews during the training period. In the event of termination of the employment during the probationary period, you will not be entitled to receive any end of service benefits or compensation whatsoever.

B. N. Joshi

Evolutionary Systems Pvt Ltd

11th Floor Kataria Arcade, Beside Adani Vidhya Mandir, Behind Adani CNG pump SG Highway INDIA.

Tel +91 79 66823300, 66823301 Fax +91 79 66823399 Email: contact@evosysglobal.com Web: www.evosysglobal.com

CIN No. U17122GJ2006PTC049073

VCP | BI |



← Oracle ERP → Implementation | Support | Training



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NOTICE PERIOD

You or the company may terminate your service at any time by giving 90 days' notice or basic salary in lieu thereof. However due to exigencies of business the company may at its sole discretion reject the notice pay and ask you to serve the entire or part of the notice period. You shall not be relieved of your services, except upon issue of a letter by the company to that effect. In case of onsite deputations of more than three (3) months duration, based on project exigency, the notice period can be extended to further 30 days.

Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

This offer is valid for three days from today. You are requested to send the offer acceptance within 3 days of receiving the offer, along with your joining date.

Looking forward to have you aboard.

For Evolutionary Systems Pvt. Ltd.

Bharat Dhaneshwari
Assistant Manager - HR

ACCEPTANCE

I accept this offer for the position described above, with the understanding that this offer is conditional upon submission and approval of relevant documents and references specified in my resume earlier.

Date:

Place:

Signature:



Evolutionary Systems Pvt Ltd

11th Floor Kataria Arcade, Beside Adani Vidhya Mandir, Behind Adani CNG pump SG Highway INDIA.
Tel +91 79 66823300, 66823301 Fax +91 79 66823399 Email: contact@evosysglobal.com Web: www.evosysglobal.com
CIN No. U17122GJ2006PTC049073

Annexure -I

SALARY DETAILS

Name:	Ritika Jha	
Designation:	Associate Consultant	
PARTICULARS	PER MONTH (INR)	PER ANNUM (INR)
Fixed Cash Components		
Basic Salary	11,490	1,37,880
HRA	5,745	68,940
India Allowance*	3,134	37,608
Other Allowance	2,988	35,856
Employee's Contribution to PF**	1,379	16,548
Total Fixed Cash Compensation (A)	24,736	2,96,832
Fixed Non-Cash Components		
Gratuity***	552	6,624
Employer's Contribution to PF**	1,379	16,548
Total Fixed Non-Cash Compensation (B)	1,931	23,172
Total CTC (A+B)	26,667	3,20,004

NOTE:

*India allowance will be applicable during employee's stay in India. It will be discontinued whenever the Employee is deputed onsite.

** PF-Employee and employer PF is a part of CTC.

*** Gratuity will be paid as per the Gratuity.



(Handwritten signature)

Evolutionary Systems Pvt Ltd

11th Floor Kataria Arcade, Beside Adani Vidhya Mandir, Behind Adani CNG pump SG Highway INDIA.
Tel +91 79 66823300, 66823301 Fax +91 79 66823399 Email: contact@evosysglobal.com Web: www.evosysglobal.com
CIN No. U17122GJ2006PTC049073



E-space IT Park A wing 3rd,
Floor, Office no 103A,B,C
Survey no-46/1, Nagar road
Wadgaon Sheri, Pune-41101

Ref No: GS/OW/APL/21/90

APPOINTMENT LETTER

Date: 12th Apr 2021

To,

Mr. Krishna Pawar

Dear Krishna,

It gives me great pleasure to offer you the position of "**Test Engineer (Level 1)**" at our Pune Facility. The position will be based in Pune. Please note that the employment terms contained in this letter are subject to the Company policy conditions.

1. APPOINTMENT

Your date of appointment is effective from the date of this letter i.e. 12th Apr 2021

- a. You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- b. You will be deemed to be on probation in the services of the Company until confirmed in writing. The initial period of probation is six months from the date of your joining. This period of probation may be extended by the management at its discretion.
- c. You also need to sign Terms of Employment document annexed hereto.

2. COMPENSATION

- a. Your Total Annual Compensation would be as below:
 - 4.1 **Base Compensation**-Your base compensation would be Rs. 3,00,000/- per Annum- (Three Lacs only). please refer to Annexure 'A' for Salary break-up details.
- b. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.
- c. Your individual compensation is a confidential matter and you are expected to discuss the same



DocuSigned by:

3684D2C7E3364CA



E-space IT Park A wing 3rd,
Floor, Office no 103A,B,C
Survey no-46/1, Nagar road
Wadgaon Sheri, Pune-411014

only with your manager(s) and concerned members of the HR team. You are advised not to compare salaries amongst colleagues as any grievance raised based on that may not be entertained.

- d. If you leave or are terminated within the first 15 working days of employment, there will be no compensation for time worked.

3. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of GLOBALSTEP, whether directly or indirectly.
- b. You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you. In case of overseas travel/assignment you will require to execute Foreign Travel Bond/ Agreement with GLOBALSTEP at discretion of GLOBALSTEP.
- c. In connection with your employment and during the term of your employment you shall disclose and assign to GLOBALSTEP as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company. You also need to sign separate Confidentiality Agreement with GLOBALSTEP.

4. CONFLICTS OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by GLOBALSTEP and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Manager.
- 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 GLOBALSTEP.
- c. You shall ensure that you shall not directly or indirectly engage in any other employment, business and /or activities other than GLOBALSTEP during the term of your employment with GLOBALSTEP.
- d. In case of any conflict or doubt, please discuss the matter with your Manager, understand the position of GLOBALSTEP and resolve the conflict.

GENERAL





E-space IT Park A wing 3rd,
Floor, Office no 103A,B,C
Survey no-46/1, Nagar road
Wadgaon Sheri, Pune-411014

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- b. Your appointment is contingent upon a satisfactory background & reference check and verification of salary history.

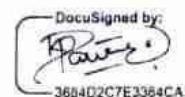
Your employment terms are specifically mentioned in the **Terms of Employment** which are described below.

TERMS OF EMPLOYMENT

Your employment at Globalstep will be governed by the GlobalStep' policies as modified from time to time. Copy of the present policy will be made available to you on your joining GlobalStep. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

- 1.1. A working day and working hours shall be as per applicable laws.
- 1.2. You acknowledge that GlobalStep works with customers that are based in different geographies and accordingly, time zones. Hence, it is essential for us that you be prepared to work on any shift (including but not limited to the night shift). You hereby agree that willingness to work in any shift is the basis of this employment.
- 1.3. You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.4. Any issues like family, health/medical conditions or any other personal reasons, which may hinder you from working in any shift should be notified to us (in writing) before your appointment. If you have not declared any such reasons before your appointment and you decline to work in the assigned shift then the same will be considered as a ground for termination of your services without notice or pay in lieu. You hereby declare that you are physically and mentally fit to carry out your responsibilities and duties
- 1.5. Employees at the client site shall follow the working hours as applicable at client site.
- 1.6. Your workday may comprise of two or more separate blocks of time in given day instead of a single block of time depending upon the need of client/customer to whom you are supporting at that time.
- 1.7. Signing on this document suggests that you have understood the term of working with GlobalStep and consent/accept such terms.





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2) Place of Employment

- 2.1. During your employment with GlobalStep, you will be liable to be transferred or deputed to any of the offices, departments of GlobalStep or its Associates, Subsidiaries or Group Companies, whether in India or abroad.
- 2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with GlobalStep' policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice. You will be required to execute the Foreign Travel Bond with GlobalStep at the discretion of GlobalStep.

4) Salary and Benefits

- 4.1 Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
- 4.2 Notwithstanding the provisions of Clause 4.1, you acknowledge that it is GlobalStep' policy to review the salary payable to its employees periodically and such reviewed salary may be higher or lower than the salary received for the previous year depending upon the overall performance of the Company.
- 4.3 In addition to salary, you shall also be entitled to receive other benefits as applicable under GlobalStep' policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.
- 4.4 The salary shall be payable on monthly basis in arrears typically by the 7th working day on each calendar month.
- 4.5 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices and shall be subjected to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.
- 4.6 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of any other allowances.
- 4.7 By accepting this offer you authorize the Company to deduct from your remuneration on termination of employment (including salary, salary in lieu of notice, holiday pay and sick pay, etc.) all debts owed by you to the Company or any of its group companies or any fine imposed by the Company as a discretionary penalty pursuant to the Company's disciplinary procedure.
- 4.8 Your compensation package is set out in Schedule I. It will be reviewed annually based upon your performance.
- 4.9 Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.
- 4.10 Your individual compensation is a confidential matter and you are expected to discuss the same only with your manager(s) and concerned members of the HR team. You are advised



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not to compare salaries amongst colleagues as any grievance raised based on that may not be entertained. Failure to follow this may lead to termination.

5) Relocation:

5.1. In situation where GlobalStep incurred any expenses in your relocation, then said reimbursement would be taxable as per prevailing laws. In the event of your separation within 12 months of joining GlobalStep, this amount has to be paid back to GlobalStep

6) Leave Entitlement Policy

You shall adhere to the terms of the Leave Policy of GlobalStep.

7) Termination

7.1. Your employment with GlobalStep is subject to termination on:

7.1.1. Level 1 – Two months prior notice from your side

7.1.2. Level 2 – Two months prior notice from your side.

7.1.3. Level 3 – Two months prior notice from your side.

7.1.4. Level 4 – Two months prior notice from your side.

The Notice Period for termination in respect of all employees from GlobalStep shall be as per applicable laws.

7.2. GlobalStep reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice

7.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with GlobalStep, and that your termination/resignation letter (by whatever name it is called) will be accepted by GlobalStep only on your satisfying the mandatory notice period as stated in GlobalStep' HR handbook and as mentioned hereinabove. Further, till such time as GlobalStep accepts your resignation letter, you will be deemed to be an employee of GlobalStep, and the terms and conditions of your employment will still continue to bind you. Further you will also be liable for twice the period's salary of the notice period waived as compensation to GlobalStep for waiving the notice period required as mentioned hereinabove.

7.4. GlobalStep shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

7.4.1 During the service of six month of probation period.

7.4.2 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with GlobalStep' policies and code of conduct; or

7.4.3 You are guilty of any (including but not limited to) gross negligence, fraud, or other misconduct, or are negligent or not in the performance of your duties discharged insolvent, being convicted by any



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- criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of GlobalStep is likely to bring GlobalStep any disrepute whether or not such act is directly related to the affairs of GlobalStep; or
- 7.4.4 You commit any breach of any of your duties or obligations under this agreement or the policies of GlobalStep.
- 7.4.5 There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause 7.4.2, you shall not be entitled to any benefits whatsoever.
- 7.4.6 Unauthorized absence beyond a period of seven (7) consecutive days.
- 7.4.7 Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other ground.
- 7.4.8 Physical or mental incapacitation to perform your duties.
- 7.4.9 Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto.
- 7.4.10 Commission of any act detrimental to the interests of the Company,
- 7.4.11 Commission of any act of moral turpitude.
- 7.4.12 Major misconduct.
- 7.4.13 Your performance is continuously measured as below expectation for a period of two weeks, despite due training.
- 7.4.14 Notwithstanding anything contained in above clause the company reserves the terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clause mentioned above.
- 7.5. After notice of termination, you shall cooperate with the company as reasonably requested by the Company, to affect a transition of your responsibilities and ensure that the company is aware of all matters being handled by you.
- 7.6. Upon termination of your employment with the Company for any reasons, you shall promptly return to the Company any keys, passes, confidential documents or material, or other property belongings to the company, and return all writings, files, records and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents / Property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
- 7.7. The Company reserves the right during any period of notice to exclude you from the premises of the company or to require you to carry out specified duties at premises other than those referred to in paragraph mentioned above or to carry out no duties and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated. You will not be entitled to engage in any other employment, work or business during the notice period.

8) Mode of Communication





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For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

9) Confidentiality

9.1. You agree at all times during the term of your employment and thereafter (Without limit of time);

9.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of GlobalStep, and

9.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of GlobalStep.

9.1.3. You agree to return to GlobalStep, all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with GlobalStep.

9.2. For the purposes of Clause 9.1., "Confidential Information" means any of GlobalStep' proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of GlobalStep with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by GlobalStep in any country or jurisdiction (until the same is generally available to the public), and any other business information of GlobalStep including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of GlobalStep, or which is generally known outside GlobalStep.

9.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of GlobalStep and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Global Step.

10) Intellectual Property



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- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with GlobalStep shall belong to GlobalStep absolutely. Pursuant to its exclusive proprietary rights, the GlobalStep shall have the sole and exclusive right to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the GlobalStep.
- 10.2 You agree, at GlobalStep' expense, to provide, during and after this employment, all such assistance as GlobalStep reasonably considers necessary, to secure the vesting of such rights in GlobalStep or Terms of Employment GlobalStep, its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

11)Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: –

- 11.1. You consent to the processing of your personal data in accordance with GlobalStep data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 11.2. In particular, you explicitly consent to:
- The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
 - The transfer worldwide of personal data held about you by GlobalStep to other employees and offices of GlobalStep' worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to GlobalStep by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.
- 11.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other GlobalStep' policies and procedures. In particular, you agree to treat any such data other than in connection with and to the extent necessary for your employment.





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12) Non-Compete

You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 5 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by GlobalStep to such client, either directly or indirectly with any of 'GlobalStep, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.5 lakhs shall be payable by you to GlobalStep, as damages.

13) Non-Solicitation of Employees and Clients

You agree that during the period of your employment with GlobalStep, and for two years in case of Employees and Five Years in case of Clients after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of GlobalStep, you will not, either directly or indirectly:

- (A) solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of GlobalStep; or
- (B) adversely affect the business prospects of GlobalStep by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an Employee of the GlobalStep for any purpose related in any manner to the business of GlobalStep.
- (C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of GlobalStep' present business and the duties of your employment.

14) Warranty

- 14.1 You warrant that your joining GlobalStep will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with GlobalStep.
- 14.3 You warrant that you will comply with all GlobalStep, applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of GlobalStep.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

15) Indemnification

You agree to indemnify GlobalStep for any losses or damages sustained by GlobalStep caused by or related to your breach of any of the provisions contained in this Terms of Employment.

16) Retirement



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Your age of retirement from the service will be on completion of 58 years. However, you may opt for voluntary retirement at any age before 58 years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

17) General

- 17.1 This agreement contains the entire agreement between the employee and GlobalStep, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non-disclosure.
- 17.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Pune, Maharashtra, India.
- 17.3 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.
- 17.4 You will be bound by the Code of Conduct of the Company all other rules, regulations, instruction, policies and orders issued by the Company from time to time.
- 17.5 You shall inform the company as soon as possible about any change in your residential address.
- 17.6 Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.
- 17.7 The company is not liable to provide any vehicle for carrying out your assigned tasks and you will be expected to arrange your own means of conveyance or utilize public transport.
- 17.8 You will be subjected to 'Security Check' of your belongings while entering and leaving the premise, if found necessary.

Kindly sign and return the duplicate copy of this letter, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of the letter.

Please Note:

Signing this Letter Agreement, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this offer letter will be treated as an Employment Agreement and the terms and conditions of this Agreement shall govern your employment with the Company.





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Acknowledgement and Acceptance of Appointment with GlobalStep Pvt Ltd.

I, Krishna Pawar have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on 12th Apr 2021 (Date).

DocuSigned by:

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Signature: _____

Name: Krishna Pawar

Date: 12th Apr 2021

Place: Krishna Pawar

Kindly sign and return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out herein.

We take great pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Yours sincerely,

DocuSigned by:

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Shikha Gangwar

Head-HR





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STRICTLY CONFIDENTIAL

Schedule 1

Mr. Krishna Pawar

Effective from: 12th Apr 2021

Salary Components	Per Month (in Rs.)	Per Annum (In Rs.)
Basic	15,000	1,80,000
HRA	6,000	72,000
Bonus	1047	12,564
Standard Allowance	403	4,836
Fixed Compensation	22,450	2,69,400
Gross Salary	22,450	2,69,400
Food	750	9,000
Employer's Contribution to PF	1800	21,600
Cost to Company	25,000	3,00,000

All the components marked * would be taxable in case of non-submission of valid bills.

Components would be paid on monthly basis. Bills to be submitted by March 2022 otherwise tax would be deducted on amounts already paid.

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GlobalStep services Pvt. Ltd.
E Space IT Park,
A1, 2nd & 3rd Floor, Nagar Road
Vadgaon Sheri, Pune, 411014
globalstep.com

Date: 26th May 2021

EMPLOYMENT LETTER

Dear Pratik Laxman Trimbake,

GlobalStep Services Pvt. Ltd is pleased to appoint you on contract as 'Test Engineer'.
You would be placed on contract till "26th November 2021", with evaluations taking place at the end of the contract period. Upon successful completion of the contract period, on the discretion of the company, you will receive a permanent appointment.

Terms and Conditions of the Contract:

You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("Company Policy") of GlobalStep Services Pvt Ltd as applicable, enforced, amended or altered from time to time during the course of your employment.

This contract could be amended or terminated on the discretion of the company as and when required. You are required to serve 2 months of notice period incase if you wish to end the contract in order to be entitled for any proof of experience from the company's side. Further you would also be liable for 2 months' salary of the notice period waived as compensation to GlobalStep for waiving the notice period required as mentioned hereinabove.

You acknowledge that GlobalStep works with customers that are based in different geographies and accordingly, time zones. Hence, it is essential for us that you be prepared to work on any shift (including but not limited to the night shift). You hereby agree that willingness to work in any shift is the basis of this employment.



DocuSigned by:
Pratik Laxman Trimbake
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E Space IT Park,
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Vadgaon Sheri, Pune, 411014
globalstep.com

Any issues like family, health/medical conditions or any other personal reasons, which may hinder you from working in any shift should be notified to us (in writing) before your appointment. If you have not declared any such reasons before your appointment and you decline to work in the assigned shift then the same will be considered as a ground for termination of your services without notice or pay in lieu. You hereby declare that you are physically and mentally fit to carry out your responsibilities and duties.

Confidentiality:

You agree at all times during the term of your employment and thereafter (Without limit of time);

To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of GlobalStep, and not to disclose or divulge the Confidential Information to any person or entity without written authorization of GlobalStep.

You agree to return to GlobalStep, all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with GlobalStep.

For the purposes of Clause 9.1., "Confidential Information" means any of GlobalStep' proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of GlobalStep with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by GlobalStep in any country or jurisdiction (until the same is generally available to the public), and any other business information of GlobalStep including its business plans, practice



DocuSigned by:
Pratik Laxman Trimbake
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GlobalStep services Pvt. Ltd.
E Space IT Park,
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globalstep.com

methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of GlobalStep, or which is generally known outside GlobalStep.

You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of GlobalStep and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Global Step.

You are required to abide by GlobalStep Information security Policies and Procedure.

Signing on this document suggests that you have understood the term of working with GlobalStep and consent/accept such terms.

We look forward to a mutually rewarding relationship.

For GlobalStep Services Pvt. Ltd.,

DocuSigned by:
Shikha Gangwar
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Shikha Gangwar
Head-HR Pune
CC: Personal File



DocuSigned by:
Pratik Laxman Trimbake
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GlobalStep services Pvt.Ltd.
E Space IT Park,
A1, 2nd & 3rd Floor, Nagar Road
Vadgaon Sheri, Pune, 411014
globalstep.com

Date:26th May 2021

EMPLOYMENT LETTER

Dear Shivaraya Patil ,

GlobalStep Services Pvt. Ltd is pleased to appoint you on contract as '**Test Engineer**'.
You would be placed on contract till "26th November 2021", with evaluations taking place at the end of the contract period. Upon successful completion of the contract period, on the discretion of the company, you will receive a permanent appointment.

Terms and Conditions of the Contract:

You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("Company Policy") of GlobalStep Services Pvt Ltd as applicable, enforced, amended or altered from time to time during the course of your employment.

This contract could be amended or terminated on the discretion of the company as and when required. You are required to serve 2months of notice period incase if you wish to end the contract in order to be entitled for any proof of experience from the company's side. Further you would also be liable for 2 months' salary of the notice period waived as compensation to GlobalStep for waiving the notice period required as mentioned hereinabove.

You acknowledge that GlobalStep works with customers that are based in different geographies and accordingly, time zones. Hence, it is essential for us that you be prepared to work on any shift (including but not limited to the night shift). You hereby agree that willingness to work in any shift is the basis of this employment.





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Any issues like family, health/medical conditions or any other personal reasons, which may hinder you from working in any shift should be notified to us (in writing) before your appointment. If you have not declared any such reasons before your appointment and you decline to work in the assigned shift then the same will be considered as a ground for termination of your services without notice or pay in lieu. You hereby declare that you are physically and mentally fit to carry out your responsibilities and duties.

Confidentiality:

You agree at all times during the term of your employment and thereafter (Without limit of time);

To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of GlobalStep, and not to disclose or divulge the Confidential Information to any person or entity without written authorization of GlobalStep.

You agree to return to GlobalStep, all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with GlobalStep.

For the purposes of Clause 9.1., "Confidential Information" means any of GlobalStep' proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of GlobalStep with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by GlobalStep in any country or jurisdiction (until the same is generally available to the public), and any other business info Step including its business plans, practice





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methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of GlobalStep, or which is generally known outside GlobalStep.

You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of GlobalStep and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Global Step.

You are required to abide by GlobalStep Information security Policies and Procedure.

Signing on this document suggests that you have understood the term of working with GlobalStep and consent/accept such terms.

We look forward to a mutually rewarding relationship.

For GlobalStep Services Pvt. Ltd.,

DocuSigned by:
Shikha Gangwar
E3F94C DB60290CF

Shikha Gangwar
Head-HR Pune
CC: Personal File





GlobalStep services Pvt. Ltd.
E Space IT Park,
A1, 2nd & 3rd Floor, Nagar Road
Vadgaon Sheri, Pune, 411014
globalstep.com

Date:26th May 2021

EMPLOYMENT LETTER

Dear Tanay Sankhe,

GlobalStep Services Pvt. Ltd is pleased to appoint you on contract as **'Test Engineer'**. You would be placed on contract till "26th November 2021", with evaluations taking place at the end of the contract period. Upon successful completion of the contract period, on the discretion of the company, you will receive a permanent appointment.

Terms and Conditions of the Contract:

You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("Company Policy") of GlobalStep Services Pvt Ltd as applicable, enforced, amended or altered from time to time during the course of your employment.

This contract could be amended or terminated on the discretion of the company as and when required. You are required to serve 2months of notice period incase if you wish to end the contract in order to be entitled for any proof of experience from the company's side. Further you would also be liable for 2 months' salary of the notice period waived as compensation to GlobalStep for waiving the notice period required as mentioned hereinabove.

You acknowledge that GlobalStep works with customers that are based in different geographies and accordingly, time zones. Hence, it is essential for us that you be prepared to work on any shift (including but not limited to the night shift). You hereby agree that willingness to work in any shift is the basis of this employment.





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Any issues like family, health/medical conditions or any other personal reasons, which may hinder you from working in any shift should be notified to us (in writing) before your appointment. If you have not declared any such reasons before your appointment and you decline to work in the assigned shift then the same will be considered as a ground for termination of your services without notice or pay in lieu. You hereby declare that you are physically and mentally fit to carry out your responsibilities and duties.

Confidentiality:

You agree at all times during the term of your employment and thereafter (Without limit of time);

To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of GlobalStep, and not to disclose or divulge the Confidential Information to any person or entity without written authorization of GlobalStep.

You agree to return to GlobalStep, all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with GlobalStep.

For the purposes of Clause 9.1., "Confidential Information" means any of GlobalStep' proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of GlobalStep with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by GlobalStep in any country or jurisdiction (until the same is generally available to the public), and any other busi
f GlobalStep including its business plans, practice





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methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of GlobalStep, or which is generally known outside GlobalStep.

You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of GlobalStep and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Global Step.

You are required to abide by GlobalStep Information security Policies and Procedure.

Signing on this document suggests that you have understood the term of working with GlobalStep and consent/accept such terms.

We look forward to a mutually rewarding relationship.

For GlobalStep Services Pvt. Ltd.,

DocuSigned by:
Shikha Gangwar
E3F94C DB6029dCF

Shikha Gangwar
Head-HR Pune
CC: Personal File





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Wadgaon Sheri, Pune-41101

Ref No: GS/OW/APL/21/87

APPOINTMENT LETTER

Date: 12th Apr 2021

To,

Ms. Vaishnavi Chaugule

Dear Vaishnavi,

It gives me great pleasure to offer you the position of "Test Engineer (Level 1)" at our Pune Facility. The position will be based in Pune. Please note that the employment terms contained in this letter are subject to the Company policy conditions.

1. APPOINTMENT

Your date of appointment is effective from the date of this letter i.e. 12th Apr 2021

- a. You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- b. You will be deemed to be on probation in the services of the Company until confirmed in writing. The initial period of probation is six months from the date of your joining. This period of probation may be extended by the management at its discretion.
- c. You also need to sign Terms of Employment document annexed hereto.

2. COMPENSATION

a. Your Total Annual Compensation would be as below:

4.1 **Base Compensation**-Your base compensation would be Rs. 3,00,000/- per Annum- (Three Lacs only). please refer to Annexure 'A' for Salary break-up details.

- b. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.
- c. Your individual compensation is a confidential matter and you are expected to discuss the same



DocuSigned by:

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only with your manager(s) and concerned members of the HR team. You are advised not to compare salaries amongst colleagues as any grievance raised based on that may not be entertained.

- d. If you leave or are terminated within the first 15 working days of employment, there will be no compensation for time worked.

3. RESPONSIBILITIES

- a In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of GLOBALSTEP, whether directly or indirectly.
- b You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you. In case of overseas travel/assignment you will require to execute Foreign Travel Bond/ Agreement with GLOBALSTEP at discretion of GLOBALSTEP.
- c In connection with your employment and during the term of your employment you shall disclose and assign to GLOBALSTEP as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company. You also need to sign separate Confidentiality Agreement with GLOBALSTEP.

4. CONFLICTS OF INTEREST

- a You are required to engage yourself exclusively in the work assigned by GLOBALSTEP and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Manager.
- 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 GLOBALSTEP.
- c You shall ensure that you shall not directly or indirectly engage in any other employment, business and /or activities other than GLOBALSTEP during the term of your employment with GLOBALSTEP.
- d In case of any conflict or doubt, please discuss the matter with your Manager, understand the position of GLOBALSTEP and resolve the conflict.

GENERAL





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- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- b. Your appointment is contingent upon a satisfactory background & reference check and verification of salary history.

Your employment terms are specifically mentioned in the **Terms of Employment** which are described below.

TERMS OF EMPLOYMENT

Your employment at Globalstep will be governed by the GlobalStep' policies as modified from time to time. Copy of the present policy will be made available to you on your joining GlobalStep. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

- 1.1. A working day and working hours shall be as per applicable laws.
- 1.2. You acknowledge that GlobalStep works with customers that are based in different geographies and accordingly, time zones. Hence, it is essential for us that you be prepared to work on any shift (including but not limited to the night shift). You hereby agree that willingness to work in any shift is the basis of this employment.
- 1.3. You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.4. Any issues like family, health/medical conditions or any other personal reasons, which may hinder you from working in any shift should be notified to us (in writing) before your appointment. If you have not declared any such reasons before your appointment and you decline to work in the assigned shift then the same will be considered as a ground for termination of your services without notice or pay in lieu. You hereby declare that you are physically and mentally fit to carry out your responsibilities and duties
- 1.5. Employees at the client site shall follow the working hours as applicable at client site.
- 1.6. Your workday may comprise of two or more separate blocks of time in given day instead of a single block of time depending upon the need of client/customer to whom you are supporting at that time.
- 1.7. Signing on this document suggests that you have understood the term of working with GlobalStep and consent/accept such



DocuSigned by:
Changula
48C20D953CD94D3



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2) Place of Employment

- 2.1. During your employment with GlobalStep, you will be liable to be transferred or deputed to any of the offices, departments of GlobalStep or its Associates, Subsidiaries or Group Companies, whether in India or abroad.
- 2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with GlobalStep' policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice. You will be required to execute the Foreign Travel Bond with GlobalStep at the discretion of GlobalStep.

4) Salary and Benefits

- 4.1 Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
- 4.2 Notwithstanding the provisions of Clause 4.1, you acknowledge that it is GlobalStep' policy to review the salary payable to its employees periodically and such reviewed salary may be higher or lower than the salary received for the previous year depending upon the overall performance of the Company.
- 4.3 In addition to salary, you shall also be entitled to receive other benefits as applicable under GlobalStep' policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.
- 4.4 The salary shall be payable on monthly basis in arrears typically by the 7th working day on each calendar month.
- 4.5 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices and shall be subjected to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.
- 4.6 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of any other allowances.
- 4.7 By accepting this offer you authorize the Company to deduct from your remuneration on termination of employment (including salary, salary in lieu of notice, holiday pay and sick pay, etc.) all debts owed by you to the Company or any of its group companies or any fine imposed by the Company as a discretionary penalty pursuant to the Company's disciplinary procedure.
- 4.8 Your compensation package is set out in Schedule I. It will be reviewed annually based upon your performance.
- 4.9 Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.
- 4.10 Your individual compensation is a confidential matter and you are expected to discuss the same only with your mar
ned members of the HR team. You are advised





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not to compare salaries amongst colleagues as any grievance raised based on that may not be entertained. Failure to follow this may lead to termination.

5) Relocation:

5.1. In situation where GlobalStep incurred any expenses in your relocation, then said reimbursement would be taxable as per prevailing laws. In the event of your separation within 12 months of joining GlobalStep, this amount has to be paid back to GlobalStep

6) Leave Entitlement Policy

You shall adhere to the terms of the Leave Policy of GlobalStep.

7) Termination

7.1. Your employment with GlobalStep is subject to termination on:

7.1.1. Level 1 – Two months prior notice from your side

7.1.2. Level 2 – Two months prior notice from your side.

7.1.3. Level 3 – Two months prior notice from your side.

7.1.4. Level 4 – Two months prior notice from your side.

The Notice Period for termination in respect of all employees from GlobalStep shall be as per applicable laws.

7.2. GlobalStep reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice

7.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with GlobalStep, and that your termination/resignation letter (by whatever name it is called) will be accepted by GlobalStep only on your satisfying the mandatory notice period as stated in GlobalStep' HR handbook and as mentioned hereinabove. Further, till such time as GlobalStep accepts your resignation letter, you will be deemed to be an employee of GlobalStep, and the terms and conditions of your employment will still continue to bind you. Further you will also be liable for twice the period's salary of the notice period waived as compensation to GlobalStep for waiving the notice period required as mentioned hereinabove.

7.4. GlobalStep shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

7.4.1 During the service of six month of probation period.

7.4.2 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with GlobalStep' policies and code of conduct; or

7.4.3 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any





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- criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of GlobalStep is likely to bring GlobalStep any disrepute whether or not such act is directly related to the affairs of GlobalStep; or
- 7.4.4 You commit any breach of any of your duties or obligations under this agreement or the policies of GlobalStep.
- 7.4.5 There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause 7.4.2, you shall not be entitled to any benefits whatsoever.
- 7.4.6 Unauthorized absence beyond a period of seven (7) consecutive days.
- 7.4.7 Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other ground.
- 7.4.8 Physical or mental incapacitation to perform your duties.
- 7.4.9 Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto.
- 7.4.10 Commission of any act detrimental to the interests of the Company,
- 7.4.11 Commission of any act of moral turpitude.
- 7.4.12 Major misconduct.
- 7.4.13 Your performance is continuously measured as below expectation for a period of two weeks, despite due training.
- 7.4.14 Notwithstanding anything contained in above clause the company reserves the terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clause mentioned above.
- 7.5. After notice of termination, you shall cooperate with the company as reasonably requested by the Company, to affect a transition of your responsibilities and ensure that the company is aware of all matters being handled by you.
- 7.6. Upon termination of your employment with the Company for any reasons, you shall promptly return to the Company any keys, passes, confidential documents or material, or other property belonging to the company, and return all writings, files, records and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents / Property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
- 7.7. The Company reserves the right during any period of notice to exclude you from the premises of the company or to require you to carry out specified duties at premises other than those referred to in paragraph mentioned above or to carry out no duties and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated. You will not be entitled to engage in any other employment, work or business during the notice period.

8) Mode of Communication





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For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

9) Confidentiality

9.1. You agree at all times during the term of your employment and thereafter (Without limit of time);

9.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of GlobalStep, and

9.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of GlobalStep.

9.1.3. You agree to return to GlobalStep, all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with GlobalStep.

9.2. For the purposes of Clause 9.1., "Confidential Information" means any of GlobalStep' proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of GlobalStep with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by GlobalStep in any country or jurisdiction (until the same is generally available to the public), and any other business information of GlobalStep including its business plans, practice methods, tips and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or oral, formal or not. Confidential Information however shall not include knowledge, skills or information which is common to the business of GlobalStep, or which is generally known to GlobalStep.

9.3. You understand that maintaining the confidential nature of the confidential information is of utmost importance to the success of GlobalStep and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Global Step.

10) Intellectual Property





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12) Non-Compete

You undertake and agree to maintain confidentiality of all information disclosed to you in connection with this agreement and for a minimum of two years after the termination of your employment with GlobalStep. You shall not provide product/services and/or conduct any business that is offered by GlobalStep to any third party exposed to you. If you violate this provision, a minimum amount of Rs.5 lakhs shall be payable by you to GlobalStep as damages.

of exclusivity and to this end, during the validity of this agreement and thereafter, you shall neither solicit business nor offer any product or service, that directly competes with the kind of product/services offered by GlobalStep, either directly or indirectly with any of 'GlobalStep, client or employee of GlobalStep. If you violate this provision, a minimum amount of Rs.5 lakhs shall be payable by you to GlobalStep as damages.

13) Non-Solicitation of Employees and Clients

You agree that during the period of your employment with GlobalStep and for two years in case of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), you will not, either directly or indirectly:

Employees
You agree that during the period of your employment with GlobalStep, and for two years in case of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), you will not, either directly or indirectly:

- (A) solicit, divert, take away, hire, or recruit, any employee of GlobalStep;
- (B) adversely affect, divert, take away, hiring, or recruitment of any business of any client of GlobalStep with whom you were in contact in any manner while employed by GlobalStep;
- (C) You agree that the above restrictions are reasonable in nature and scope.

directly or indirectly solicit, divert, take away, hire, or recruit, any employee of GlobalStep; or

adversely affect, divert, take away, hiring, or recruitment of any business prospects of GlobalStep by soliciting, diverting, taking away, hiring, or recruitment of any business of any client of GlobalStep by attempting to solicit, divert, take away, hire, or recruit, the business of any client of GlobalStep, former, potential client, potential customer, person, or entity with whom you were in contact as an Employee of the GlobalStep for any purpose related to the business of GlobalStep.

The above restrictions are reasonable both as to time and extent given the nature and scope of GlobalStep's present business and the duties of your employment.

14) Warranty

- 14.1 You warrant that you are not employed by any other organization or have been employed by any other organization within the last 12 months.
- 14.2 You warrant that you have not obtained from any other organization any confidential or proprietary information or to your employment with GlobalStep.
- 14.3 You warrant that you will comply with all GlobalStep, applicable policies and standards and shall perform your duties in a manner consistent with the ethical and professional standards of GlobalStep.
- 14.4 You warrant that you have all the requisite certificates, licenses, permits, work visas, and clearances to perform the services.

You warrant that you are not employed by any other organization or have been employed by any other organization within the last 12 months.

You warrant that you have not obtained from any other organization any confidential or proprietary information or to your employment with GlobalStep.

You warrant that you will comply with all GlobalStep, applicable policies and standards and shall perform your duties in a manner consistent with the ethical and professional standards of GlobalStep.

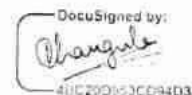
You warrant that you have all the requisite certificates, licenses, permits, work visas, and clearances to perform the services.

15) Indemnification

You agree to indemnify GlobalStep for all losses or damages sustained by GlobalStep caused by or on behalf of you as contained in this Terms of Employment.

You agree to indemnify GlobalStep for all losses or damages sustained by GlobalStep caused by or on behalf of you as contained in this Terms of Employment.

16) Retirement





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Your age of retirement for voluntary retirement at a unable to continue in service the calendar month in which

... will be on completion of 58 years. However, you may opt ... 3 years during your services in the establishment if you are ... The actual date of retirement shall be the last working day of ... day falls.

17) General

- 17.1 This agreement ... no alteration of ... writing and sign ... agreements or ... rights and / or ...
- 17.2 This agreement ... Employee agree ...
- 17.3 Should any part ... will co-operate ... thereof as ma ... this agreement ... final adjudica ... adjudication s ... the terms and ... of the essence ... remainder of th ...
- 17.4 You will be t ... instruction, p ...
- 17.5 You shall info ... address.
- 17.6 Participation ... applicable to y ...
- 17.7 The company ... you will be ex ...
- 17.8 You will be s ... premise, if fo ...

entire agreement between the employee and GlobalStep, and ... the terms of this agreement shall be valid unless made in ... a parties here to. This agreement supersedes any prior ... between the parties relating to the matter of proprietary

er and shall be construed according to the laws of India. ... the jurisdiction of the courts of Pune, Maharashtra, India.

ment be declared illegal or unenforceable, the parties hereto ... to them to obtain substantially the same result or as much ... including taking appropriate steps to amend, modify or alter ... provision of this Agreement shall be hereafter declared by a ... or court of competent jurisdiction to be illegal, such ... validity or enforceability of any other term or provision unless ... are expressly defined as a conditions precedent or as ... or comprising an integral part of, or inseparable from the

of Conduct of the Company all other rules, regulations, ... by the Company from time to time.

as soon as possible about any change in your residential

Provident Fund Scheme as per the rules and policies ... employees.

vide any vehicle for carrying out your assigned tasks and ... your own means of conveyance or utilize public transport.

'Check' of your belongings while entering and leaving the

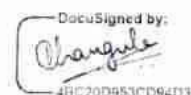
Kindly sign and return the conditions set out herein.

this letter, as a token of your acceptance of the terms and ... each page of the letter.

Please Note:

Signing th ... Company ... us, this o ... conditions

... you have agreed to accept the employment with the ... conditions set out herein. Upon your signature and return to ... ed as an Employment Agreement and the terms and ... shall govern your employment with the Company.





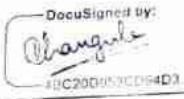
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Wadgaon Sheri, Pune-411014

Acknowledgement and Appointment

I, Vaishnavi Chaugule
have read and understood the above
terms and conditions go
mentioned appointment in
I confirm my acceptance of

Appointment with GlobalStep Pvt Ltd.

I, _____ have read and understood the above
appointment with the company and hereby accept the above-
mentioned terms and conditions.
I will report for work on 12th Apr 2021 (Date).

Signature: 

Name: Vaishnavi Chaugule

Date: 12th Apr 2021

Place: Pune

Kindly sign and return a copy of this document
terms and conditions set out in the enclosed letter.

We take great pleasure in having you with us and
service with us will be long and mutually beneficial.

This document is countersigned by you on each page in acceptance of the terms and conditions set out in the enclosed letter.

We are pleased to have you join our Organization and sincerely hope that your period of service will be long and mutually beneficial.

Yours sincerely,



Shikha Gangwar

Head-HR





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STRICTLY CONFIDENTIAL

Schedule 1

Ms. Vaishnavi Chaugule

Effective from: 12th Apr 2022

Salary Components	Per Month (in Rs.)	Per Annum (In Rs.)
Basic	15,000	1,80,000
HRA	6,000	72,000
Bonus	1047	12,564
Standard Allowance	403	4,836
Fixed Compensation	22,450	2,69,400
Gross Salary	22,450	2,69,400
Food	750	9,000
Employer's Contribution	1800	21,600
Cost to Company	25,000	3,00,000

All the components marked with * are subject to tax deduction at source.

* Components would be paid on a reimbursement basis. If bills are not submitted, the components would be deducted on amounts.

* Components marked with * are subject to tax deduction at source.

* Bills to be submitted by March 2022 otherwise tax would be deducted on amounts.



DocuSigned by:
Chaugule
48C20D953C0594D3

05 August 2021
Shubham Shankar Bhosale
T8 - B.E / B.Tech
Dr. D Y Patil School Of Engineering Lohegaon

Dear Shubham Shankar Bhosale,

Congratulations! Further to your selection under Hexaware Mavericks program and your acceptance of the offer, we are pleased to offer you a position as "Trainee" from 05 August 2021 at Chennai office as per the following terms and conditions. Please note that this appointment letter supersedes all earlier letter/s issued to you and as such the earlier letter/s of appointment issued to you stand cancelled.

1. An amount of INR 15000/-pm will be paid as stipend under Apprenticeship Act, 1961, for a period of up to 3 months i.e. during the classroom training. There will be no deduction of Provident Fund, Professional Tax and ESIC.
2. Post completion of the stipend period you will be paid salary as per the annexure attached and marked as Annexure "I".
3. The training period is of one year duration from the date of joining and shall comprise of classroom as well as on-the-job training. Upon completion of stipend period you will be re-designated as **Associate Software Engineer**. However, your on-the-job training would continue till you complete one year from the date of joining.
4. The continuation of your training and subsequent employment will be subject to you meeting the qualifying criteria during and at the end of the training period. Upon successful completion of training period you will be considered for an employment with the Company. For the sake of clarity the company may at its sole discretion evaluate you for permanent employment.
5. During the training period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training can be terminated by the Company without any notice or compensation. However, the Company reserves the right to terminate your services at any point in time on disciplinary grounds/ poor performance/ non-adherence to Company's rules and regulations and violation of any other terms of employment, without any notice or compensation.
6. In the event the company decides to hire you on permanent basis, provided you have successfully completed your training, the notice period for severance will be three months on either side or salary in lieu thereof. Salary for purpose of this clause means Basic Salary. However, the discretion to release you earlier than three months would be solely with the management. Notwithstanding anything contrary contained herein the notice period stated in this section is subject to any other agreement that the employee has entered into with the company whether in past, present or future, AND in the presence of such agreement, the

Monica Mathai



HEXAWARE TECHN

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Mumbai - 400710. Tel: +91 22 6701 9595. Fax: +91 22 6701 9599

notice period stated in this section shall apply on completion of such other term / period / duration as agreed under any such documents / agreements.

7. In the event you are in breach of any terms and conditions of this letter or any of the applicable terms or policy as may be imposed by the company from time to time. Company may at its sole discretion terminate the training/ employment with immediate effect.
8. Your compensation is strictly confidential, and we expect that you maintain the confidentiality of the same at all times. Increments are not automatic but will be based solely on your performance as evaluated through the performance appraisal system or any other mechanism as the Company may deem fit for the purpose of deciding the same.
9. Your designation is merely indicative of the responsibilities which you are required to carry out. The Company shall be entitled to advise you, at any time, to perform any other administrative, managerial, supervisory, or other functions as per business needs and you will be bound to carry out such functions.
10. The Company may nominate you to attend trainings that might involve a considerable cost. Similarly you may be deputed to client's site to gain knowledge and utilize the same to execute projects in India/abroad. In view of this you will be expected to serve the Company, on completion of the training/knowledge transfer, for a specified period as required by the Company.
11. During the term of your employment with the Company, you agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of Hexaware. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn or terminated at the sole discretion of the Company.
12. You shall at all times observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, and which according to the Company are necessarily confidential, form valuable property of the Company and not made available to the trade. Further, you will not disclose such data or information without written consent from the Company to anyone other than the Company's officials who are authorized to receive the same. You will sign the "Non-Disclosure Agreement" (NDA) at the time of joining and shall abide by the terms and conditions mentioned therein.

Even after you have ceased to be in the service of the Company, the confidentiality obligations shall be perpetual and binding on you and you shall not disclose the same to anyone.

Monica Mathia

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www.hexaware.com



13. You will assign to the Company the right, title and interest in any invention or improvement that you may make solely or jointly in the course of your training period and subsequent employment which may be relating to the products/services marketed, based, developed and you will perform any acts, execute such documents without expenses to you, which in the judgment of the Company, may be needful or desirable to secure to the Company patent protection and any/all rights relating to invention or improvement.
14. You shall maintain proper discipline and dignity of office and shall deal with all matters with sobriety, utmost discipline and judiciousness.
15. You shall be governed by Hexaware Code of Conduct (COC) and will be required to sign an undertaking which will be given to you separately at the time of joining. You are always requested to read and comply with the same. Any breach of COC provisions or the terms and conditions of employment may result into termination and/or an appropriate disciplinary action.
16. You shall follow the daily attendance process laid down in the Company from time to time.
17. 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.
18. Due to business needs, you may be required to travel outside India. You are, therefore, advised to hold a valid passport at all times. Please submit a copy of your valid passport forthwith, if not submitted earlier. In case you do not possess a passport or if the same is no longer valid, you are required to obtain it, at your own expense, and submit to HR dept. within 45 days. You can use the TATKAL service for faster issuance of the passport. It would also be to your advantage to have a four-wheeler driving license as well.
19. As per income tax rules it is mandatory for you to submit a copy of your PAN (permanent account number) card at the time of joining. In case you do not possess it, you are required to obtain it, at your own expense, and submit to HR dept.
20. You will adhere to the dress code as laid down by the Company. You will also observe the work timings/holidays as applicable to your place of posting and as amended from time to time. Further, you should be prepared to work on any shifts, as may be warranted by the Company/client's work requirements.
21. You will inform the Company of any change in your residential address forthwith.
22. During your training period /employment terms and in the event of ceasing the services of the Company for whatsoever reason, y
ition to any other limitation during the

Monica Mathia



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New Mumbai, 400710. Tel.: +91 22 6781 9595. Fax: +91 22 6781 9599.

term of your employment and for a period of 1 year after the termination of your employment, you will not directly or indirectly:

- (i) Solicit or accept employment with any client / customer of Hexaware or its Subsidiaries, to which you provided services as a Hexaware employee.
- (ii) On your behalf or as a partner or as an officer, director, an employee, agent or shareholder or any other entity; or person or as a trustee, fiduciary of other representative or any other person or entity.

(a) Employ, solicit the employment of, or encourage or aid any other party to employ or solicit the employment of any Hexaware employee or independent contractor.

(b) Contact any persons or companies which are customers or prospective customers of Hexaware or any of its affiliates or subsidiaries for the purpose of soliciting the customers or prospective customers in competition with Hexaware its affiliates or subsidiaries nor solicit or divert or cause anyone to solicit or divert, any such customers or prospective customers from Hexaware its subsidiaries, affiliates.

For the purpose of point No. (i) & (ii) above, Hexaware client / customer means and include any organization or person or Franchisee to which for a fee or charge, Hexaware has provided services. A prospective client / customer means a person, or another organization or person to which Hexaware has, within the twelve months period preceding such termination or separation of employment, has / has submitted a proposal to provide services, the preparation of which included your direct involvement.

23. It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you.
24. Your appointment is transferable and the Company, at its discretion, may transfer you to any other department or to any place in India or outside India and as such you may, at any time, be transferred to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office, subsidiary, associate or organization is in existence today or is to be set-up hereafter. While every attempt will be made to give you reasonable advance notice of such transfer, in case of emergency such transfers may be made effective immediately.
 - a) You will observe working timings and holidays as applicable to your location and place of work.
 - b) On your transfer/deputation to any other place as stipulated in clause(10) you will observe the working timings and holidays as applicable to the location and place of work where you have been transferred/deputed, without any change in remuneration.
25. During your employment with the Company you will comply with the provisions of the Information Security policies, procedures and guidelines of Hexaware at all times and which shall extend beyond the normal working hours, whether inside or outside the office premises including customer site / location. Any violation will be viewed very seriously and attract strict disciplinary action.

Monica Mathur

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Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com



26. If during the period of your employment with us you achieve any invention, process improvement, operational improvement or other processes/methods that will likely to be resulting into more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and exploit such improvements and you shall assign all your rights to the Company for the purpose of seeking any patent rights in respect thereof or for any other purpose.
27. Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or other data, tables, calculations, letter or other documents or any other writing or copy of writing of any nature whatsoever pertaining to the business of the Company or any of

Its subsidiaries and the same are to be handed over back to the Company, failing which the Company shall treat it as breach of the Confidentiality obligations and shall be forced to take strict action against you.

28. You warrant that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform the duties of your employment. During the period of this employment you shall not draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.
29. 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. In the event a client seeks information pertaining to business aspect of your employment (including Resume), the company shall provide such information to the client without any notification to you.
30. If you remain absent for a continuous period of 3 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily abandoned your services and Company will be constrained to take necessary disciplinary action against you as per policy, your terms of employment and/or any other document.
31. Your appointment is subject to your submitting copies of mark sheets /certificates in respect of all your educational qualifications at the time of joining. You are required to submit all the mark sheets with respect to your graduation/post-graduation forthwith to the HR Dept., if same has not been submitted earlier. You should have also been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the mark sheets/proofs in respect of your qualifications and any condonation of delay in submission of the same shall be at the discretion of the Company.

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32. Your appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination if and when considered necessary.
33. Your appointment and its continuance is subject to you clearing verification checks at the time of joining and thereafter, which includes criminal, previous employments, educational qualifications, reference checks and all such other checks. Any discrepancy found in the above will result in immediate termination of your services.
34. Also this appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. A list of Directors is available in the Head Office for perusal.
35. The age for retirement from services of the Company is 58.
36. If any information furnished by you in your application for training or during the selection process or during your joining or post joining is found at any time during your employment to be incorrect or false, and /or if you have concealed any information regarding your qualifications and experience, the Company shall have the option to terminate your services without notice or compensation.
37. At all times you will be governed by the Company's rules and regulations (and practices) as enforced from time to time on matters whether specified herein or not, including but not limited to matters such as designation, emoluments and the structure thereof, working hours, etc. and also all the published policies of the Company. Also, Company's decision on all such matters shall be final and binding on you.
38. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this contract of employment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this contract shall continue in force and effect.
39. Any dispute or difference, whatsoever, arising between you and the Company, out of or relating to the construction, meaning or operation or effect of the terms of this letter and the earlier letter dated letter shall, unless resolved amicably shall be referred to Arbitration of Sole Arbitrator to be appointed by the Company. The Sole Arbitrator appointed shall be an Authority appointed by the Company and such appointment as Sole Arbitrator shall be acceptable to you. All proceedings under such Arbitration shall be held in Mumbai and would be in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactments thereof. It is agreed and understood that the courts in Mumbai only and exclusively shall be competent to entertain any application or petition pertaining to the arbitration agreement and/or arbitral proceedings pursuant to this clause and no other court elsewhere shall have jurisdiction to entertain any application or petition pertaining to the arbitration agreement and/or arbitral proceedings pursuant to this clause.

Monica Mathur

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40. The terms of this letter issued to you shall be binding for all purpose and shall at all times remain confidential and are not to be disclosed to any third party unless the matter is referred for arbitration in the circumstances mentioned above.
41. All the female employees, who will be completing minimum 80 working days with Hexaware, will be eligible for the following benefits under our Maternity Leave Policy:
- Maternity Benefit of twenty-six weeks (including all the intervening Saturdays, Sundays and Company Declared Holidays) of which not more than eight weeks shall precede the date of her expected delivery, in first two instances of childbirth.
 - Maternity Benefit of twelve weeks (including all intervening Saturdays, Sundays & Company Declared Holidays), of which not more than six weeks shall precede the date of her expected delivery, for a woman having two or more than two surviving children.
 - A woman who legally adopts a child below the age of three months shall be entitled to maternity benefit for a period of twelve weeks(including all intervening Saturdays, Sundays & Company Declared Holidays) from the date the child is handed over to the adopting mother.
 - A woman getting a child through surrogacy shall be entitled to maternity benefit for a period of twelve weeks (including all intervening Saturdays, Sundays & Company Declared Holidays) from the date the child is handed over to her.

Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment within seven days of you receiving this letter.

We look forward to your continued contribution and wish you all the best in your future endeavors.

With best regards,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC



Monica Mathur

HEXAWARE TECHNOLOGIES LTD.

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ANNEXURE I

NAME: Shubham Shankar Bhosale
EMP No.: 62178
Designation: Trainee

Date: 31 August 2021
DOJ: 05 August 2021
Grade: GT

	Monthly	Annual
Fixed components		
Basic	15,000	180,000
HRA	5,242	62,900
Statutory Bonus ¹	2,000	24,000
Gross Salary	22,242	266,900
Other Annual Benefits		
Medical Insurance premium Contribution ²		2,500
Retiral Benefits		
Provident Fund @12% of Basic	1,800	21,600
Gratuity premium contribution ³	750	9,000
Total Cost to Company		3,00,000

Notes:

1. Bonus amount will be paid monthly to comply with the Payment of Bonus Act. The final bonus amount will be computed as per the provision of the Payment of Bonus Act post the closure of the financial year (January - December) and any shortfall or excess will be adjusted accordingly.

2. You will be covered for medical insurance under the Group Hospitalization scheme of the Company.

3. You will be covered under the Gratuity Scheme of Hexaware Technologies Limited. You will be eligible to receive the benefits under this scheme, subject to a minimum of 5 years of continuous service with Hexaware



Monica Mahajan

HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,

KIPL/HR/705

Date: - 01st April 2021

To,

Mr. Kalyani Deshmukh
S B Classic.3, Plot No.95
Survey no. 33, Vidyanagar,
Pune City, Pune 411032.

Subject: - Appointment as Graduate Trainee Engineer

Dear Mr. Kalyani Deshmukh,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as GRADUATE TRAINEE ENGINEER with KIDER India Pvt. Ltd. at Koregoan Bhima from 01st April 2021 on the following terms & conditions:

- 1) **Training Period:**
Your training period will be for one year from the date of joining.
- 2) **Reporting:**
You will be reporting to the Concern HOD at Kider India Pvt. Ltd. Koregoan Bhima, Pune Office.
- 3) **Remuneration:**
You will be paid a stipend of Rs.18,000/- CTC per month (CTC Rupees Eighteen Thousand Only per month) during your Training Period.
- 4) **Provident Fund:**
Rate of contribution by the Company as per applicable P.F. Rules.
- 5) **ESIC:**
Rate of contribution by the Company as per applicable ESIC. Rules.
- 6) **Probation & Confirmation:**
After satisfactory completion of your training and subject to requirement of the organization, you will be taken on probation of six months in the Officers Cadre in a suitable Grade and on salary, which will be communicated to you then. On satisfactory completion of probation, your services will be confirmed

KIDER INDIA PVT. LTD.

Registered & Head Office : New Gat 584/2, Koregoan Bhima, Taluka Si
+91 2137 678000 | sales@instorindia.com | CIN: U74999PN20081103220



IA

www.instorindia.com

7) Termination:

During the period of your training of one year, the Company reserves the right to terminate your training at any time without any notice or stipend, in lieu of notice, in case your progress is not satisfactory.

8) Placement & Transfer:

You will be liable to be placed in any department and also be liable to be transferred to any other department as required.

9) Working Hours:

You will abide by whatever shift or duty hours that may be fixed in your case from time to time.

10) Leaves:

During the period of training, you will be eligible for leave as applicable. On your confirmation, after satisfactory completion of probationary period, you will be eligible for leave as per Company's Leave Rules.

11) General :

- i) You will abide by the Standing Orders and/ or Regulations applicable to you, which are in force for the time being or may be framed from time to time.
- ii) You will not divulge to any unauthorized person/s any of this Company's trade secrets or affairs.
- iii) Before joining our Organization, you will be required to undergo a medical examination with the Company's Doctor for medical fitness.

You are requested to communicate your acceptance of the above terms and conditions.
Thanking you,

For Kider India Pvt. Ltd.



Sudhir Mehta
Director


Appointment letter received, terms & conditions read and accepted.


Kalyani Deshmukh



11 January, 2021

Dear Pournima Ubale,

SUB: Offer Letter

Congratulations! With reference to your interview, we are pleased to offer you the position as **Implementation Consultant** at our **Pune** office. Breakup of your compensation package is provided herewith. Your gross emoluments will be **Rs. 2,30,000** per annum (CTC).

Details with regards to your date of joining will be communicated to you. You are expected to join in **May 2021** without any delay unless otherwise agreed to in writing or else the offer will be null and void. You will be drawing a stipend of **7,000 per month** as a retainer, until the submission of your course completion certificate or marksheets to us. You will be issued a detailed appointment letter on your joining us.

ANNEXURE: COMPENSATION STRUCTURE

	Per Month	Per Annum
General components		
Basic	Rs. 6708	Rs. 80500
House Rent Allowance	Rs. 3354	Rs. 40250
Special Allowance	Rs. 6131	Rs. 73573
Total Gross Salary	Rs. 16193	Rs. 194323
Employer Contribution		
Provident Fund	Rs. 1541	Rs. 18489
Gratuity ****	Rs. 323	Rs. 3872
ESI	Rs. 527	Rs. 6316
Total Employer Contribution	Rs. 2391	Rs. 28677
Bonus		Rs. 7000
Annual Cost to Company (CTC)		Rs. 230000
Total CTC		Rs. 230000
Employee Deductions		
Provident Fund	Rs. 1541	Rs. 18489
ESI	Rs. 121	Rs. 1457
Total Net Salary **		Rs. 14531

¹Gratuity is payable to employee on completion of 5 years service as per Payment of Gratuity Act, 1972

²Paid annually by July every year

³Excludes statutory taxes; includes standard deductions applicable; includes food coupons where applicable





Neeeyamo Enterprise Solutions Pvt. Ltd.,
NTPL SEZ (Blueridge), IT 05, 1st Floor,
S.No. 154/6, Phase I, Hinjewadi,
Pune 411057, India.

CIN -U72200TN2009PTC070707

You are asked to report for duty at the following address:

Neeeyamo Enterprise Solutions Pvt. Ltd.
1st floor, IT- 5 building,
M/S Flagship Infrastructure Pvt Ltd, SEZ, Survey no. 154/6,
Rajiv Gandhi InfoTech Park,
Hinjewadi, Phase 1, Pune - 411057

We count on you to take Neeeyamo to greater heights. Wish you the very best!

Warm Regards
For **Neeeyamo Enterprise Solutions Pvt. Ltd.**

Rupinder Kaur
Associate Director, Human Capital Management





Date: 29-06-2021

Offer Letter

Mr. Dipak Khetta,

This has reference to the discussion you had with us. In this connection, we are pleased to offer you the position of **MS-CRM Consultant** on terms and conditions, which have been mutually discussed and agreed upon.

We offer you a Gross salary of **Rs. 15,000/-** per month (Annual CTC 1.8 Lakh Per Annum) while on probation for six months from date of Joining (From 2nd Aug 2021 to 1st Feb 2022), and it would be **Rs. 30,000/-** per month (Annual CTC 3.6 Lakh Per Annum) on confirmation of the employment (from 1st Feb 2022). Also, you would be qualified for next eligible appraisal cycle after 12 months of the employment confirmation, subject to company and your performance.

Also **1.5 years** commitment agreement you would need to sign with us.

You are requested to bring with you the following documents at the time of joining your duties:

1. Four passport size photographs.
2. Copies of educational/professional qualifications.
3. Certificates in support of date of birth.
4. Copy of Passport.
5. Copy of License / PAN Card for Photo identification.

You are required to join us on or before **2-August-2021**. You are requested to return the signed copy of this offer and confirm your acceptance. We are happy to welcome you to the NSquare family.

With best wishes.

Regards,
Meghali Thakur
(HR)

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Annexure (A):

CTC Structure		
Particulars	Monthly	Annual
CTC	15,000	1,80,000
Basic Salary	7,500	90,000
House Rent Allowance	2,250	27,000
Children Education allowance	1,500	18,000
Leave Travel allowance	1,500	18,000
Nsquare Allowance	1,275	15,300
Gross Earning	14,025	1,68,300
Employer Contribution		
Employer PF Contribution (A)	975	11,700
CTC	15,000	1,80,000
Total Deduction		
Provident Fund(Employee)	900	10,800
ESIC	-	-
PT	200	2,500
Income Tax(TDS)	As per income tax	-
Insurance	-	-
Advance		
Total Deduction (B)	1,100	13,300
Net In hand Salary (C)	12,925	1,55,000
	-	
Total CTC(A+B+C)	15,000	1,80,000

Regards,
Meghali Thakur
(HR)



**Electronically generated document does not require signature.



Date: 30-06-2021

Offer Letter

Mr. Mihir,

This has reference to the discussion you had with us. In this connection, we are pleased to offer you the position of **MS-CRM Consultant** on terms and conditions, which have been mutually discussed and agreed upon.

We offer you a Gross salary of **Rs. 15,000/-** per month (Annual CTC 1.8 Lakh Per Annum) while on probation for six months from date of Joining (From 2nd Aug 2021 to 1st Feb 2022), and it would be **Rs. 30,000/-** per month (Annual CTC 3.6 Lakh Per Annum) on confirmation of the employment (from 1st Feb 2022). Also, you would be qualified for next eligible appraisal cycle after 12 months of the employment confirmation, subject to company and your performance.

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2. Copies of educational/professional qualifications.
3. Certificates in support of date of birth.
4. Copy of Passport.
5. Copy of License / PAN Card for Photo identification.

You are required to join us on or before **2-August-2021**. You are requested to return the signed copy of this offer and confirm your acceptance. We are happy to welcome you to the NSquare family.

With best wishes.

Regards,
Meghali Thakur
(HR)



**Electronically generated document does not require signature.



Annexure (A):

CTC Structure		
Particulars	Monthly	Annual
CTC	15,000	1,80,000
Basic Salary	7,500	90,000
House Rent Allowance	2,250	27,000
Children Education allowance	1,500	18,000
Leave Travel allowance	1,500	18,000
Nsquare Allowance	1,275	15,300
Gross Earning	14,025	1,68,300
Employer Contribution		
Employer PF Contribution (A)	975	11,700
CTC	15,000	1,80,000
Total Deduction		
Provident Fund(Employee)	900	10,800
ESIC	-	-
PT	200	2,500
Income Tax(TDS)	As per income tax	-
Insurance	-	-
Advance	-	-
Total Deduction (B)	1,100	13,300
Net In hand Salary (C)	12,925	1,55,000
	-	-
Total CTC(A+B+C)	15,000	1,80,000

Regards,
Meghali Thakur
(HR)



**Electronically generated document does not require signature.



Date: 05-07-2021

Offer Letter

Ms. Srushti,

This has reference to the discussion you had with us. In this connection, we are pleased to offer you the position of **MS-CRM Consultant** on terms and conditions, which have been mutually discussed and agreed upon.

We offer you a Gross salary of **Rs. 15,000/-** per month (Annual CTC 1.8 Lakh Per Annum) while on probation for six months from date of Joining (From 2nd Aug 2021 to 1st Feb 2022), and it would be **Rs. 30,000/-** per month (Annual CTC 3.6 Lakh Per Annum) on confirmation of the employment (from 1st Feb 2022). Also, you would be qualified for next eligible appraisal cycle after 12 months of the employment confirmation, subject to company and your performance.

Also **1.5 years** commitment agreement you would need to sign with us.

You are requested to bring with you the following documents at the time of joining your duties:

1. Four passport size photographs.
2. Copies of educational/professional qualifications.
3. Certificates in support of date of birth.
4. Copy of Passport.
5. Copy of License / PAN Card for Photo identification.

You are required to join us on or before **2-August-2021**. You are requested to return the signed copy of this offer and confirm your acceptance. We are happy to welcome you to the NSquare family.

With best wishes.

Regards,
Meghali Thakur
(HR)



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Annexure (A):

CTC Structure		
Particulars	Monthly	Annual
CTC	15,000	1,80,000
Basic Salary	7,500	90,000
House Rent Allowance	2,250	27,000
Children Education allowance	1,500	18,000
Leave Travel allowance	1,500	18,000
Nsquare Allowance	1,275	15,300
Gross Earning	14,025	1,68,300
Employer Contribution		
Employer PF Contribution (A)	975	11,700
CTC	15,000	1,80,000
Total Deduction		
Provident Fund(Employee)	900	10,800
ESIC	-	-
PT	200	2,500
Income Tax(TDS)	As per income tax	-
Insurance	-	-
Advance	-	-
Total Deduction (B)	1,100	13,300
Net In hand Salary (C)	12,925	1,55,000
	-	-
Total CTC(A+B+C)	15,000	1,80,000

Regards,
Meghali Thakur
(HR)



**Electronically generated document does not require signature.



OFFER LETTER

Dated:

Dear, *Ms. Aishwarya Munoswamy*

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on

On the date of joining we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Core Java /Manual Testing, SQL, & General Aptitude.**
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

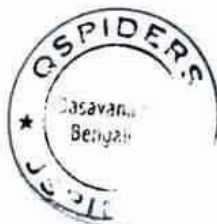
This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Ashika
Thank & Regards

QSpiders Campus Connect Team.

Mb: 9513684738.

USN NO



115



OFFER LETTER

Dated:

Dear, *Ms. Siddhi Salunke*

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on

On the date of joining we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Core Java /Manual Testing, SQL, & General Aptitude.**
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Siddhi Salunke

Thank & Regards

QSpiders Campus Connect Team.

Mb: 9513311926

USN NO





Date: _____
Name: Chaitanya G. Saryawanshi
Contact Number: _____
Email id: _____
Current Address: _____
Permanent Address: _____
Department: _____
Location: Pune.

Dear Candidate,

In response to your application and subsequent interviews, we are pleased to offer you the post of **Digital Quality Engineer (Grade: A3)** in our organization. Remuneration details are given in Annexure - 1 to this letter. You shall join the company on or before **12th July 2021**

At the time of joining you will be expected to enter in to an agreement, which will provide details on the scope, terms and conditions of your employment, the necessary trainings and contractual obligations to be with QualityKiosk Technologies Pvt. Ltd for the 24 months training period

This offer letter stands valid subject to: (a) successful completion of your background verification and Reference Check. (b) You joining the company on the above mentioned joining date and successfully completing the joining formalities which also includes your acceptance to QualityKiosk Technologies Pvt. Ltd employment terms and conditions.

Please return one copy of this letter duly signed by you to signify your acceptance to this Intent Letter.

We look forward to your fruitful association and a successful career with the company.

For QualityKiosk Technologies Pvt. Ltd

Veena D'Silva
Head - Talent Acquisition



Annexure -1

Components	Monthly (in INR)	Annual (in INR)
Basic	11632	139584
House Rent Allowance	3115	37380
Flexible Benefits Package (N1)	500	6000
Statutory Bonus	969	11628
[A] Gross Earnings	16216	194592
Company's Contribution to PF	1456	17472
Company's Contribution to ESIC	496	5952
Gratuity		6714
Medical and GPA Premium		1000
[B] Benefits (N2)		31138
[C] Fixed Cost To Company (CTC) [A+B]		225730
[D] Performance Linked Variable Pay		0
[E] Annual Cost To Company (CTC) [C+D]		225730

Annual CTC is subject to tax, provident fund and other statutory deductions as applicable

I agree and accept this job offer indicated in this offer letter and the annexures to this offer letter. I will report for duty on the above mentioned joining date.

Date:

Name:
Signature:





Date: 09/03/2021

Name: Yashraj Taraji Bhardave

Contact Number: 9244181175

Email id: randhavyashraj3@gmail.com

Current Address: Sawant Nagar, Bhosari, Pune - 39

Permanent Address: Sawant Nagar, Bhosari, Pune - 39

Department: Electronics & Telecommunication

Location: Pune

Dear Candidate,

In response to your application and subsequent interviews, we are pleased to offer you the post of **Digital Quality Engineer (Grade: A3)** in our organization. Remuneration details are given in Annexure - 1 to this letter. You shall join the company on or before **12th July 2021**

At the time of joining you will be expected to enter in to an agreement, which will provide details on the scope, terms and conditions of your employment, the necessary trainings and contractual obligations to be with QualityKiosk Technologies Pvt. Ltd for the 24 months training period.

This offer letter stands valid subject to: (a) successful completion of your background verification and Reference Check. (b) You joining the company on the above mentioned joining date and successfully completing the joining formalities which also includes your acceptance to QualityKiosk Technologies Pvt. Ltd employment terms and conditions.

Please return one copy of this letter duly signed by you to signify your acceptance to this Intent Letter.

We look forward to your fruitful association and a successful career with the company.

For QualityKiosk Technologies Pvt. Ltd

Veena D'Silva
Head - Talent Acquisition




Annexure -1

Name		
Designation		
Grade		
Component Category	Monthly	Annual
Basic	11632	139584
House Rent Allowance	581.6	69792
Children Education & Hostel Expenditure Allowance	400	4800
Special Allowance	3741	44892
Statutory Bonus	969	11628
Gross Earnings	22558	270696
Company's Contribution to PF	1800	21600
Medical and GPA Premium		1000
Gratuity Provision		6714
Total Annual CTC		300010

□ **Annual CTC is, subject to tax, provident fund and other statutory deductions as applicable.**

I agree and accept this job offer indicated in this offer letter and the annexures to this offer letter. I will report for duty on the above mentioned joining date.

Date: 09 / 03 / 2021

Name: Vaibhav Tanaji Randhave
Signature: 





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Offer: Computer Consultancy
Ref: TCSL/DT20195363267/Pune
Date: 12/04/2021

Ms. Kashmira Dattatraya Shendge
572 Nana Peth Nivdunga Vitthal Mandir Aruna Chowk Pune Aruna Chowk,
Pune,
Pune-411002,
Maharashtra.
Tel# -

Dear Kashmira Dattatraya Shendge,

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.

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/ TCS Xperience (detailed under Terms & 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.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyat: TCSL/DT20195363267/Pune/12/04/2021





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.





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 / Xperience 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.

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.

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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Tata Consultancy Services Limited



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 recommended 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.

3. 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 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 confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior





written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow th

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day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.





19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

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- *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 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 overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





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





GROSS SALARY SHEET

Annexure 1

Name: Kashmira Dattatraya Shendge
 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

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 / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience 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.

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





Offer: Computer Consultancy
Ref: TCSL/DT20206839208/Pune
Date: 10/01/2021

Mr. Mahesh Rajaram Badhe
01,
Parner,
Ahmednagar-414302,
Maharashtra.
Tel# 91-8329934344

Dear Mahesh Rajaram Badhe,

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 **ed 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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





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

ment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are complete within one month of joining. If the background check reveals unfavourable results, you may be subject 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)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

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TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com





- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Registered Office: Niramal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





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 overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



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Annexure 1

GROSS SALARY SHEET

Name	Mahesh Rajaram Badhe
Designation	Assistant System Engineer-Trainee
Institute Name	Dr.D.Y.Patil School Of Engineering And Technology

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
	200	2,400
3) City Allowance		
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





Offer: Computer Consultancy
Ref: TCSL/DT20207073249/Pune
Date: 10/01/2021

Mr. Omkar Dattatray Gaikwad
Sr.No.36/3/2,Vrundavan SocietyKharadi,
Yashwant Nagar,
Pune-411014,
Maharashtra.
Tel# -

Dear Omkar Dattatray Gaikwad,

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 (details & terms & conditions)

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Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office: Nirval Building, 9th Floor, Nariman Point, Mumbai, 400 011





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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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwade, Pune-411 004

Tel: 91 20 6608 7277 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office: Nirmal Building, 6th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





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:





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.





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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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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TCS Careers Service Line: 1800 209 4444 Email: careers@tcs.com





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





confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.





13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action





including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents





- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.





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 overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms





GROSS SALARY SHEET

Annexure 1

Name	Omkar Dattatray Gaikwad
Designation	Assistant System Engineer-Trainee
Institute Name	Dr.D.Y.Patil School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752





Offer: Computer Consultancy
Ref: TCSL/DT20206874457/Pune
Date: 15/04/2021

Mr. Pratik Mangesh More
Plot No:199, Sr No:51, Bhairav Nagar, Dhanori Road Plot No. 199, Sr No.51,
Ganpati Mandir,
Pune-411015,
Maharashtra.
Tel# -

Dear Pratik Mangesh More,

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 **Systems Engineer in Grade C1**. You will be assigned a role in the **TCS Digital (TCS Digital)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check

COMPENSATION AND BENEFITS

Basic Salary

You will be eligible for a basic salary of ₹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.

House Rent Allowance (HRA)

Your HRA will be ₹7,500/- 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

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.

Personal Allowance

You will be eligible for a monthly personal allowance of ₹17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

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

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components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹4,200/-. 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 ₹3,200/- 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.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹400/- 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.

RETENTION INCENTIVE

You are eligible for Retention Incentive of ₹70,000 payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.



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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:

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.

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TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com





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.

TERMS AND CONDITIONS

1. Relevant Experience

As per the recommendation of our management review panel, out of your total experience, 0.0 years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

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 (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

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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.

3. 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.

4. 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.

5. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

6. 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.

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7. **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.

8. **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.

9. **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.

10. **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.

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. **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





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

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

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 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)
 - 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

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- (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 overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





Withdrawal of Offer

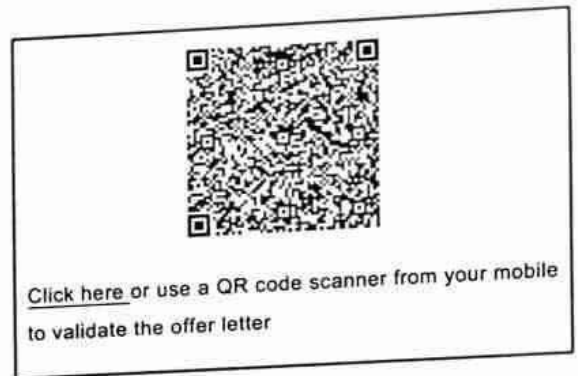
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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



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	Pratik Mangesh More
Designation	Systems Engineer
Institute Name	Others

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 #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,200	50,400
Quarterly Variable Allowance*	3,200	38,400
3) 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
Retention Incentive	NA	70,000
4) City Allowance		
TOTAL GROSS	400	4,800
Xplore/ Learning Incentive****	51,844	7,00,022
		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)



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Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



5/20/2021

Ajeenkya D Y Patil Group Mail - Fwd: Ubisoft Offer - Junior Game Tester (L0)



jyotsna patil <jyotsna.patil@dypic.in>

Fwd: Ubisoft Offer - Junior Game Tester (L0)

1 message

shweta sharma <shweta.sharma@dypic.in>
To: jyotsna patil <jyotsna.patil@dypic.in>

Tue, Mar 2, 2021 at 8:19 AM

----- Forwarded message -----

From: **Saloni Dangre** <saloni.dangre99@gmail.com>
Date: Mon, 1 Mar 2021, 22:13
Subject: Fwd: Ubisoft Offer - Junior Game Tester (L0)
To: shweta sharma <shweta.sharma@dypic.in>



Hello Saloni,

Congratulations...!

You have been offered the position of "**Junior Game Tester (L0)**" with **Ubisoft Entertainment India Pvt. Ltd.**

We are happy to welcome you to the Ubisoft team!!

Your joining date would be **tentatively in the July month**. We will communicate the final date of joining by June end.

You will be asked to sign the offer letter post your joining.

Please share your acceptance / acknowledgement on or before 4th March, 2021.



As discussed following are the seasonal contract details:-

<https://mail.google.com/mail/u/0?ik=f8348fb950&view=pt&search=all&permthid=thread-f%3A1693086808375435557&simpl=msg-f%3A169308680837...> 1/3

5/20/2021

Ajeenkya D Y Patil Group Mail - Fwd: Ubisoft Offer - Junior Game Tester (L0)

Position: Junior Game Tester

Salary: -2,61,036/- per annum

Duration: 1 Year

- Eligibility for leaves on prorata basis
- Company also provides free breakfast and subsidized lunch

BASED ON 50% AS BASIC FOR PF CALCULATION		
Components	Monthly(in Rs)	Annual(in Rs)
Basic	12,022	144264
HRA	3,607	43,279
Entertainment Allowance	1,945	23,344
Employer's Contribution to PF	1,676	20,113
Fixed CTC (A)	19,250	2,31,000
Gratuity	578	6,936
**Bonus	1,925	23,100
Total CTC (B)	21,753	2,61,036
Deductions	Monthly(in Rs)	Annual(in Rs)
Employer's Contribution to PF	1,676	20,113
Employee's Contribution to PF	1,676	20,113
Income Tax
Sodexo Meal Coupons
Professional Tax	200	2,500
Total Deductions (C)	3,552	42,726
	Monthly(in Rs)	Annual(in Rs)
Net take salary =(A)-(C)	15,698	1,88,274
Net and gross salary is applicable to Professional tax and Income tax Hence the deductions towards the same will be made seperately. Bonus will be paid annually based on the company's and individual performance. ** In Lieu of Statutory Bonus		



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Date- August 3 2021

Offer ID: OL/IND/2021-TR 061

Subject: Letter of offer.

Dear Gopal,

We are delighted to extend you the offer letter to join Zimetrics Technologies Private Limited on the following terms.

Training period

- Duration: 3 Months from date of joining.
- Designation: Trainee Software Engineer
- Grade: Trainee Software Engineer
- Date of joining August 05,2021
- CTC: Two Lakhs and Fifty Thousand Per Annum (2.5)
- Notice period: 3 Months
- Location: Pune
- Please Note: This offer is contingent to final year examination results

On Confirmation

- CTC: Three Lakhs and Sixty Thousand Per Annum (3.6)
 - Designation: Software Engineer
 - Grade: I
 - Notice period: 3 Months
- CTC, Benefits, terms of employment: As per Employment Agreement enclosed

Kindly execute this offer letter after reading the terms of the enclosed Employment Agreement and its Annexures as your acceptance of this letter.

We look forward to having you in the team and wish you great success at Zimetrics.

Sincerely,

For Zimetrics Technologies Pvt Ltd

Ashwini Barve

Ashwini Barve (Aug 3, 2021 17:26 GMT+5.5)

Ashwini Barve

AGM operations

Enclosure: Employment Agreement

I have read, understood, and hereby accept this Letter of Offer and the terms and conditions of the Employment Agreement enclosed with it.

Name (In Capitals) GOPAL RAMESHWAR MULE

Signature: 
GOPAL RAMESHWAR MULE (Aug 3, 2021 19:25 GMT+5.5)

Place & Date Pune

Aug 3, 2021



EMPLOYMENT AGREEMENT - TERMS & CONDITIONS

1. TITLE AND DUTIES

You will perform such duties and exercise such powers as ZiMetrics may require time to time from you. You acknowledge that your designation, as stated above, may be changed at the discretion of ZiMetrics depending on the work assigned to you, including at the time of promotion and progression within ZiMetrics. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. PLACE OF WORK

You will be based in Pune, India. However, ZiMetrics reserves the right at any time to require you to work at any other division or location of ZiMetrics or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per ZiMetrics' then existing policies will be made available to you.

3. EMOLUMENTS AND TAXES

- (a) Your gross annual Cost to Company (CTC), is mentioned in OL Please refer to it
- (b) Salary will be subject to standard statutory deductions and will be payable monthly in accordance with ZiMetrics customary payroll practices.
- (c) The details of your emoluments are strictly between yourself and ZiMetrics . It has been determined based on numerous factors such as your job, skills-specific background,

and professional merit. This information and any changes made therein should be treated as personal and strictly confidential.
- (d) You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. ZiMetrics is entitled to deduct from your remuneration, income tax, other taxes and levies which it is statutorily liable to deduct at source as applicable.

4. PROBATION:

You will be on probation for a period of **Three (3) Months (Probation Period)**, which may be extended by the company at its discretion. At the end of the Probation Period, the company may confirm your services for a permanent appointment subject to your performance meeting the requisite standard set by the company. You will be on probation till the time the company issues you a confirmation letter.



5. NOTICE PERIOD / TERMINATION FOR CONVENIENCE

This Employment Agreement will continue until terminated by either party by giving to the other not less than three (3) months prior notice in writing or, at ZiMetrics' sole discretion, gross salary for the equivalent period in lieu of Notice.

The tenure for the notice period starts from the date of service of the resignation letter or e-mail by you from your official email address to your reporting manager's/ ZiMetrics HR official email address or the date of service of the termination for convenience letter or e-mail by ZiMetrics to you, as the case may be.

In either case, ZiMetrics may, in its sole discretion, terminate the Agreement before the expiry of the notice period, on such terms and conditions as may be decided by ZiMetrics. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's written approval, your employment will be immediately terminated by ZiMetrics for cause and without notice, in which case, you will be liable to pay to ZiMetrics an amount equal to (i) your then current gross salary for a period of three (3) months in lieu of the notice required to be provided by you; and (ii) any expenses incurred by ZiMetrics for your hiring and (iii) any expenses or damages incurred by ZiMetrics due to your unauthorized absence or cessation of employment. The aforesaid payments shall be, without prejudice to recovery of any other monetary compensation legally recoverable from you by ZiMetrics.

6. TERMINATION AND SUSPENSION

6.1. ZiMetrics may also terminate this Employment Agreement immediately, and with no liability to make any further payment to you, if you:

- (a) commit any serious or repeated breach of any of your obligations under this Employment Agreement;
- (b) are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of ZiMetrics;
- (c) are guilty of serious misconduct which, in ZiMetrics reasonable opinion, has damaged or may damage the business or affairs of ZiMetrics;
- (d) are guilty of conduct which, in ZiMetrics reasonable opinion, brings or is likely to bring you or ZiMetrics into disrepute;
- (e) are convicted of any crime involving moral turpitude;
- (f) are in breach any of ZiMetrics policies and procedures; or
- (g) willfully cause damage to ZiMetrics property.

This Clause shall not restrict any other right ZiMetrics may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by ZiMetrics in exercising its rights under this Clause shall not constitute a waiver of those rights.

6.2. Where notice of termination has been served by either party whether in accordance with Clause 4, this Clause 5 or otherwise, ZiMetrics shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

- (a) not to enter any premises of ZiMetrics; and/or
- (b) to refrain from business contact with any customers, clients or other employees of ZiMetrics.



6.3. ZiMetrics may in its absolute discretion suspend you from your employment, on full salary, at any time during this Agreement including during any period in which ZiMetrics is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 5.2 above. All applicable Clauses within this Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to ZiMetrics during any such period of suspension. Depending on the outcome of the investigation, such suspension may result in termination of this Agreement which shall be subject to the effect of termination provisions hereunder or reinstatement of your employment at such terms as may be mutually agreed.

6.4. Upon termination of this Agreement for whatever reason, you will deliver to ZiMetrics all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of ZiMetrics which may then be in your possession or under your power or control. Sections 6, 7, 8, 9, 10 and 14 shall survive any termination or cessation of this Agreement.

7. RESTRAINT ON ACTIVITIES

You will not, at any time during the term of this Employment Agreement engage in any conflicting employment, consulting or freelancing activities whether or not directly or indirectly associated with ZiMetrics' activities, without prior written consent from ZiMetrics. You will not, at any time after termination of this Employment Agreement, for whatever reason, represent yourself as being in any way connected with the ongoing activities or business of ZiMetrics.

8. POST TERMINATION

8.1. NON-SOLICITATION AND NON-COMPETE

You shall not at any time during your employment with ZiMetrics and for 12 months immediately following the termination of your employment:

- (a) Solicit or endeavor to entice away from ZiMetrics any person employed by ZiMetrics, at any time during your employment;
- (b) Solicit or endeavor to entice away from ZiMetrics any customer or affiliate or supplier of ZiMetrics with whom you had dealings, directly or indirectly, at any time during your employment;
- (c) Carry on or be in any way employed, engaged, concerned, or interested in any business directly competing in material respects with the business of ZiMetrics, by using the confidential or proprietary information of ZiMetrics including but not limited to ZiMetrics product or service details, client details, customer details, price lists and related ZiMetrics business information.

If the you wish to leave your employment with ZiMetrics or your employment is terminated, and if the you so request, ZiMetrics will consider in its absolute discretion waiving the terms of the above section if it is satisfied that the legitimate interests of ZiMetrics and its associated entities are not at risk.

9. PUBLICATION

You shall not, during the tenure of your employment with ZiMetrics or at any time thereafter, either personally or through a third party, directly or indirectly



publish any information about, or of ZiMetrics, or defame ZiMetrics by making any derogatory statements about ZiMetrics, in any form of social media or public forums or otherwise. Breach of this Clause will entitle ZiMetrics to terminate this Agreement with immediate effect and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination) and to pursue any legal action against you, as applicable. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, shall state that it is your personal view and that ZiMetrics shall have no liability or responsibility for the same whatsoever.

10. CONFIDENTIALITY

You agree to abide by the confidentiality obligations provided under Annexure "A" ("Non-Disclosure Obligations"), to protect the rights of ZiMetrics while dealing with confidential information, documents, etc. You are required to read and understand Annexure B in acknowledgement of your acceptance of the terms and the conditions.

11. INTELLECTUAL PROPERTY

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") attached herewith as Annexure "B", in favor of ZiMetrics. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read and understand Annexure B in acknowledgement of your acceptance of the conditions.

12. NOTICES

Notice under these terms and conditions will be treated as having been given if:

- a) In case of electronic notice:
 - i. it is sent by you to ZiMetrics' HR email address and your manager's official email address;
 - ii. it is sent by ZiMetrics to you to the personal e-mail ID provided by you to ZiMetrics.
- b) In case of hard copy notice:
 - i. It is sent by ordinary registered post, by you to ZiMetrics 's registered office;
 - ii. It is sent by ZiMetrics to you at your last known address on file with ZiMetrics
 - iii. and will be deemed to be given on the day when it would ordinarily be delivered after such posting.

It is your responsibility to notify ZiMetrics of any changes in your personal information within three (3) working days of such change being effective.

13. RETIREMENT

You will retire from the services of ZiMetrics on attaining the age of **58 years**.

14. CONDITIONS

Your continued employment with ZiMetrics under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application and employment history, references which are satisfactory to your employer(s) etc. Your employment is also contingent upon you being employed by ZiMetrics without restriction (i.e. you do not have any non-compete



restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with ZiMetrics that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, ZiMetrics may terminate your services with immediate effect and with no liability to make any further payment to you, without prejudice to recovery of any other monetary compensation legally recoverable from you by ZiMetrics for any damages.. During your employment with ZiMetrics , you explicitly agree to adhere to and be governed by all the current policies and procedures adopted by ZiMetrics from time to time, as may be applicable to you.

15. GOVERNING LAW

This Agreement shall be governed by the laws of India, with the courts in Pune assuming exclusive jurisdiction on all matters hereunder.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.



Annexure - A
NON-DISCLOSURE OBLIGATIONS

1. COMPANY'S CONFIDENTIAL INFORMATION

In the performance of Employee's job duties with Company, Employee will be exposed to Company's Confidential Information. "Confidential Information" means information or material that is commercially valuable to Company and not generally known or readily ascertainable in the industry. This includes, but is not limited to:

- (a) technical information concerning Company's products and services, including product know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence;
- (b) information concerning Company's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies;
- (c) information concerning Company's employees, including salaries, strengths, weaknesses and skills;
- (d) information submitted by Company's customers, suppliers, employees, consultants or co-venture partners with Company for study, evaluation or use;
- (e) any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect Company's business; and
- (f) any confidential or proprietary information received by Company or which it may receive in future from third parties subject to a duty on ZiMetrics 's part to maintain the confidentiality of such information and to use it only for certain limited purposes.

2. NONDISCLOSURE OF CONFIDENTIAL INFORMATION

Employee shall keep Company's Confidential Information, whether or not prepared or developed by Employee, in the strictest confidence. Employee will not disclose such information to anyone outside Company without Company's prior written consent. Nor will Employee make use of any Confidential Information for Employee's own purposes or the benefit of anyone other than ZiMetrics .

However, Employee shall have no obligation to treat as confidential any information which:

- (a) was in Employee's possession or known to Employee, without an obligation to keep it confidential, before such information was disclosed to Employee by Company;
- (b) is or becomes public knowledge through a source other than Employee and through no fault of Employee; or
- (c) is or becomes lawfully available to Employee from a source other than Company.

3. CONFIDENTIAL INFORMATION OF OTHERS

Employee will not disclose to Company, use in Company's business, or cause Company to use, any trade secret or confidential information of others/third parties.

4. RETURN OF MATERIALS

When Employee's employment with Company ends, for whatever reason, promptly deliver to Company all originals and copies of all documents, rec programs, media and other materials containing any Confidential Information. also return to Company all machines, equipment, files, software programs and property belonging to Company.



5. CONFIDENTIALITY OBLIGATION SURVIVES EMPLOYMENT

Employee's obligation to maintain the confidentiality and security of Confidential Information shall remain even after Employee's employment with ZiMetrics ends and shall continue for so long as such Confidential Information is explicitly disclosed in the public domain by an authorized representative of ZiMetrics as such and/or remains a trade secret.

6. GENERAL PROVISIONS

- (a) **Relationships:** Nothing contained in this Annexure shall be deemed to make Employee a partner or joint venture of ZiMetrics for any purpose.
- (b) **Severability:** If a court finds any provision of this Annexure invalid or unenforceable, the remainder of this Annexure shall be interpreted so as best to effect the intent of ZiMetrics and Employee.
- (c) **Integration:** This Annexure expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Annexure may not be amended except in a writing signed by both Company and Employee.
- (d) **Waiver:** The failure to exercise any right provided in this Annexure shall not be a waiver of prior or subsequent rights.
- (e) **Injunctive Relief:** Any misappropriation of any of the Confidential Information in violation of this Annexure may cause Company irreparable harm, the amount of which may be difficult to ascertain, and therefore Employee agrees that Company shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as Company deems appropriate. This right is to be in addition to the remedies otherwise available to Company.
- (f) **Indemnity:** Employee agrees to indemnify Company against any and all losses, damages, claims or expenses incurred or suffered by Company as a result of Employee's breach of this Annexure.
- (g) **Attorney Fees and Expenses:** In a dispute arising out of or related to this Annexure, the prevailing party shall have the right to collect from the other party its reasonable attorney fees and costs and necessary expenditures.
- (h) **Governing Law:** This Annexure shall be governed in accordance with the laws of India, with the courts in Pune assuming exclusive jurisdiction on all matters hereunder.



Annexure – B
PROPRIETARY INFORMATION AND ASSIGNMENT AGREEMENT

1. **Proprietary Information.** The Employee understands that his/ her work as an Employee of ZIMETRICS, will involve access to and creation of confidential (including trade secrets) and proprietary information (collectively, "Proprietary Information"), which form the very basis of ZIMETRICS business and existence. ZIMETRICS has, therefore, a very direct interest in protecting its valuable Proprietary Information. The Employee agrees to keep all Proprietary Information in trust for the benefit of ZIMETRICS. The Employee shall never use any Proprietary Information, except as required by his/ her duties to ZIMETRICS. Employee understands that this prohibition on use or disclosure prevents him/ her from discussing Proprietary Information, even in general terms, with persons outside ZIMETRICS. Even within ZIMETRICS, the Employee shall discuss or disclose the Proprietary Information ONLY with those persons with or to whom he/ she is authorized to discuss or disclose such information, on a need-to-know basis.

"Proprietary Information" means information, ideas, and materials of or about ZIMETRICS, Employees, customers of ZIMETRICS or others with whom ZIMETRICS conducts business. Proprietary Information that is not generally known to the software or recruiting industries or the public is confidential, and the Employee agrees to exercise diligence at all times to maintain the confidentiality of all Proprietary Information and not disclose Proprietary Information. The Employee understands that his/ her obligation to keep Proprietary Information strictly confidential shall survive the termination of his/ her employment and/or this Agreement.

Proprietary Information includes, without limitation, information, ideas or materials of a technical nature such as research and development results, software design and specifications, source and object code, training and training materials, invention disclosures, patent applications, and other materials and concepts relating to products and processes. Proprietary Information also includes information, ideas, or materials of a business nature such as non-public financial information; information relating to profits, costs, marketing, strategy, purchasing, sales, customers, suppliers, contract terms, Employees, and salaries, product development plans; business and financial plans and forecasts, student information, client company information, and marketing and sales plans and forecasts.

2. **Inventions & Assignment.** The Employee shall promptly and fully disclose to ZIMETRICS all ideas, inventions, discoveries, creations, designs, materials, works of authorship, trademarks, and other technology and rights (and any related improvements or modifications thereof), whether patentable or not, copyrightable or not, or otherwise protectable or not under any form of legal protection afforded to intellectual property (collectively, "Inventions"), relating to any activities of ZIMETRICS of which the Employee is aware or become aware, conceived or developed by him/ her alone or with others, during (1) the term of his/ her employment, whether or not conceived during regular business hours, or (2) within one (1) year after termination of his/ her employment if based on Proprietary Information.

Such Inventions shall be the sole property of ZIMETRICS. To the extent possible, such Inventions shall each be considered a 'Work Made For Hire' by the Employee for ZIMETRICS under relevant provisions of Copyright Law. To the extent the Inventions may not be considered a 'Work Made For Hire', the Employee hereby irrevocably assign to ZIMETRICS. at the time of creation of the Inventions, without additional consideration, any right, title, or interest the Employee may have in such Inventions. The Employee will (whether during or after his/ her employment) execute such written instruments and do other such acts as may be necessary in the opinion of ZIMETRICS to obtain a patent, register a copyright, or otherwise p



enforce ZIMETRICS rights in such Inventions. The Employee, hereby irrevocably appoints ZIMETRICS and any of its officers as his/ her attorneys-in-fact to undertake such acts in his/ her name. The Employee will allow ZIMETRICS to inspect any Inventions that he/ she conceive or develop within one year after termination of his/ her employment to determine if they are based on Proprietary Information.

This assignment obligation does not apply to Inventions which are conceived or developed entirely on his/ her own time and for which the Employee does not use any equipment, supplies, facilities, or Proprietary Information of ZIMETRICS or any of its customers, if such Inventions: (a) do not relate to the business or (current and reasonably anticipated) research and development efforts of ZIMETRICS or ZIMETRICS customer; and (b) do not result from any work performed by Employee (alone or with others) for ZIMETRICS.

3. **Return of Proprietary Information.** On termination of employment with ZIMetrics , or at any time it so requests, the Employee will deliver immediately to ZIMETRICS all property belonging to ZIMETRICS and all material containing Proprietary Information regardless of the storage media type, including but not limited to notebooks, notes, memoranda, records, diagrams, blueprints, bulletins, formulas, reports, computer programs and documentation, other data, customer lists, accounts of customers, any other records relating to customers, or memorialization's of any kind coming into his/ her possession or kept by him/ her in connection with his/ her employment including any copies, in his/ her possession, whether prepared by him/ her or others.

4. **Former Employers'/ Third Party's Information.** The Employee agrees that he/ she will not, during his/ her employment with ZIMETRICS, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity and that he/ she will not bring onto the premises of ZIMETRICS any unpublished document or proprietary information belonging to any such employer, person or entity or any third party unless consented to, in writing by such employer, person or entity. To the extent that the Employee has such information or materials, he/ she acknowledge notice that ZIMETRICS does not want him/ her to disclose such information or materials to ZIMETRICS, nor does ZIMETRICS want him/ her to use such information or materials in any work that the Employee may perform for ZIMETRICS.

5. **Assistance Upon Termination.** The Employee shall upon leaving employment with ZIMETRICS, assist ZIMETRICS in patenting any inventions even after severance of employment by way of undertaking required formalities (at reasonable expenses paid by ZIMetrics) and for this purpose keep ZIMetrics informed of his/ her addresses in the succeeding five years after leaving employment.

6. **Reserved Rights; License.** The Employee has listed on the attached Annexure "B-1" a detailed description of all of independent inventions developed or conceived by him/ her, patented or unpatented and, to the extent that he/ she possess proprietary rights therein, the Employee wishes to have such proprietary rights excluded from this Agreement. If there is no such list, the Employee represents that there are no such items to be excluded. In the event that the Employee incorporates, uses, or otherwise employs ("Use") any Inventions in which the Employee possesses any proprietary rights to develop or modify any work (including any interim versions thereof and whether for internal and/or customer use) of or for ZIMETRICS, he/ she hereby grants to ZIMETRICS a perpetual, irrevocable, royalty free, worldwide, nonexclusive license to make, have made, perform, display, use, practice, sell, sublicense, reproduce, distribute, prepare derivative works, and otherwise exploit such proprietary rights.

7. **Conflicting Agreement.** The Employee represents that there are no other contracts to assign Inventions now in existence between the Employee and any other



other third party, unless he/ she has so indicated on **Annexure "B-1"** and unless a copy of any such contract is provided to ZIMETRICS.

8. **ZiMetrics Policies.** The Employee agrees to comply with the policies and procedures of ZIMETRICS INC. and ZiMetrics , in their respective Employee manuals, code of conduct and bulletins, and other communications which may all be modified from time to time at the sole discretion of ZIMETRICS. In the event of any inconsistencies, the terms of this Agreement shall govern unless otherwise stated.

9. **Choice of Law; Jurisdiction; Remedies.** This Agreement shall be governed by and construed in accordance with the laws of India, and the Employee voluntarily submits himself/ herself to the jurisdiction of the courts of Pune. The Employee acknowledges that breach of this Agreement would cause irreparable damage to ZIMETRICS the monetary value of which, he/ she acknowledges, shall be extremely difficult to be ascertained. Therefore, the Employee agrees that, in addition to other remedies, ZIMETRICS. is entitled to a temporary restraining order, an injunction, or other equitable relief to prevent any such breach.

10. **Severability.** If any provision of this Agreement is determined to be invalid or unenforceable, such provision shall be reformed to the minimum extent necessary to be valid and enforceable, and the validity or enforceability of the other provisions shall not be affected.

11. **Successors.** This Agreement inures to the benefit of successors and assigns of ZIMETRICS and is binding on his/ her heirs and legal representatives.

12. **Survival.** This Agreement survives termination of his/ her employment with ZIMETRICS.

13. **General.** . This Agreement shall not be modified except in writing and signed by him/ her, an authorized representative of ZIMETRICS

14. **Counsel.** The Employee understands that he/ she may have independent legal counsel review this Agreement, at his/ her own expense, on his/ her behalf prior to execution.



Annexure B-1: Description of all of independent inventions and Conflicting Agreements

<Employee to enter details in any- Refer Section 6 and 7 of this Agreement>

Signature  _____
GOPAL RAMESHWAR MULE (Aug 3, 2021 12:35:00 PM +05:30)

Name (In capitals) GOPAL RAMESHWAR MULE

Place & Date Pune

Aug 3, 2021



11/13/21, 2:29 PM

Ajeenkya D Y Patil Group Mail - Fwd: Ubisoft Offer : Junior Game Tester (L0)



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jyotsna patil <jyotsna.patil@dypic.in>

Fwd: Ubisoft Offer : Junior Game Tester (L0)

1 message

Sahil Dhankhar <sdhankher4@gmail.com>
To: jyotsna patil <jyotsna.patil@dypic.in>

Wed, Nov 24, 2021 at 5:17 AM

----- Forwarded message -----

From: **Mayuri Saxena** <mayuri.saxena@ubisoft.com>
Date: Tue, 10 Aug 2021 at 5:49 PM
Subject: Ubisoft Offer : Junior Game Tester (L0)
To: sdhankher4@gmail.com <sdhankher4@gmail.com>



Hello Sahil,

Congratulations...!

You have been offered the position of "**Junior Game Tester (L0)**" with Ubisoft Entertainment India Pvt. Ltd.

We are happy to welcome you to the Ubisoft team!!

Your date of joining is **23rd August 2021**. The joining will be physically from our Ubisoft office, if any change, we will share the communication. Reporting time will be shared with you in our upcoming onboarding emails.

You will be asked to sign the offer letter post your joining.

Please share your acceptance / acknowledgement on or before **11th August, 2021**.



2:29 PM

Ajeenkya D Y Patil Group Mail - Fwd: Ubisoft Offer : Junior Game Tester (L0)

venue: Ubisoft Office, B3 5th floor

Kalyani Nagar, Pune

As discussed following are the seasonal contract details: -

Position: Junior Game Tester

Salary: -2,61,036/- per annum

Duration: 1 Year

- Eligibility for leaves on prorata basis
- Company also provides free breakfast and subsidized lunch

BASED ON 50% AS BASIC FOR PF CALCULATION		
Components	Monthly(in Rs)	Annual(in Rs)
Basic	12,022	144264
HRA	3,607	43,279
Entertainment Allowance	1,945	23,344
Employer's Contribution to PF	1,676	20,113
Fixed CTC (A)	19,250	2,31,000
Gratuity	578	6,936
**Bonus	1,925	23,100
Total CTC (B)	21,753	2,61,036
Deductions	Monthly(in Rs)	Annual(in Rs)
Employer's Contribution to PF	1,676	20,113
Employee's Contribution to PF	1,676	20,113
Income Tax
Sodexo Meal Coupons
Professional Tax	200	2,500
Total Deductions (C)	3,552	42,726
	Monthly(in Rs)	Annual(in Rs)
Net take salary =(A)-(C)	15,698	1,88,274
Net and gross salary is applicable to Professional tax and Income tax Hence the deductions towards the same will be made seperately. Bonus will be paid annually based on the company's and individual performance. ** In Lieu of Statutory Bonus		



2:29 PM

Ajeenkya D Y Patil Group Mail - Fwd: Ubisoft Offer : Junior Game Tester (L0)

Feel free to connect with me for any queries.

This is applicable to outstation candidates only > request you all to plan your travel to Pune at least 1 week before the joining date.



image001.jpg
38K



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KIPL /HR/732

Date: - 16th Aug 2021

To,

Mr. Shailendra Singh,
Plot no. 25, Room no-a/21,
Natraj Chsl, Goral 1,
Nr Mangal Murti Hospital,
Rsc 22, Borivali, Mumbai
Maharashtra- 400091.

Subject: - Appointment as Graduate Trainee Engineer

Dear Mr. Shailendra Singh,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **GRADUATE TRAINEE ENGINEER** with **KIDER India Pvt. Ltd.** at **Koregaon Bhima** from **16th August 2021** on the following terms & conditions:

- 1) **Training Period:**
Your training period will be for one year from the date of joining.
- 2) **Reporting:**
You will be reporting to the Concern HOD at Kider India Pvt. Ltd. Koregaon Bhima, Pune Office.
- 3) **Remuneration:**
You will be paid a stipend of **Rs.18,000/-** CTC per month (CTC Rupees Eighteen Thousand Only per month) during your Training Period.
- 4) **Provident Fund:**
Rate of contribution by the Company as per applicable P.F. Rules.
- 5) **ESIC:**
Rate of contribution by the Company as per applicable ESIC. Rules.
- 6) **Probation & Confirmation:**
After satisfactory completion of your training and subject to requirement of the organization, you will be taken on probation of six months in the Officers Cadre in a suitable Grade and on salary, which will be communicated to you then. On satisfactory completion of probation, your services will be confirmed

KIDER INDIA PVT. LTD.

Registered & Head Office : New Gat 584/2, Koregaon Bhima, Taluka Shirur, Pune 412 216 INDIA
+91 2137 678000 | sales@instorindia.com | CIN: U74999PN2008FTC135220 www



7) Termination:

During the period of your training of one year, the Company reserves the right to terminate your training at any time without any notice or stipend, in lieu of notice, in case your progress is not satisfactory.

8) Placement & Transfer:

You will be liable to be placed in any department and also be liable to be transferred to any other department as required.

9) Working Hours:

You will abide by whatever shift or duty hours that may be fixed in your case from time to time.

10) Leaves:

During the period of training, you will be eligible for leave as applicable. On your confirmation, after satisfactory completion of probationary period, you will be eligible for leave as per Company's Leave Rules.

11) General:

- i) You will abide by the Standing Orders and/ or Regulations applicable to you, which are in force for the time being or may be framed from time to time.
- ii) You will not divulge to any unauthorized person/s any of this Company's trade secrets or affairs.
- iii) Before joining our Organization, you will be required to undergo a medical examination with the Company's Doctor for medical fitness.

You are requested to communicate your acceptance of the above terms and conditions.
Thanking you,

For Kider India Pvt. Ltd.



Sudhir Mehta
Director



Appointment letter received, terms & conditions read and accepted.

Shailendra Singh

KIDER INDIA PVT. LTD.



Registered & Head Office : New Gat 584/2, Koregaon Bhima, Taluka Shirur, Pune 412 216 INDIA
+91 2137 678000 | sales@instorindia.com | CIN: U74999PN2008FTC135220 www.instorindia.com

Kider India Pvt Ltd
Compensation Sheet

Name	Shailendra Singh	
Designation	GET	
Grade	T3	
Location	Pune	
Department	Sales & Marketing	
Annual CTC	Rs. 2,16,000	
	Monthly	Annual
Salary and Allowances		
Stipend	Rs. 15,690	Rs. 1,88,280.87
Monthly Total (A)	Rs. 15,690	Rs. 1,88,281
Co's contribution to Provident Fund @ 12%	Rs. 1,800	Rs. 21,600
ESIC Co. Contribution @ 3.25%	Rs. 510	Rs. 6,119
Statutory Benefits (B)	Rs. 2,310	Rs. 27,719
Total CTC (A+B)	Rs. 18,000	Rs. 2,16,000

Note's:

Company contribution to PF is taken at 12% of master gross pay excluding HRA or Rs. 15,000 which ever is lower as specified under the applicable EPF Act, 1952.
Company Contributions to ESIC is taken at 3.25% of monthly master gross pay excluding Washing Allowance as specified under ESIC Act, 1948.

		
Prepared by	Verified by	Authorized by





Dated: 3rd January 2021

Ms. Divya Khanal

Dear Divya,

Letter of Intent for employment

We take the opportunity of providing outsourced services to clients based in United Kingdom (U.K). Our clients are mainly "Solicitor Firms" rendering services involving immovable properties. The nature of the services rendered by us warrants and demands knowledge of the modus operandi of transactions concerning real estate.

ourselves as a business entity engaged in the business of providing services to clients based in India as well as in the United Kingdom (U.K) are mainly "Solicitor Firms" rendering services involving immovable properties. The nature of the services rendered by us warrants and demands knowledge of the modus operandi of transactions concerning real estate.

We have entered into an agreement with IREF under which we will employ with us, in March, 2021, a certain number of students educated in India and trained by the Institute of Real Estate (IREF) and the requirements for our arrangement are as given and detailed herein below:-

with IREF under which we will employ with us, in March, 2021, a certain number of students educated in India and trained by the Institute of Real Estate (IREF) and the requirements for our arrangement are as given and detailed herein below:-

1. This letter is a mere offer letter, not a contract, and is recommended by the Institute of Real Estate (IREF).
2. **ANZA Internship**
 - **I Leg of the Internship** - This leg of the internship and in this phase, you will be reimbursed for the accommodation charges (which will be reimbursed at the end of each month) and the travelling expenses from your hometown and back, after the completion of the first leg of the internship.
 - **II Leg of the Internship** - This leg of the internship is completed when you are working from Bangalore. We will facilitate us to see you working from Bangalore.

"Letter of Intention", and can be treated as a provisional offer to employ the candidate(s) educated, trained and recommended by IREF. The internship begins from 11th January 2021.

The first leg of the internship is for a period of 3 months from the date of joining for job training at our Bangalore office. In this phase, you will be reimbursed for the accommodation charges (which will be reimbursed at the end of each month) and the travelling expenses from your hometown and back, after the completion of the first leg of the internship.

The second leg of the internship is for a period of 3 months after the above has been completed. In this phase, you will be paid a Stipend of 10,000/- and you have a choice to either work from your hometown (in this case, please bring your laptop to work) or working from Bangalore.



ANZA SERVICES LLP
BANGALORE

3. After successful completion of "On Job Training" the candidates will be evaluated as per the due process for selection, for employment with us, including but not limited to background scrutiny, oral interview, written skill test and various other tests to assess the eligibility of a candidate. You will be placed in ANZA Services LLP as an Associate/ Sr. Associate with a salary ranging from Rs. 2.25 Lacs to 4 Lacs per annum.
4. Candidates will be placed in our Bangalore office or at their hometown and they might be transferred to other locations based on the company requirement.
5. This "Expression of Intention" is not an invitation or solicitation to anybody to enroll for any course with any Institution whatsoever.

Thanking you,



Prashant Maharaj
Partner





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Dated: 3rd January 2021

Mr. Manish Kumar

Dear Manish,

Re: - Letter of Intent for employment.

We take the opportunity to introduce ourselves as a business entity engaged in the business of providing outsourced and consulting services to clients based in India as well as in United Kingdom (U.K). The offshore entities (our clients at U.K) are mainly "Solicitor Firms" rendering services to the end users there, for purchase, sale, lease, transfer of immovable properties. The work involving commercial transactions as above is outsourced to and executed by us here at Bangalore. The nature of the services rendered by us warrants and demands proper knowledge of the modus operandi of transactions concerning real estate / immovable properties.

We have entered into an arrangement with IREF under which we will employ with us, in the current financial year ending 31st March, 2021, a certain number of students educated and trained by the institute, compliant to our nature of work. Salient features and requirements for our arrangement with IREF are as given and detailed herein below: -

1. This letter is a mere "Expression of Intention", and can be treated as a provisional offer letter, not a final offer to employ the candidate(s) educated, trained and recommended by IREF. The Internship begins from **11th January 2021**.
2. **ANZA Internship Programme:**
 - **I Leg of the Internship** – This is for a period of 3 months from the date of internship and involves on the job training at our Bangalore office. In this phase, you will be reimbursed with accommodation charges (which will be reimbursed at the end of each month) and the travelling expenses from your hometown and back, after the completion of 3 months.
 - **II Leg of the Internship** – This is for a period of 3 months after the above has completed, wherein you will be paid a Stipend of 10,000/- and you have a choice of either working from your hometown (in this case, please bring your laptop to facilitate us to set up your laptop) or working from Bangalore.



3. After successful completion of "On Job Training" the candidates will be evaluated as per the due process for selection, for employment with us. including but not limited to background scrutiny, oral interview, written skill test and various other tests to assess the eligibility of a candidate. You will be placed in ANZA Services LLP as an Associate/ Sr. Associate with a salary ranging from Rs. 2.25 Lacs to 4 Lacs per annum.
4. Candidates will be placed in our Bangalore office or at their hometown and they might be transferred to other locations based on the company requirement.
5. This "Expression of Intention" is not an invitation or solicitation to anybody to enroll for any course with any Institution whatsoever.

Thanking you,



Prashant Maharaj
Partner



Internship with KStudio Solutions Pvt. Ltd. (Internship Letter)

Date : 23rd March 2021
Name : Pragati Anant Tamboli
Intern No : 015
Address : C 202, JD Shubharambh, Bakori Road, Wagholi, Pune - 412207

Dear Pragati,

We are pleased to inform you that, based on the representations made by you during the interview process and in your resume, we have extended our Internship offer to join KStudio Solution Pvt. Ltd. ("KStudio" or the "Firm"), effective from a mutually agreeable date 23rd March 2021 for period of 1 Year from 23rd March, 2021 to 22nd March 2022.

Initially, you will be joining our Firm's office situated in Pune as Software Development Intern- (the "Internship Letter")

- Reporting:** Initially, you will report directly to the **Product Team Leader**, in **Product Development** division and ultimately to the Leadership Team, but nevertheless the Firm reserves the right to modify the organizational structure without prior notice.
- Remuneration:** You would be entitled to **Rs. 10,000 Per Month of Stipend** during the Internship Period
- Other Benefits:** You will also be entitled to participate in Intern benefit plans maintained by the Firm that are available to the intern of the Firm generally. The Firm reserves the right to amend, modify, or terminate any of its benefits plans and/or programs at any time in its sole discretion. Nothing contained herein shall be construed to create an obligation on the part of the Firm to offer or establish any particular plan, program or benefit or maintain the effectiveness of any such plan, program or benefit which may be in effect from time to time.
- Working Hours:** Your working hours shall be set by the Firm in its discretion in compliance with applicable law and as per the policies and procedures of the Firm in force from time to time.
- Leave:** Please refer our Employee Handbook. in accordance with the policies and procedures of the Firm in force from time to time. You shall schedule all leave in accordance with the Firm's policy.
- Termination:** Either party may terminate this Appointment and your Internship with the Firm in accordance with the Firm's termination policy, upon **2 Months** prior written notice to the other party.
- Compliance and Other Agreements:** Upon joining the Firm, you will be expected to abide by all legal, professional, ethical and Firm requirements, rules, regulations, policies, and practices applicable to your work, whether currently in place or subsequently adopted. Before accepting the Firm's offer of Internship, you must fully disclose all contractual and other restrictions or obligations with other parties, including any noncompetition or non-solicitation agreements with prior employers that may or will impose limitation on your professional activities with KStudio. The Firm expects you to abide by all such restrictions or obligations and to avoid involvement, while employed as Intern by the Firm, in any matter that could pose a conflict as a result of confidential, proprietary or trade secret information obtained by you or prior to your internship with the Firm. By agreeing to become employed by the Firm, you represent that none of these restrictions or obligations is inconsistent with your acceptance of this offer of internship or you are becoming, and serving, as an intern of KStudio.
- Confidential and Proprietary Information and Materials and Exclusivity:** You acknowledge that by reason of your duties, you will be given or may have access to and become informed of confidential or proprietary information which the Firm possesses or to which the Firm has access, and which relates to the Firm, its business, activities, investments and/or constitutes a trade secret of the Firm. You further acknowledge that your internship creates a relationship of confidence and trust between you and the Firm and that you will be entrusted with, utilize, and be responsible for the furtherance of employee, customer, client, investor, and supplier relationships and goodwill of and on behalf of the Firm. Accordingly, this offer and your internship with the Firm is also conditioned upon your execution of the confidential and proprietary information and materials and exclusivity regarding confidentiality, ownership of creations, competing

KStudio Solutions Pvt. Ltd.
Regd. Off. Office No 202
Tower 2, World Trade Centre
Kharadi, Pune, India - 411014



HR@KSTUDIO.COM
WWW.KSTUDIO.COM

Pragati
Accepted

- activities, proprietary information of third parties and related issues and obligations and agreeing to other employee policies of the firm.
9. **Covenant Not to Compete**: You agree that at no time during the term of your internship with the Company will you engage in any business activity which is competitive with the Company nor work for any company which competes with the Company. For a period of one (1) year immediately following the termination of your internship, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in a worldwide geography in which you were employed.
10. **Non-solicitation**: During the term of your internship, and for a period of one (1) year immediately thereafter, You agree not to solicit any employee or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an internship, contractual or other relationship with the Company.
11. **Soliciting Customers After Termination of Agreement** : For a period of one (1) year following the termination of your internship and your relationship with the Company, You shall not, directly or indirectly, disclose to any person, firm or corporation the names or addresses of any of the customers or clients of the Company or any other information pertaining to them. Neither shall you call on, solicit, take away, or attempt to call on, solicit, or take away any customer of the Company on whom You have called or with whom You became acquainted during the term of your internship, as the direct or indirect result of your internship with the Company.
12. **Injunctive Relief**: You hereby acknowledge (1) that the Company will suffer irreparable harm if You breach your obligations under this Agreement; and (2) that monetary damages will be inadequate to compensate the Company for such a breach. Therefore, if You breach any of such provisions, then the Company shall be entitled to injunctive relief, in addition to any other remedies at law or equity, to enforce such provisions.


This offer supersedes and replaces any and all prior offers, agreements, statements, and representations made, whether written or oral, including statements and representations made in any advertisement or in the course of any job interviews, discussions, or negotiations for this position. This offer shall be construed under and be governed in all respects by the laws of India. To accept our offer and the terms of this Offer Letter, please sign below in the space provided, sign the intern undertakings on confidential and proprietary information and exclusivity etc., and return the executed original of each document to the Firm. Please retain the second copy of each document for your files. If you have any questions, please do not hesitate to contact me or the Firm's human resource department.

Sincerely,
For KStudio Solutions Private Limited


Name: Viraj Kalyani
Designation: Director

By your signature below you acknowledge that you have read and understand the foregoing Agreement, that you agree to comply with all of the terms of the Agreement, and that you have received a copy of the Agreement.

Date: 23/03/2021


Name: Pragati Anant Tamboli





PLACEMENT AT A GLANCE

2021-2022

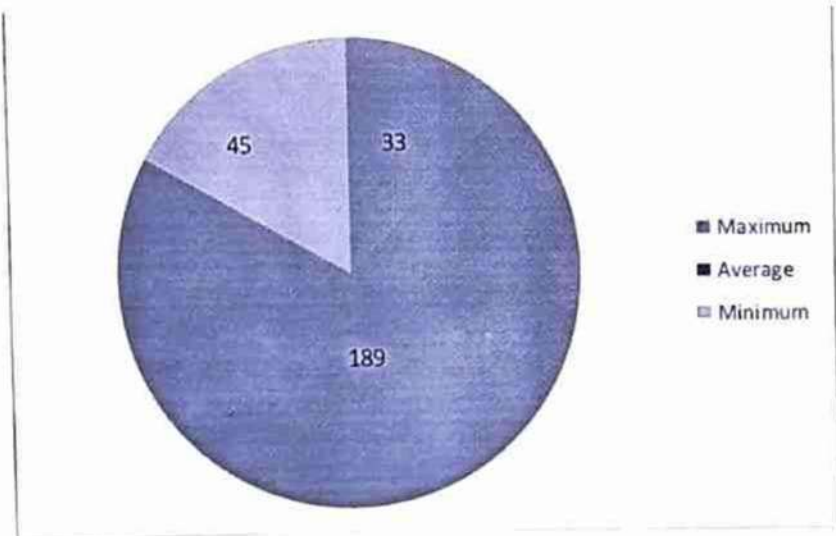
THE FUTURE INNOVATORS



Placement at a Glance 2020-2021



Salary Range 2020-21



Stats 2020-2021

No. of Companies	293
No. of Super Dream Offers	16
No. of Dream Offers	59
No. of Regular Offers	192
Overall offers	267

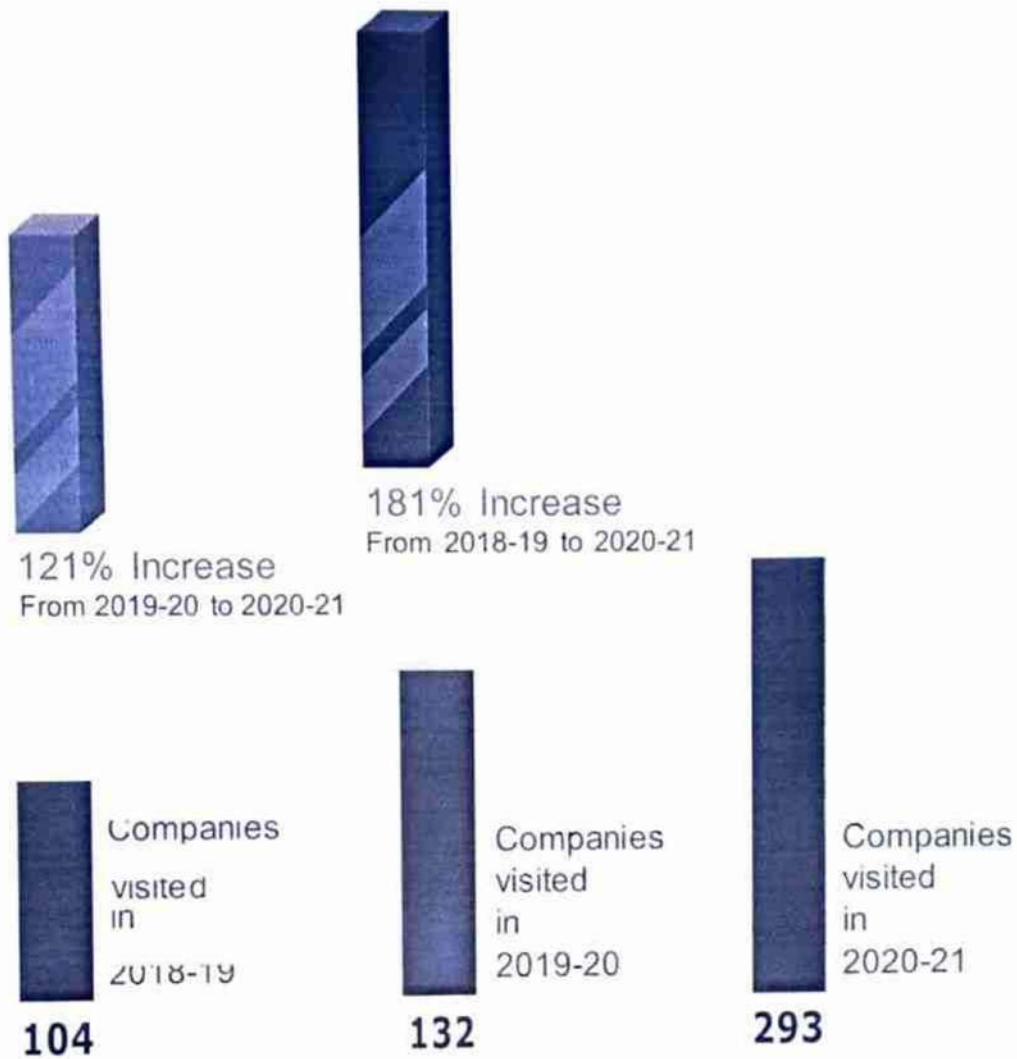
Overall placement in the year 2021 267

Overall placement in the year 2020 213

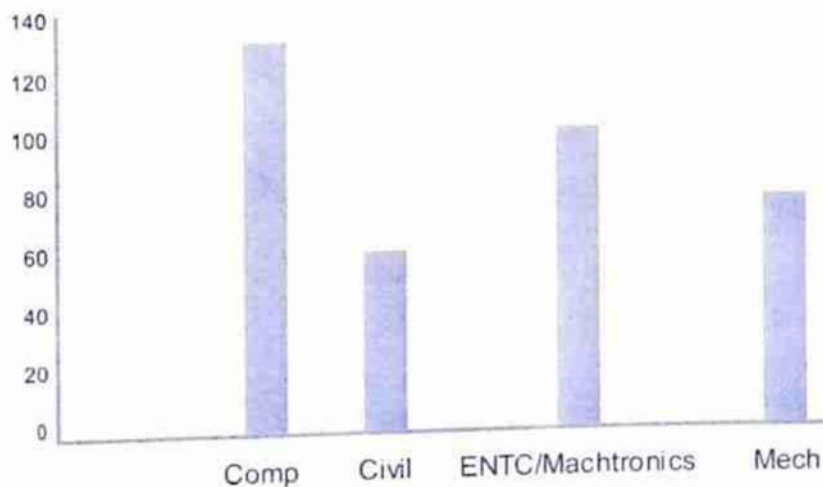
**25% Increase in placement
During covid pandemic**



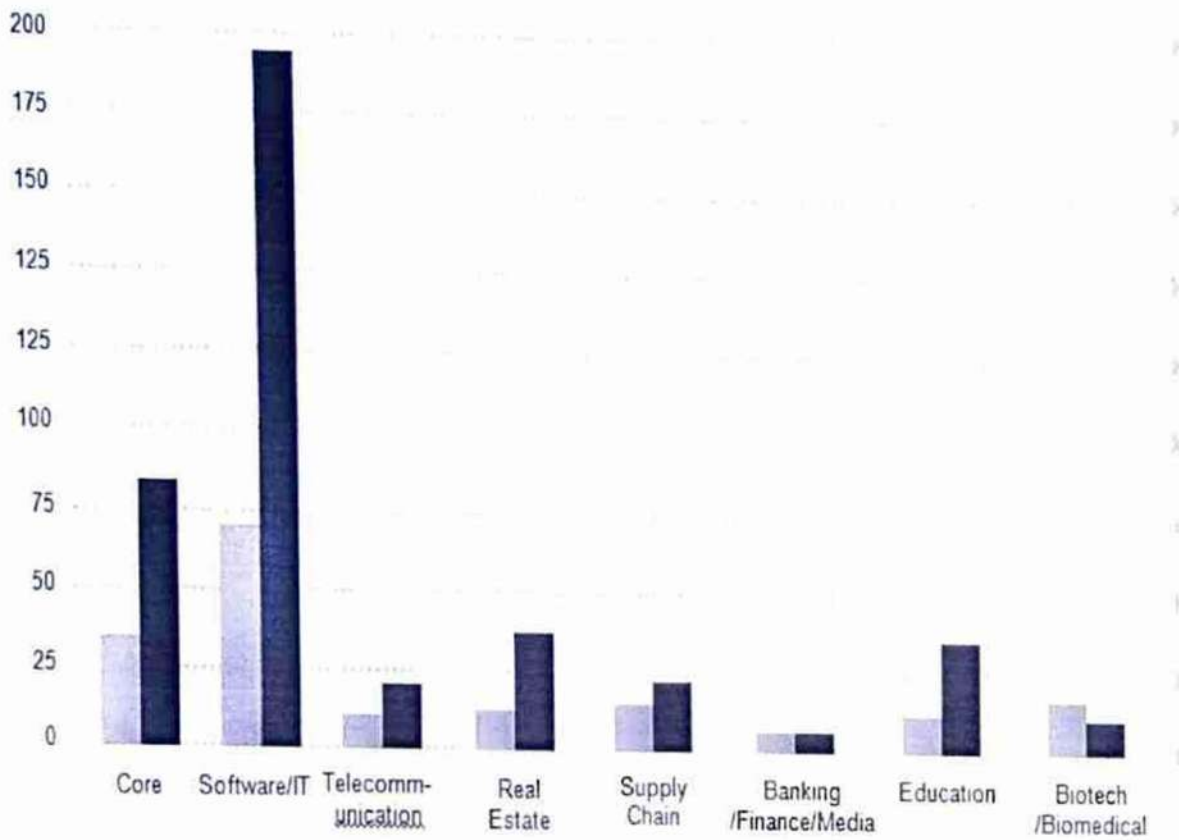
Increasing Percentage of Company Visits



Branch Wise Companies Visit



Sector Wise Percentage of Placement 2020-21



Sector-wise Recruiting Partner

Banking, Financial Services, and Insurance

The banking and financial sectors have always been the strong foundation of our placement team. HSBC, Finserv, ICICI Prudential Mutual Fund, Canara HSBC Life Science, City Union Bank, HDFC Mutual Fund are some of the renowned organizations where many of our students secured their future.

Conglomerate, Auto, Manufacturing, Power, and Energy

Prominent conglomerate, automobile, manufacturing, and engineering companies have offered leadership positions in their respective departments. ADYPU students got opportunities as Solution Engineer, Research & Development Executive, Talent Acquisition, Risk Management, Operation Engineer and many more in esteemed organizations such as Force Motors, FIAT, John Deere, LG, CEAT, Whirlpool, Hyundai, L&T Infotech, Tata Motors, PIAGGIO, Zamil Steel, Tata Electronics, Bajaj, Bajaj Electronics, Asian Paints, Barge Forge, LG Electronics, LiuGong, etc.



IT, Analytics, Consulting, Start-Up, and E-Commerce

Maintaining the trend of higher placement in major IT, Consulting, E-commerce sectors. Many renowned companies have bestowed their trust in the capabilities and skills of our students and recruited in large numbers. Capita, Capgemini, Bitwise, AWS, Amazon, Tech Mahindra, Neil Soft, Persistent, Yash Technologies, Infobeans, Concentrix, are a few of the top MNCs where ADYPU students are placed.

Hospitality, Pharmaceuticals, Media, Telecom, and Others

These are the other sectors where ADYPU witnessed record placement. Renowned names AMGEN, Saama, Flex, Cactus, Reliance, Vodafone, Jio, Markle, ProChem, Pin Click, Kantar, KNOREX, The Westin, Vivanta, Marriott, Conrad, Hyatt, The Leela, Sheraton, Crowne Plaza, Radisson, Novotel, Pune City Center, and more are showed confidence on our training and placement team and hired our students in multiple profiles.

Logistics, Power, Real Estate and Education

						
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Super Dream & Dream Offers

01

In this placement offer, the students are presented with companies that offer Cost of Company (CTC) of 26 Lakhs and above.

02

They can choose among various streams including IT services, product consulting, banking, core engineering companies among other options.

03

Such placement opportunities allow the students to freely select the offer that is present in their area of interest.

04

DYPTC is a proud holder of the India Book of Records for the highest number of recruitments through placements done in a single day.

05

Capgemini, L&T infotech, Accenture, TCS, Wipro, and Infosys are a few names in the IT sector that have their placement bases in ADYPU. Apart from placements for students in their final year, the Placement Cell provides international internships with leading MNCs across the globe.



Milestones In Placement

2019
Achieved India Book of Records for "Maximum Female Candidates Recruited on Single Day" on 7th March 2019.



2017-18
Received Global Education Award for "Best Placement in Maharashtra" 2017-18.



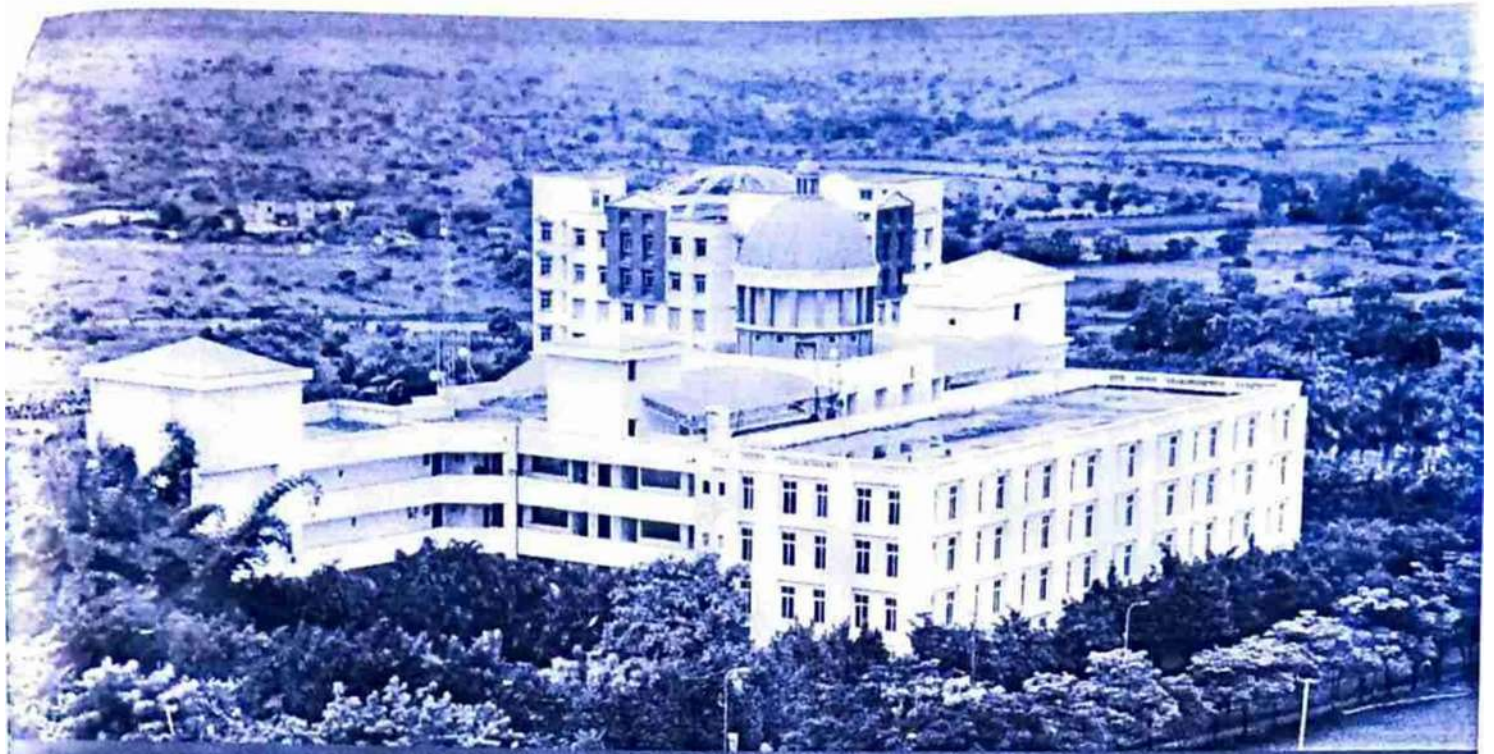
2018-19
Received TCS iON award for "Best Placement in Maharashtra" 2018-19.

2018-19
Received ED Tech Review award for "Best Industry Institute Interaction Cell" 2018-19.

2020

Received the "Outstanding Industry and Academic Contributor" award by ASSOCHAM on the occasion of International Women's Day on 8th March 2020.





CORPORATE EVENTS

ADYPU focuses on the comprehensive development of students by keeping them abreast of real market scenarios and making them familiar with the environment by conducting various corporate events within the academic session.



Career Guidance Session
by HR of Capgemini
Neeraj Kapre



Gaur Gopal Das Session
on Success of Life
Secrete's



Industrial tour to IBM Data
Centre, Bangalore



Career Guidance Session
by HR of Tata Motors
Preeti Sakhra



Session by BYJU's



The Placement Process

The Placement & Corporate Relations team works closely with the course mentors and other faculty members to derive the placement readiness index of each student based on parameters that are recommended by the industry.

Placement Readiness Index is used to assess, evaluate and report the competency of students.

Some assessment methods include

Observation & Learning Application • Portfolios of Student work

Live Projects • Oral & Written Reports

Performance & Peer Reviews • Quizzes

Participation & Teamwork

Participation & Teamwork

Innovative Application of Theoretical Concepts and many more

- Based on assessment, innovative methods are used to prepare our students to be ready for the corporate world, either in jobs or in entrepreneurial ventures.

Pre-Placement Talk

- Pre-Placement Talks held by recruiters in order to meet and learn more about the fresh yet-to-join employees as well as to introduce them to the company, their rules, and regulations, their work culture, etc.
- The PPT renders the corporate world an opportunity to interact with the students and get to know their prospective recruits better, both for the summer internship and final placements.
- Organizations make an interactive presentation which is vital in providing the students with information about the organization and their career prospects, helping them both make informed decisions.



Summer Internship Program

The aims of the Summer Internship Program are to enable students to acquire knowledge and experience as it occurs in professional practice; hone their work skills, and apply their knowledge.

In return, the students apply their enthusiasm, energy, and contemporary theoretical knowledge in ways that will help your organization achieve its goals.

Summer Internship constitutes an integral part of the curriculum and is valued for its relevance in the practical application of education. ADYPU encourages the students to perform at least one internship for the duration of 3 months, every academic year.

The summer internship is positioned between mid-May to mid-August, every year ensuring the student has a minimum of 6 months to a maximum of 1 year worth of industry experience by the time the student is ready for the corporate world.

The students are placed in different organizations for a period of about 3 months on a specific assignment with their preferred areas of specialization.

As a part of the assignment, students are required to submit a report. The presentation, made by the students to a jury comprising of industry experts and faculty, forms the basis for the evaluation of the project work





"Empowerment through quality technical education"

Dr D Y PATIL SCHOOL OF ENGINEERING

Dr D Y Patil Knowledge City, Charholi (Bk.), Via. Lohegaon, Pune - 412 105


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Training Activity A.Y 2020-21

Summary of T & P activity

Sr no	Particular	Academic Year	Remark
1	Barclays "Connect with Work" Program Soft Skill Training	2020-21	
2	Soft Skills and Aptitude Training Speaker Mr. Chirag Thakkar Heading a Soft Skills Training Institute, SmartWayz	2020-21	
3	Byju's-Career Lab hosted LIVE & Exclusive Interactive Satellite Webinar	2020-21	
4	Employability Skills Training by Mr Vivek Sarda (MBA, ICW , CAT 99.9%ile, CET 99.5%ile) Director Ideal Management	2020-21	
5	15days Python Language training with collaboration of Syntel - GTT	2020-21	
6	Webinar on "Career in Data Science & AI" by Mr. Aniket Chhabra	2020-21	
7	MOCK-AI Interview Test BE 2021 batch	2020-21	
8	ICT Academy - DXC Technology Social Initiative for Women Empowerment	2020-21	
9	Q spider is hosting a free online training on C, Data structure & Company specific	2020-21	
10	MOU-T&P Cell is going to tie up with "Calyxpod - A one-stop solution" Centralized and secure platform	2020-21	
11	HR Meet "Meet & Greet" Bringing Industry And Academic Closer" organized by T & P Department on 1 st October 2021 at Hyatt Pune.	2020-21	


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T & P Officer




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Training Activity A.Y 2020-21

Barclays "Connect with Work" Program Soft Skill Training for BE/ B Tech 2022 batch

Commencement of Training-28th July 2020

Barclays "Connect with Work" Program aims at improving the employability skills of the youth. Under this program, students will be trained by **Corporate Trainers** to enhance their life skills which would help them significantly to increase their chances of succeeding in a job interview

24 hrs classroom training on Interview Skills (Details mentioned below) Due to lockdown this is divided into two parts – 18 hours virtual and 6 hours classroom training. 18 hours of virtual training will be delivered by a Corporate Trainer using Zoom/Webex as a platform – training will be conducted 2 hours per day for 9 days. 6 hours of face to face training will be done once the lockdown is lifted and before the campus placement starts.

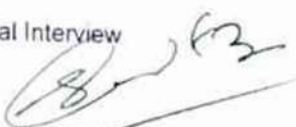
2. Industry visit of students to various organizations
3. Post Placement Mentoring and Career Counselling support to place students for one year.

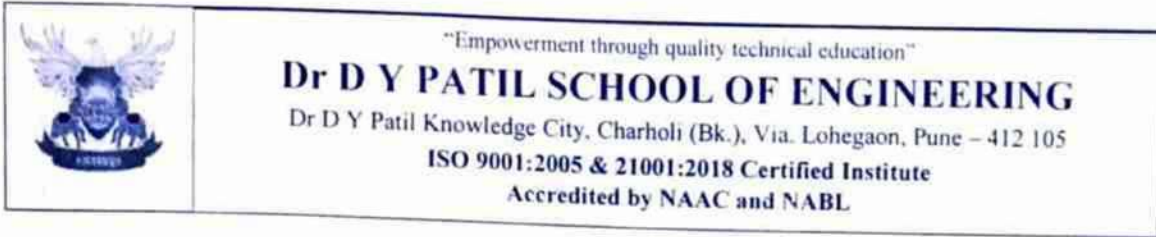
In Life Skills training, we will be covering the below topics

1. Organizational Structure
2. Public Speaking
3. Presentation Skills
4. E-mail Etiquette
5. Grooming
6. Group Discussion
7. Personal Interview
8. Assessment will be conducted on Group Discussion and Personal Interview


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Training : Soft Skills and Aptitude Training

Speaker : Mr. Chirag Thakkar

Heading a Soft Skills Training Institute, SmartWayz


1. CV Building and Interview Skills
2. Group Discussions & Mock GD Conduction and Feedback
3. Goal Setting and Time Management
4. Effective Communication Skills
5. Email and Workplace Etiquettes
6. Understanding Financial Management for Freshers
7. Leadership and Team Management
8. Take charge of your own life and happiness

Date: 4th August 2020

Students Participated: 165


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Training Activity A.Y 2020-21

Training: Byju's-Career Lab hosted LIVE & Exclusive Interactive Satellite Webinar for Third year student.

Duration-90 minutes

The Webinar will capture the below-mentioned topics:


1. Upskilling courses & Certifications Programs for Placements in Reputed Companies
2. Guidelines to choose Projects & Internships.
3. Indian and International education opportunity, the possibility of getting the seats, etc
4. English workshop- solving questions by the mathematical way, Reading only 20% of the RC (reading comprehension), and answering the entire question.
5. About Abroad universities, funding options, profile building, part-time jobs, etc

Date: 8th Oct 2020

Students Participated: 220


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Training Activity A.Y 2020-21

Training and Placement cell is going to organize Employability Skills Training (45 Hrs) for BE and TE Students by **Mr Vivek Sarda** (MBA, ICW , CAT 99.9%ile, CET 99.5%ile) Director Ideal Management

Date of training for BE students -8th ,9th,10th,11th,15th,16th ,17th and 18th Oct 2020

Time - 9:30 am to 4:30 pm

Date of training for TE Student -10th,11th,17th,18th , 24th, 25th

Average Attendance Students

BE – 330

TE – 165



[Signature]
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Training Activity A.Y 2020-21

Date: 22nd December 2020

On the occasion of Founders Day, the Training and Placement cell of D Y Patil Knowledge city is going to organize a 15 days Python Language training with collaboration of Syntel - GTT CSR activity.


Courses of 120 hrs(15 Days) duration, focusing on BE Students. Students Currently pursuing their final year degree (2020-21). Training will be given on python programming or Manual Testing.

Training had started from 22nd December 2020.

For the candidate who completes the training will be supported with placements opportunities in Syntel.

Students Participated: 235


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Training Activity A.Y 2020-21

Webinar on "Career in Data Science & AI" by Mr. Aniket Chhabra on 26th June 2021

Machine Learning Scientist/Artificial Intelligence is one of the most coveted job profiles of the current times. A significant increase in the overlap between IT/Technology and Data Science (especially Programming and Data Science Models), has widened the scope resulting in a plethora of opportunities in the market. Through this session, you will be introduced to AI/ML career-building nuances which will help transform you into tomorrow's professionals.

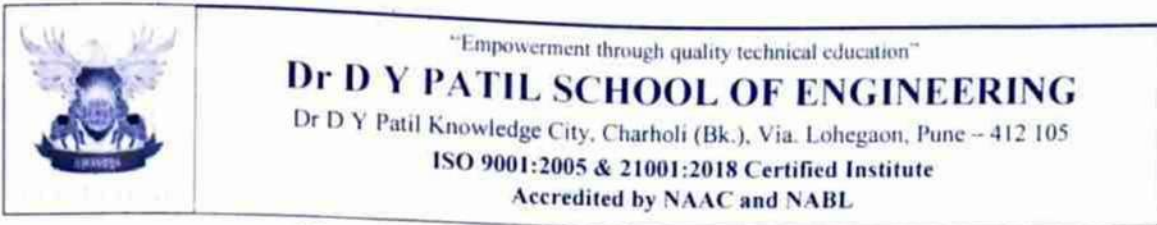
- Live Webinar Duration: 1 hour

Participated Students : 137


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Training Activity A.Y 2020-21


MOCK-AI Interview Test | BE 2021 batch

Mock-AI to evaluate student interview skills. Get more realistic interview experience of facing the interview that too sitting at home. Using the latest machine learning and Artificial Intelligence technology, Mock-AI assesses students for their body posture, facial expression and voice modulations. With feedback around their facial expressions, posture and their answers to the questions, we give a comprehensive feedback on their weak and strong areas to improve. MOCK-AI report which we share with students. And also we share the score sheet in excel format with HODs.

Date : 6th to 8th July 2020

Participated Students : 310


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Training Activity A.Y 2020-21

Date : 23rd Feb 2021

ICT Academy – DXC Technology Social Initiative for Women Empowerment

ICT Academy has partnered with DXC Technology for implementing a unique social initiative to empower deserving and under-privileged 10,000 girl students across the country. This program will be implemented by ICT Academy by setting up of "**Centre for Women Empowerment**" in select Engineering Colleges Across India. Under this initiative, the institution will benefit in the following services of ICT Academy and will be at Free of Cost.

1. **Training 100 Pre-Final Year Engineering Girl students** (Passing out in 2022) of the Institution on a Specific Advanced Technology Course as per the demands of Industry. (**200 Hours Training** comprising of 100 Hours Virtual Live Instructor Led Training and 100 Hours of Self Learning).
2. **Assessment and Certification** for trained 100 students.
3. **Placement Support** and Facilitation by ICT Academy for the Successful Students.
4. Training **2 Women faculty members** on the Advanced technology and recognize as the mentors for the Centre for Women Empowerment.
5. ICT Academy shall Organize an **Annual Student Competition** for the students participating in this training and recognize Winners through Awards and Certificates at Institutional level and National Level.
6. **Recognition and Branding** for the Institution as an Implementation Partner on this unique social Initiative program on "Women Empowerment"


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Training Activity A.Y 2020-21

Q spider is hosting a free online training on C & C++, Data structure & Company specific


QSpiders is the world's ace software testing training organization with an aim to bridge the gap between the demands of the industry and the curriculum of educational institutions. With centers across the Globe, the institute is a platform where young minds are given the opportunity to build successful careers.

Date: 13th May 2021 4 pm to 7 pm


Participated Students : 187

- Understand the fundamentals of the C & C++ Programming Language
- Make yourself more marketable for entry level programming positions for campus interviews and arranged from us.
- Learn one of the most popular, widely used languages in the world
- Learn how to write high-quality code
- At the end of this course, you will be able to create your programs, writing your algorithm, solving various problems using programming.
- Learn C++ features from basic to more advanced such as inheritance and polymorphic functions
- Learn Object-Oriented Programming Design Concept in C++ Perfectly with examples
- In depth understanding of Inheritance and dynamic polymorphism, how runtime polymorphism helps to write more flexible


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	<p style="text-align: center;">"Empowerment through quality technical education"</p> <p style="text-align: center;">Dr D Y PATIL SCHOOL OF ENGINEERING</p> <p style="text-align: center;">Dr D Y Patil Knowledge City, Charholi (Bk.), Via. Lohegaon, Pune – 412 105</p> <p style="text-align: center;">ISO 9001:2005 & 21001:2018 Certified Institute</p> <p style="text-align: center;">Accredited by NAAC and NABL</p>
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Training Activity A.Y 2020-21

MOU-

T&P Cell is going to tie up with "Calyxpod - A one-stop solution" Centralized and secure platform for BE/BTech 2022 batch for Complete Automation of all placement related activities.

Overview

- Private network of Students & Faculty members run in collaboration with Training and Placement Cell and Faculties.
- Complete Automation of all the placement related activities.
- Knowledge Sharing and Collaboration.
- Alumni Network.
- Conduct your own online/remote examination if needed
- Online Classes.
- Experts Webinars.

Few Benefits of Calyxpod

- A **Centralized & Secure** platform for all placement related activities.
- An **AI-based automated** tool that provides an **In-depth analysis** of Student Performance.
- **Placement Event tracker** - Holistically manage single and pool campus events.
- **Quick Test Platform** - Conduct online remote tests for students - Preparation test, Practice Test or Online Examination.
- **Mobile Application** for easy user experience.
- **Forums** - Knowledge sharing & discussion among students.
- **Alumni connect** - stay connected with seniors.
- **Responsive Team** to support and assist any queries from Student users or T&P/Faculty users.


The above is an overview of solutions and benefits.

Commercial- Free of cost for one Year

Commencement from-15th June for BE/B Tech 2022 batch


 Ms. Shweta Sharma
 T & P Officer




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Training Activity A.Y 2020-21

HR Meet 2021

HR Meet "Meet & Greet" Bringing Industry And Academic Closer" organized by T & P Department on

Date : 1st October 2021 at

Venue : 88, Nagar Rd, Adjacent to Aga Khan Palace, Palace View Society, Kalyani Nagar, Pune,

Participated Company : 16



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T & P Officer



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