



Shri Gajanan Shikshan Sanstha's
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA

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List of Students Place in AY 202-21

Sr No	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
1	Aachal Mishra aachalmishra1803@gmail.com	BE Electromncs & Telecommunication Engineering	Accenture Limited alfonse.amith@accenture.com	4.5 LPA
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4	Aishwarya Viyavhare aishu.vyavhare.1999@gmail.com 9340591922	BE Information Technology	Accenture Limited alfonse.amith@accenture.com	4.5 LPA
5	Gaurav Patil	BE Information Technology	Accenture Limited alfonse.amith@accenture.com	4.5 LPA
6	Harshada Babar harshadababar99@gmail.com 7387697146	BE Electromncs & Telecommunication Engineering	Accenture Limited alfonse.amith@accenture.com	4.5 LPA
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9	Mahima Sharma 25sharmamahima@gmail.com 7721064603	BE Information Technology	Accenture Limited alfonse.amith@accenture.com	4.5 LPA
10	Manish Tinkhede manishtinkhede786@gmail.com 8605787784	BE Electromncs & Telecommunication Engineering	Accenture Limited alfonse.amith@accenture.com	4.5 LPA
11	Mithilesh Joshi mithileshjoshi100@gmail.com 9422842528	BE Electrical Engineering	Accenture Limited alfonse.amith@accenture.com	4.5 LPA



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115	Akash Sardal akashsardal1998@gmail.com 9112065851	BE Mechanical Engineering	NRB Bearing, Aurangabad subhash.shinde@nrb.co.in 9421272583	1.8 LPA
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117	Aniket Lakade Aniketlakde7262@gmail.com 7262079937	BE Mechanical Engineering	NRB Bearing, Aurangabad subhash.shinde@nrb.co.in 9421272583	1.8 LPA
118	Anmol Dakhole anmoldakhole@gmail.com 8411071247	BE Mechanical Engineering	NRB Bearing, Aurangabad subhash.shinde@nrb.co.in 9421272583	1.8 LPA
119	Gaurav Bhatkar gauravbhatkar10105@gmail.com 7350397107	BE Mechanical Engineering	NRB Bearing, Aurangabad subhash.shinde@nrb.co.in 9421272583	1.8 LPA



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120	Hrushikesh Gangane hrushikeshgangane@gmail.com 8275595258	BE Mechanical Engineering	NRB Bearing, Aurangabad subhash.shinde@nrb.co.in 9421272583	1.8 LPA
121	Khushal Nagmote khushalnagmote4828@gmail.com 9356204231	BE Mechanical Engineering	NRB Bearing, Aurangabad subhash.shinde@nrb.co.in 9421272583	1.8 LPA
122	Lilendra Bidkar lilenbidkar@gmail.com 8975690421	BE Mechanical Engineering	NRB Bearing, Aurangabad subhash.shinde@nrb.co.in 9421272583	1.8 LPA
123	Munib Haque munib.ul.haque7841@gmail.com 8329339308	BE Mechanical Engineering	NRB Bearing, Aurangabad subhash.shinde@nrb.co.in 9421272583	1.8 LPA
124	Pooja Wayse poojawayse51@gmail.com 9097005654	BE Mechanical Engineering	NRB Bearing, Aurangabad subhash.shinde@nrb.co.in 9421272583	1.8 LPA
125	Priya Ingle priyaingle2699@gmail.com 8830569552	BE Mechanical Engineering	NRB Bearing, Aurangabad subhash.shinde@nrb.co.in 9421272583	1.8 LPA
126	Vaibhav Ghatol vaibhavghatol16@gmail.com 7410586007	BE Mechanical Engineering	NRB Bearing, Aurangabad subhash.shinde@nrb.co.in 9421272583	1.8 LPA
127	Dipak Wankhade dipakwankhade04@gmail.com 7757979269	BE Electrical Engineering	One Asia Network India Pvt. Ltd., Khamgaon srajesh@oanindia.com	2.4 LPA
128	Mahadeo Babhulkar mahadeoele1999@gmail.com 7218354801	BE Electrical Engineering	One Asia Network India Pvt. Ltd., Khamgaon srajesh@oanindia.com	2.4 LPA
129	Pritam Dupare pritamdupare440@gmail.com 8975965328	BE Mechanical Engineering	One Asia Network India Pvt. Ltd., Khamgaon srajesh@oanindia.com	2.4 LPA
130	Rushabh Chawre	BE Mechanical Engineering	One Asia Network India Pvt. Ltd., Khamgaon srajesh@oanindia.com	2.4 LPA
131	Suraj Bardiya surajbardiya7@gmail.com 8975749185	BE Electrical Engineering	One Asia Network India Pvt. Ltd., Khamgaon srajesh@oanindia.com	2.4 LPA
132	Vaishnavi Lande vaishnavilande39@gmail.com	BE Mechanical Engineering	One Asia Network India Pvt. Ltd., Khamgaon srajesh@oanindia.com	2.4 LPA



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133	Janvi Sarode janvisarode7777@gmail.com 8698914553		One Smarter Inc, USA	3.6 LPA
134	Aditi Motekar aditi.v.motekar@gmail.com 7999660611	BE Computer Science & Engineering	Persistent Systems Limited, Pune sanket_vaidya1@persistent.com +91 9819820708	4.51 LPA
135	Asra Gazi asragazi18@gmail.com 8411819591	BE Computer Science & Engineering	Persistent Systems Limited, Pune sanket_vaidya1@persistent.com +91 9819820708	4.51 LPA
136	Kanishka Manakar kanishkamankar@gmail.com 9403581651	BE Computer Science & Engineering	Persistent Systems Limited, Pune sanket_vaidya1@persistent.com +91 9819820708	4.51 LPA
137	Rachita Patey rachitapatey1999@rediffmail.com 7775098852	BE Computer Science & Engineering	Persistent Systems Limited, Pune sanket_vaidya1@persistent.com +91 9819820708	4.51 LPA
138	Saurav suman sourav_suman@outlook.com 8059944096	BE Computer Science & Engineering	Persistent Systems Limited, Pune sanket_vaidya1@persistent.com +91 9819820708	4.51 LPA
139	Sumit Singh Rajput sumitsinghrajput174@gmail.com 8459440995	BE Information Technology	Persistent Systems Limited, Pune sanket_vaidya1@persistent.com +91 9819820708	4.10 LPA
140	Abhay Pidiar abhaypdr@gmail.com 8308404422	BE Mechanical Engineering	Planet Spark, Gurgaon	6.63 LPA
141	Krishna Salampuriya krishnasalampuriya2000@gmail.com	BE Computer Science & Engineering	PubMatic India Pvt. Ltd., Pune	5.4 LPA



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143	Divya Gulhane divyagulhane2000@gmail.com 8999494317	BE Electronics & Telecommunication Engineering	SAAMA Technologies, Pune	3.4 LPA
144	Vaishnavi Helode helodevaishnavi789@gmail.com	BE Electronics & Telecommunication Engineering	SAAMA Technologies, Pune	3.4 LPA
145	Abhishek Kakade abhishekkakade05@gmail.com	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
146	Archana Mawale archanamawale9@gmail.com 8208101725	BE Computer Science & Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
147	Divyansh Maheshwari mah.divyansh@gmail.com 9407475762	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
148	Gayatri Thakur thakurgayatri69@gmail.com 8208745771	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
149	Gopal Jadhao gjadhao535@gmail.com 7218207382	BE Electrical Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
150	Gurjeet Sahney gurjeetsingh2112@gmail.com 9834693774	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
151	Harsh Jaiswal harsh.jaiswal211@gmail.com	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
152	Janhvi Bhimjiyani janhvi0210@gmail.com 9309778625	BE Electronics & Telecommunication Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA



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155	Ketan Kshirsagar kshirsagarketan70@gmail.com 8390120105	BE Electronics & Telecommunication Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
156	Krishna Thakare	BE Mechanical Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
157	Mayur Gujar mayurgujar500@gmail.com 7709568507	BE Computer Science & Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
158	Mayuri Kharche mkkharche99@gmail.com 7719029496	BE Computer Science & Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
159	Pawan Wagh waghpawan99@gmail.com 8669224670	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
160	Prachi Tatarkar tatarkarprachi@gmail.com 8975207110	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
161	Pranav Kshirsagar kshirsagarpranav123@gmail.com	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
162	Pranita Wankhade pranitaaw13@gmail.com 7397904834	BE Electrical Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA



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164	Pratik Awachar awacharpratik10@gmail.com	BE Electronics & Telecommunication Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
165	Rajesh Chinchole rajeshchinchole108@gmail.com 7499793603	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
166	Roopam Dhoot roopamdhoot.2013@rediffmail.com 7744057679	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
167	Rutuja Kaikade rutujakaikade@gmail.com 7020382357	BE Electronics & Telecommunication Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
168	Sagar Bhojar sagar1bhojar@gmail.com 9834387473	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
169	Sakshi Chaudhari sakshichaudhari777@gmail.com 7218111624	BE Electronics & Telecommunication Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
170	Sampada Thombare sampadathombare2299@gmail.com 9552364713	BE Electrical Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
171	Sanjana Kuhikar sanjanakuhikar@gmail.com	BE Electronics & Telecommunication Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
172	Saurabh Rohankar saurabhrohankar99@gmail.com	BE Electrical Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA



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174	Shantanu Nashine nashine.shantanu@gmail.com 8793908368	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
175	Shubham Potdukhe potdukshubham7@gmail.com	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
176	Suraj Avtar suraj007avatar@gmail.com 7350888061	BE Electrical Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
177	Tanvi Shelokar tanvishelokar56463@gmail.com 9373248810	BE Electrical Engineering	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
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179	Vrinda Vyas vrindavyas10@gmail.com 7558783531	BE Information Technology	TATA Consultancy Services Limited, Pune aishwarya.g5@tcs.com manadeep.bagchi@tcs.com	3.36 LPA
180	Manasi Ingole manasi.12062000@gmail.com	BE Electrical Engineering	TATA Electronics Pvt. Ltd., Pune Deepika.Singh@tataelectronics.co.in	5.25 LPA
181	Hritik Sharma sharma.hritik1199@gmail.com 9637613721	BE Electrical Engineering	TATA Motors Ltd., Pune manoj.yadav1@tatamotors.com	2.4 LPA
182	Yogesh Nehete yogesh.nehete999@gmail.com 7219204675	BE Electrical Engineering	TATA Motors Ltd., Pune manoj.yadav1@tatamotors.com	2.4 LPA



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184	Bhavana Agrawal agravalbhavana13@gmail.com 8698403872	BE Computer Science & Engineering	TekLink International Inc., Hyderabad naresh.rathikrinda@teklink.com +91 98660 67750	4.25 LPA
185	Sanket Vakil sanketvakil62@gmail.com 9168520780	BE Information Technology	TekLink International Inc., Hyderabad naresh.rathikrinda@teklink.com +91 98660 67750	4.25 LPA
186	Shruti Wadhai shrutiwadhai7@gmail.com 9049965587	BE Computer Science & Engineering	TekLink International Inc., Hyderabad naresh.rathikrinda@teklink.com +91 98660 67750	4.25 LPA
187	Komal Chngal komalchngal9@gmail.com 7776978227	BE Electrical Engineering	Torrent Power Limited, Thane harshwardhanpalve@torrentpower.com Tel: 02522-241900	3.25 LPA
188	Maheshwari Wakode ms.mahiwakode@gmail.com 9763341945	BE Electrical Engineering	Torrent Power Limited, Thane harshwardhanpalve@torrentpower.com Tel: 02522-241900	3.25 LPA
189	Pranit Gulhane pranitgulhane19@gmail.com 9561533838	BE Electrical Engineering	Torrent Power Limited, Thane harshwardhanpalve@torrentpower.com Tel: 02522-241900	3.25 LPA
190	Tushar Hingne tusharhingne25@gmail.com 7262079843	BE Electrical Engineering	Torrent Power Limited, Thane harshwardhanpalve@torrentpower.com Tel: 02522-241900	3.25 LPA
191	Devashri Gote gotedevashri07@gmail.com 8788182408	BE Electronics & Telecommunication Engineering	Vyom Labs Pvt. Ltd., Pune dhanashri.tejkar@vyomlabs.com 8956272187	3 LPA
192	Neha Mitkari neha.mitkari317@gmail.com 7720823385	BE Electronics & Telecommunication Engineering	Wipro Limited, Pune ria.jogin@wipro.com	3.25 LPA



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195	Poonam Shinde shindepoonam437@gmail.com 7020576127	BE Information Technology	Wipro Limited, Pune ria.jogin@wipro.com	3.25 LPA
196	Sumol Agrawal sumolagrawal141@gmail.com 7057625989	BE Computer Science & Engineering	Wipro Limited, Pune ria.jogin@wipro.com	3.25 LPA
197	Vedant Joshi vedantjoshi1999@gmail.com 9604014771	BE Electronics & Telecommunication Engineering	Wipro Limited, Pune ria.jogin@wipro.com	3.25 LPA
198	Rutuja Kadu rutuja1kadu@gmail.com 9834698875	BE Electronics & Telecommunication Engineering	YRC Software India LLP, Pune info@yrconsultinginc.com 7378321321	5.5 LPA
199	Shradha Kadu shradhakadu678@gmail.com 9834698532	BE Information Technology	YRC Software India LLP, Pune info@yrconsultinginc.com 7378321321	5.5 LPA
200	Vaishnavi Borde vaishnaviborde22@gmail.com 7020610905	BE Information Technology		4.80 LPA



Principal

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College of Engineering, Shegaon.



Strictly Private and Confidential

Date:20-Jul-2021

Aachal Ajay Mishra
C9788814

Flat no.1, rathi chember, near natraj garden, behind Mahindra showroom, Khamgaon.
9284048354

Dear Aachal Ajay Mishra,

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.

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.

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.

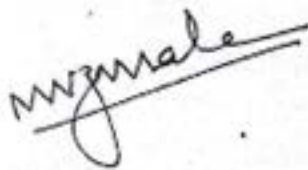
In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to:

<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

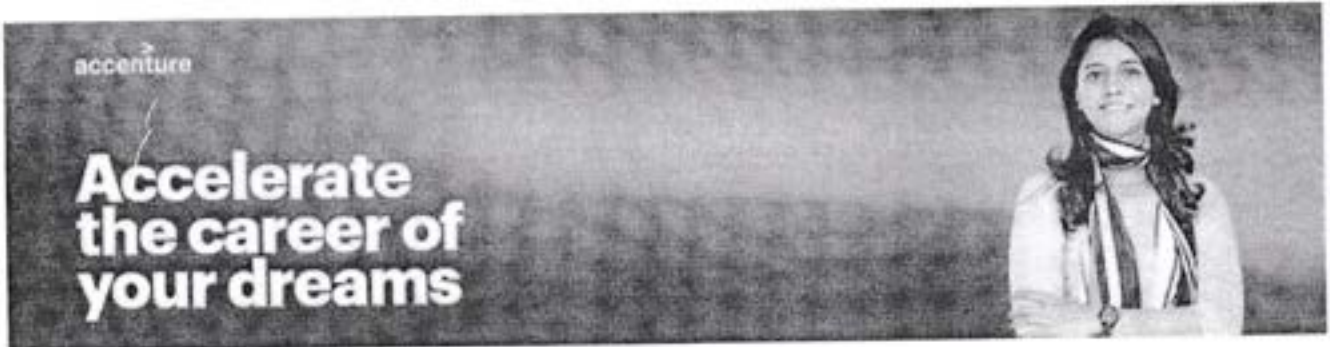
(A) Annual Fixed Compensation

• 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.



To,

Name : Abhinay Vinayak Thakare

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Abhinay Vinayak Thakare,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter "program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

- Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
- Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
- On successful completion of the program and clearance of the Technology fundamental

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.

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To,

Name : Aditi Motekar

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Aditi Motekar,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter "program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:
 - Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
 - Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
 - On successful completion of the program and clearance of the Technology fundamental

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

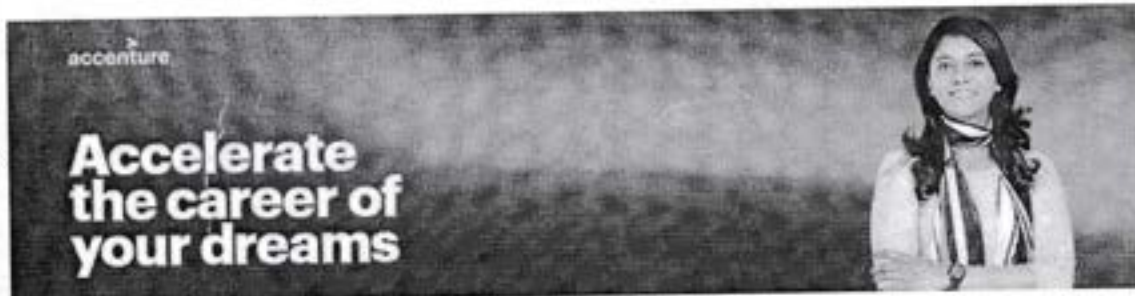
Annexure A

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- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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To,

Name : Aditi Mujmer

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Aditi Mujmer,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various activities that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

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We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
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- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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"This is an electronically generated document does not require signatures"



To,

Name : Aishwarya Shashikant Vyavahare

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Aishwarya Shashikant Vyavahare,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

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We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
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- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.

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To,

Name : Gaurav Dnyaneshwar Patil

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Gaurav Dnyanashwar Patil,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

Document verification and checks - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

Information on Accenture's Pre-joiner-Learning Module - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter "program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

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assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning incentive of INR 10,000.

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- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
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- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

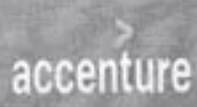
You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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TAP/2021/4/28

10-
**BE YOURSELF,
MAKE A DIFFERENCE.**



Strictly Private and Confidential

Date:26-Jun-2021

Harshada Mahendra Babar
C9684404

Flat no 401, Vastugandh Apartment, Bharat Mata Nagar, New Narsala Road, Nagpur, Maharashtra, 440034
7387697146

Dear Harshada Mahendra Babar,

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.

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.

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.

BE YOURSELF,
MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

Date: 13-Jul-2021

Harshada Vivek Saraf
C9757504

S.B.I Colony, near Hanuman Mandir, Shegaon, Buldhana, Maharashtra- 444203
8087427454

Dear Harshada Vivek Saraf,

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



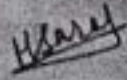
Please refer to:

- 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)

1


candidate's Signature

Reference Id: d1023084-e145-4da3-bd10-366965a3daf6_1
Signed By: Mahesh Vasudeo Zurule

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 introductory and training that you need to begin your career at Accenture.
- After going through all the training 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 60% marks to successfully clear the assessments.
- During each 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.

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://india.campus.accenture.com/candidate>

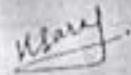
We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mahesh Vasud
Senior Manager, Director
Lead, Advanced Technology Center India



HARSHADA VIVEK SARAF
(DOT - 03/09/2011)

[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.



To,

Name : Kasturi Vinayak Anjankar

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Kasturi Vinayak Anjankar,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter "program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:
 - Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
 - Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
 - On successful completion of the program and clearance of the Technology fundamental

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive. specific details will be in the Offer Letter.

"This is an electronically generated document does not require signatures"



Strictly Private and Confidential

Date:20-Jul-2021

Mahima Shyam Sharma
C9788796

Gurudatt Nagar, Dabki road, Akola
7721064603

Dear Mahima Shyam Sharma,

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.

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.

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.

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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	
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(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.

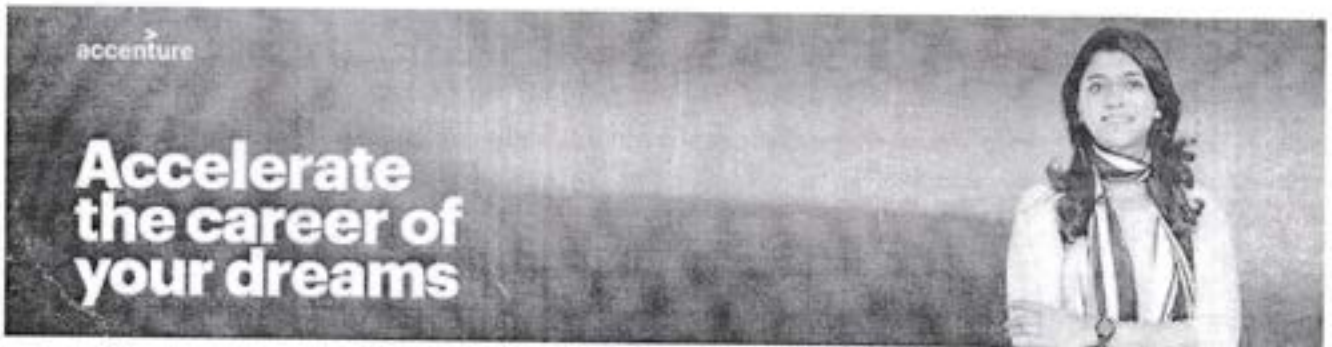
* As defined by applicable law from time to time.

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

10-6



To,

Name : Manish Harishchandra Tinkhede

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Manish Harishchandra Tinkhede,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter "program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:
 - Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
 - Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
 - On successful completion of the program and clearance of the Technology fundamental

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter,

"This is an electronically generated document does not require signatures"

TAP/2021/S/07



To,

Name : Mithilesh Sharad Joshi

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Mithilesh Sharad Joshi,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter "program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:
 - Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
 - Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
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assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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Annexure A

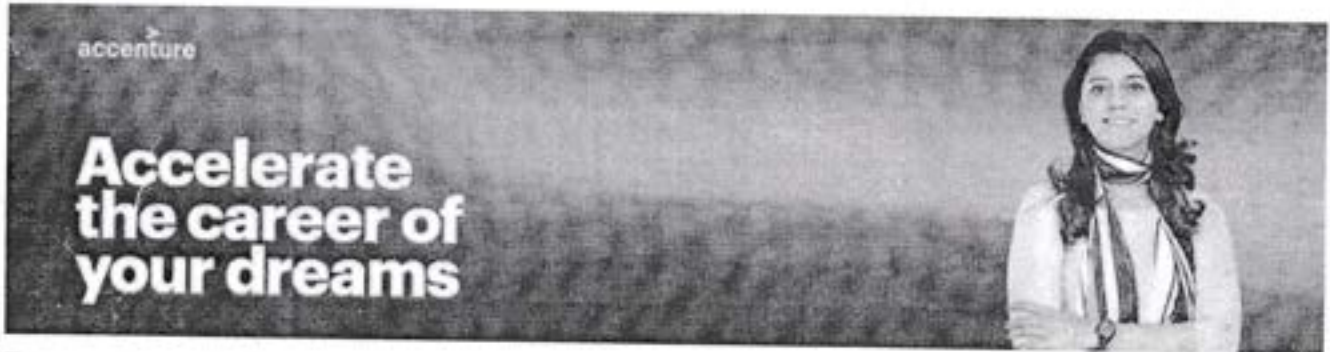
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10-9-7



To,

Name : Mohit Umesh Vyas

Re: Important information post your clearance of the Interview process during the Campus Visit

Dear Mohit Umesh Vyas,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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Strictly Private and Confidential

Date:13-Jul-2021

Nikita Gajanan Jenekar
C9753098

Shakambari Apart. F-4,Jagannath baba nagar ,near akashwani chandrapur
7218517141

Dear Nikita Gajanan Jenekar,

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.

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.

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 to 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



To,

Name : Nilesh Sunil Wanjari

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Nilesh Sunil Wanjari,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

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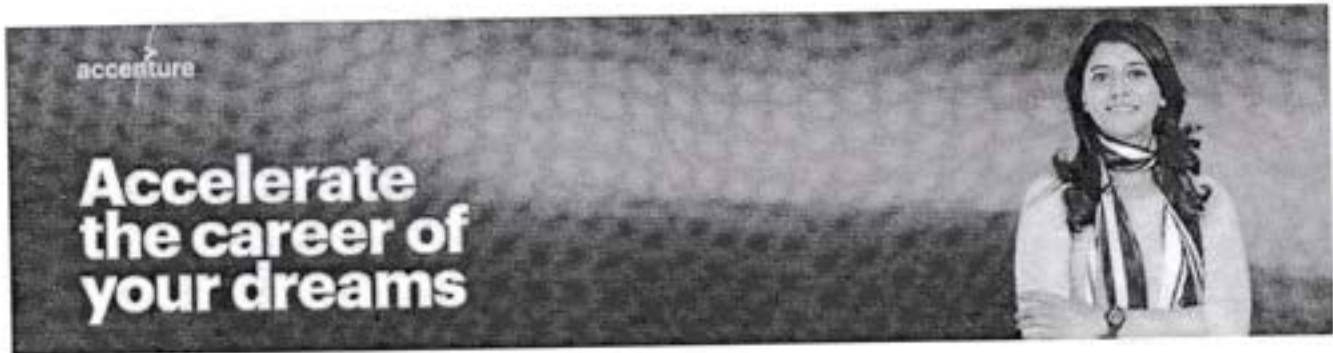
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To,

Name : Poonam Gajanan Shinde

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Poonam Gajanan Shinde,

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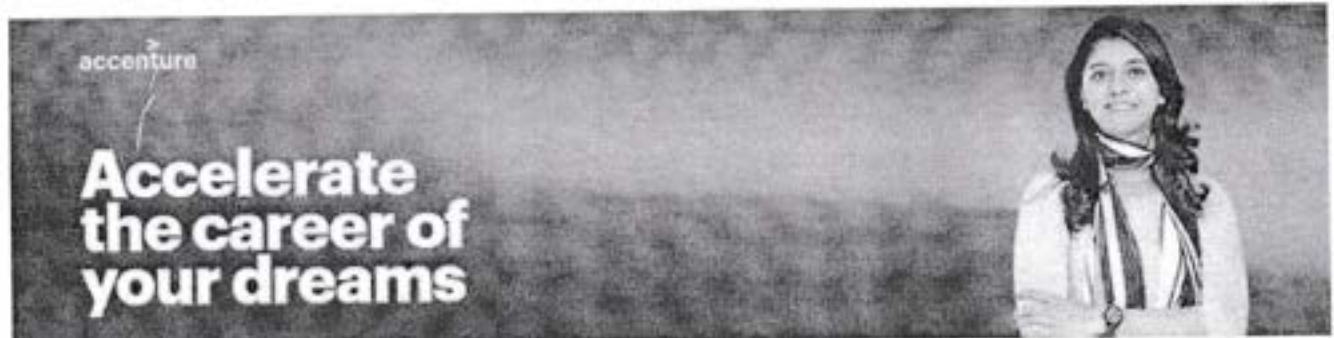
Annexure A

- Career Level - 11
- Proposed role - Full Stack Engineering Analyst
- Annual fixed compensation for the fiscal will be INR 5,41,500; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 1,13,715. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Additional Benefits: Gratuity as per law (as applicable) + Insurance premium (Notion Value): INR 24,000
- Maximum Annual Total earning potential + Total Additional Benefits – INR 6,50,000/-

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To,

Name : Prajwal Balu Range

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Prajwal Balu Range,

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At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter "program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

- Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
- Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
- On successful completion of the program and clearance of the Technology fundamental

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.

"This is an electronically generated document does not require signatures"



Strictly Private and Confidential

Date:22-Jul-2021

Pranali Sanjay Patil
C9801128

Anand Society, In front of Akash Apartment, Malkapur
9284036664

Dear Pranali Sanjay Patil,

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.

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.

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



To,

Name : Rashmi Pravin Dholwade

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Rashmi Pravin Dholwade,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

Document verification and checks - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter "program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
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 - Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
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assessment in the first attempt along with completion of the online program module. a potential new joiner will be eligible for a learning incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
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- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

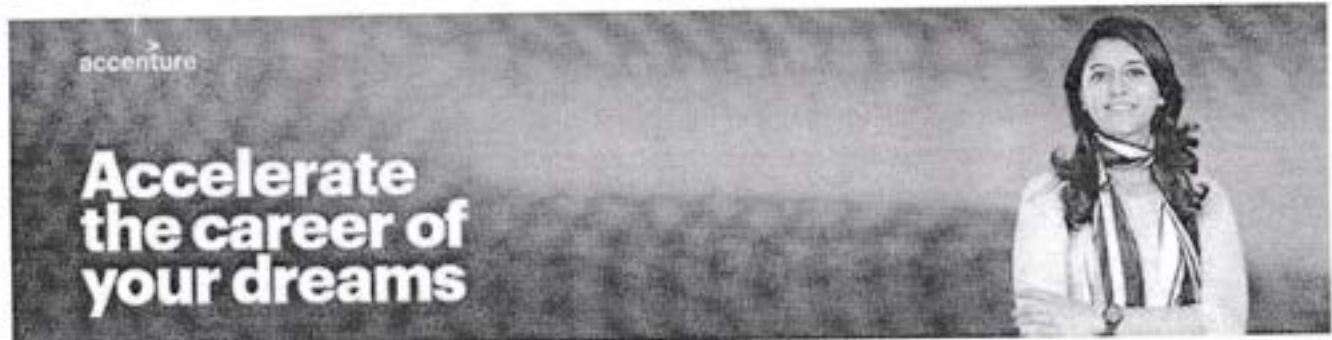
Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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"This is an electronically generated document does not require signatures"



To,

Name : Roshani Samadhan Palve

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Roshani Samadhan Palve,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

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The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

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We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

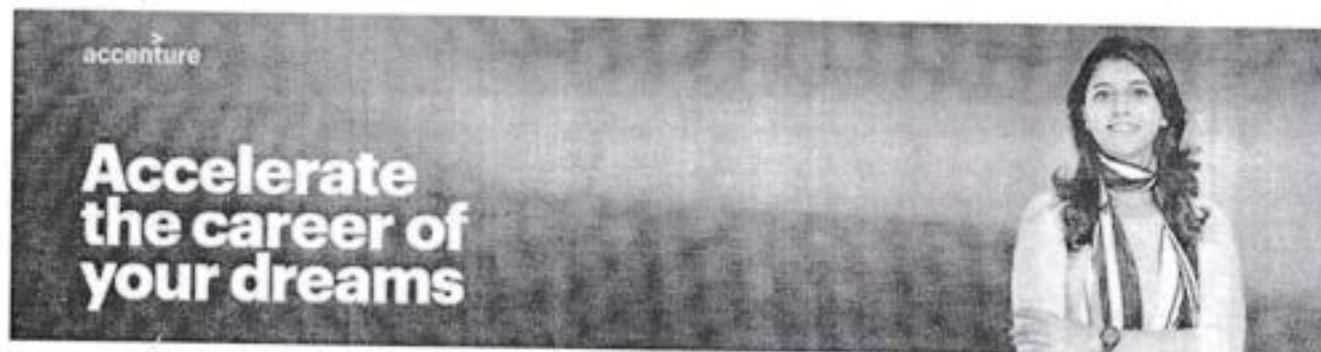
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10-9



To,

Name : Rushikesh Rajkumar Londhe

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Rushikesh Rajkumar Londhe,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

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We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
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Strictly Private and Confidential

Date:06-Aug-2021
Shantanu Dattatray Kaluse
C9862036
Kela Nagar , Civil Line
9834100014

Dear Shantanu Dattatray Kaluse,

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 70% 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.

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.
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- 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 60% 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.

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 (including, where applicable, 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 (CIN) 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 specified 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,



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

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

(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

10-12



To,

Name : Sharvari Ravikiran Bhojane

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Sharvari Ravikiran Bhojane,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various conditions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter "program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

- Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
- Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
- On successful completion of the program and clearance of the Technology fundamental

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

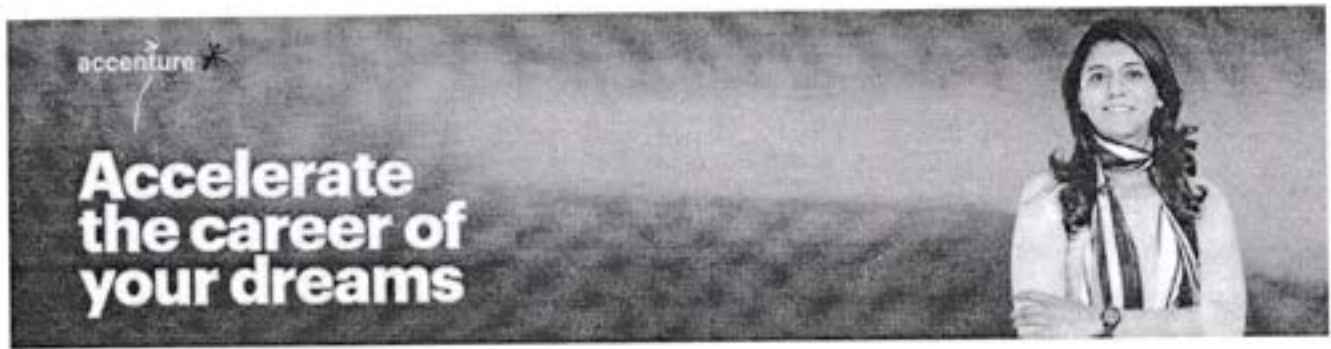
Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.

"This is an electronically generated document does not require signatures"



To,

Name : Shivam Dnyandeo Sable

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Shivam Dnyandeo Sable,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter "program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

- Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
- Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
- On successful completion of the program and clearance of the Technology fundamental

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.

"This is an electronically generated document does not require signatures"



Strictly Private and Confidential

Date:13-Aug-2021

Shiwani Prabhakar Ugemuge
C9900483

Ganesh Nagar near Golden kids Borgaon Meghe Wardha, Maharashtra-442001
9146499603

Dear Shiwani Prabhakar Ugemuge,

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.

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 60% 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.

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.

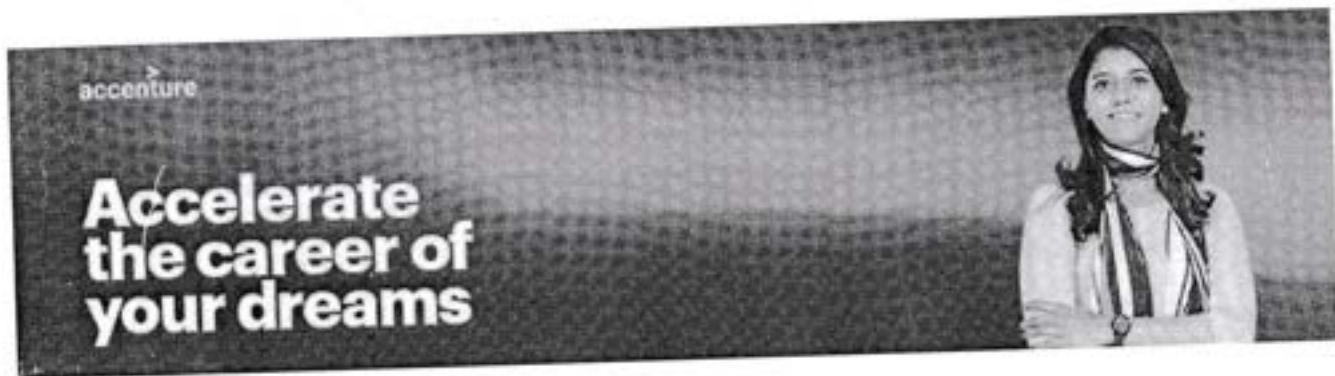
* As defined by applicable law from time to time.

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

10-11



To,

Name : Sanket Mohan Devghare

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Sanket Mohan Devghare,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter "program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

- Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
- Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
- On successful completion of the program and clearance of the Technology fundamental

40/2024

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.

"This is an electronically generated document does not require signatures"



Strictly Private and Confidential

Date:04-Nov-2021

Swati Purushottam Bajode
C10312517

At post Umali, Tq. Malkapur, Dist.Buldhana
7420955058

Dear Swati Purushottam Bajode,

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.

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.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take the first dose of the vaccine before onboarding and be prepared to take the second dose within 90 days from the date of onboarding. Please note that compliance with these provisions is a condition precedent for this offer or your continued employment with the Company post onboarding.

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 60% 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.

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.

U/2024

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[#]	9,500
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 FY22 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.



Strictly Private and Confidential

Date:06-Aug-2021

Trupti Motiram Raut
C9862394

PLOT NO.38,POLICE MITRA SOCIETY, LOHARA,YAVATMAL.
7796192596

Dear Trupti Motiram Raut,

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.

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 60% 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.

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 25,000 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 gross annual fixed compensation with minimum cover of INR 5,00,000



To,

Name : Tushar Avinash Bendarkar

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Tushar Avinash Bendarkar,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

Document verification and checks - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

• **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter "program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

• The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

• Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.

• Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).

• On successful completion of the program and clearance of the Technology fundamental

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.

"This is an electronically generated document does not require signatures"

Letter of Offer

20.08.2021

Mr. Ajinkya Gawande,
C/o Shri Sant Gajanan Maharaj College of Engineering,
Shegaon, Maharashtra.

Dear Mr. Ajinkya Gawande,

This has reference to selection process / your interview; we are pleased to inform you that you have been selected for the position of **Graduate Engineer Trainee** in our Organisation. The general terms and conditions of appointment would be as follows:

- a) As informed during the presentation, your Gross annual remuneration would be **Rs. 4,10,000 p.a.** (Four lacs ten thousand only) which includes House Rent Allowance, (Payable only in case of own housing arrangement)
- b) Your training period would be for six months from the date of joining. On successful completion of training period, you shall be absorbed in the organisation as Senior Executive (A-01 grade).
- c) The letter of offer is valid subject to your passing the final year exam with aggregate of 60% or above marks or with equivalent grade and found medically fit at the time of joining.
- d) A formal letter of appointment, setting out terms and conditions of employment in detail, along with breakup of remuneration shall be issued upon your joining with us.
- e) Your initial stay will be arranged in our guest house. Based upon location of work & allocation of dept, you can look for your residence. This information will be intimated upon joining.
- f) You shall be under obligation to not to indulge anti-organization activities which are detrimental to the interest of the company and as per our code of conduct policy.
- g) You shall join the training tentatively from **September 2021**. Exact date will be intimated to you based on situational readiness & exam conditions ascertained. Submit copies of your mark sheets / certificates/PAN/ Aadhar etc. on reporting date.

Kindly acknowledge receipt of this offer as a token of having accepted this offer.

Thanking you,

Yours faithfully,
For Adani Electricity Mumbai Ltd

For 

Authorised Signatory

I accept the above offer and I would be joining as required by Company.

Signature: _____

Name : _____

Date : _____

Please provide below details:

Date of Birth: _____

Email : _____

Mobile No: _____

Tel. (Home): _____

Alternate Tel. No. during vacation:

Letter of Offer

13.08.2021

Mr Anand Umak,
C/o Shri Sant Gajanan Maharaj College of Engineering,
Shegaon, Maharashtra.

Dear Mr. Anand Umak,

This has reference to selection process / your interview; we are pleased to inform you that you have been selected for the position of **Graduate Engineer Trainee** in our Organisation. The general terms and conditions of appointment would be as follows:

- a) As informed during the presentation, your Gross annual remuneration would be **Rs. 4,10,000 p.a.** (Four lacs ten thousand only) which includes House Rent Allowance, (Payable only in case of own housing arrangement)
- b) Your training period would be for six months from the date of joining. On successful completion of training period, you shall be absorbed in the organisation as Senior Executive (A-01 grade).
- c) The letter of offer is valid subject to your passing the final year exam with aggregate of 60% or above marks or with equivalent grade and found medically fit at the time of joining.
- d) A formal letter of appointment, setting out terms and conditions of employment in detail, along with breakup of remuneration shall be issued upon your joining with us.
- e) Your initial stay will be arranged in our guest house. Based upon location of work & allocation of dept, you can look for your residence. This information will be intimated upon joining.
- f) You shall be under obligation to not to indulge anti-organization activities which are detrimental to the interest of the company and as per our code of conduct policy.
- g) You shall join the training tentatively from **September 2021**. Exact date will be intimated to you based on situational readiness & exam conditions ascertained. Submit copies of your mark sheets / certificates/PAN/ Aadhar etc. on reporting date.

Kindly acknowledge receipt of this offer as a token of having accepted this offer.

Thanking you,

Yours faithfully,
For **Adani Electricity Mumbai Ltd**

For 

Authorised Signatory

I accept the above offer and I would be joining as required by Company.

Signature: _____

Name : _____

Date : _____

Please provide below details:

Date of Birth: _____

Email : _____

Mobile No: _____

Tel. (Home): _____

Alternate Tel. No. during vacation: _____

Letter of Offer

20.08.2021

Mr. Mohan Kalaskar,
C/o Shri Sant Gajanan Maharaj College of Engineering,
Shegaon, Maharashtra.

Dear Mr. Mohan Kalaskar,

This has reference to selection process / your interview; we are pleased to inform you that you have been selected for the position of **Graduate Engineer Trainee** in our Organisation. The general terms and conditions of appointment would be as follows:

- As informed during the presentation, your Gross annual remuneration would be **Rs. 4,10,000 p.a.** (Four lacs ten thousand only) which includes House Rent Allowance, (Payable only in case of own housing arrangement)
- Your training period would be for six months from the date of joining. On successful completion of training period, you shall be absorbed in the organisation as Senior Executive (A-01 grade).
- The letter of offer is valid subject to your passing the final year exam with aggregate of 60% or above marks or with equivalent grade and found medically fit at the time of joining.
- A formal letter of appointment, setting out terms and conditions of employment in detail, along with breakup of remuneration shall be issued upon your joining with us.
- Your initial stay will be arranged in our guest house. Based upon location of work & allocation of dept, you can look for your residence. This information will be intimated upon joining.
- You shall be under obligation to not to indulge anti-organization activities which are detrimental to the interest of the company and as per our code of conduct policy.
- You shall join the training tentatively from **September 2021**. Exact date will be intimated to you based on situational readiness & exam conditions ascertained. Submit copies of your mark sheets / certificates/PAN/ Aadhar etc. on reporting date.

Kindly acknowledge receipt of this offer as a token of having accepted this offer.

Thanking you,

Yours faithfully,
For **Adani Electricity Mumbai Ltd**

For 

Authorised Signatory

I accept the above offer and I would be joining as required by Company.

Signature: _____

Name : _____

Date : _____

Please provide below details:

Date of Birth: _____

Email : _____

Mobile No: _____

Tel. (Home): _____

Alternate Tel. No. during vacation: _____

from: Chirag Madankar <cmadankar1999@gmail.com>
to: tpossgrmce@gmail.com
date: Sep 23, 2022, 2:02 PM
subject: Fwd: Letter of Intent

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

From: Recruiting <noreply@jobs.amazon.com>
Date: Mon, 5 Sep, 2022, 6:00 pm
Subject: Letter of Intent
To: cmadankar1999@gmail.com <cmadankar1999@gmail.com>

Hello Chirag,

Dear Chirag Madankar

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* on a **Fixed Term Employment** for term less than 12 months at Pune facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("**LOI**") valid for a period of 120 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 120 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the **company**) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 251500 per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 120 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on csind-onboarding@amazon.com

Yours sincerely,

AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

Thank you,
Amazon Recruiting Team

Replies to this message are undeliverable. Please do not reply.

You can contact us at www.amazon.com/csapplicationhelp and click the 'Email Us' or 'Chat with Us' button if you have any questions or need additional assistance.

Letter of Intent

To,
Akansha *Cam*

333, Garoba Maidan Diagonkar Square Nagpur, Nagpur-440008

Dear Akansha,

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

Letter of Intent

To,
Gauree Sanjay Barhe

Gajanan Nagar, Akot-444101

Dear Gauree Sanjay Barhe,

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.

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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.

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 - 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.

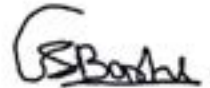
We request you to confirm to us your acceptance of above terms and conditions herein by signing and returning the copy of this letter to recruitment team (siddharth.koul@atos.net and nanda.ancefm.external@atos.net) within 02 days from issuance of this letter, failing which this letter of intent shall stand withdrawn/cancelled automatically. Should you have any query, please do not hesitate to contact Campus Recruitment team (siddharth.koul@atos.net and nanda.ancefm.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



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

From: **Neha Mitkari** <neha.mitkari317@gmail.com>
Date: Wed, Sep 22, 2021, 09:59
Subject: Re: Letter of Intent :: Atos Global :: 26 August 2021
To: Ancelm, Nanda (ext) <nanda.ancelm.external@atos.net>

I accept the offer.

On Mon, Sep 6, 2021, 18:25 Ancelm, Nanda (ext) <nanda.ancelm.external@atos.net> wrote:

Letter of Intent

To,
Neha Sanjay Mitkari

Dear Neha Sanjay Mitkari,

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 T0/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.

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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 confirming your acceptance through below link: -

LINK for LOI Acceptance -
<https://forms.office.com/r/wM1CYfm72q>

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

Please note – Upon receiving your response through above mentioned link, we will release PDF version of LOI with your name.

Letter of Intent

To

Sakshi Laxman Arewar,

Address Talokar pura, Akot-444101

Dear Sakshi Laxman Arewar,

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 T0/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:

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 - 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.

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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

9/3

Letter of Intent

To,

Sakshi bobade

Address, - Kashikar Colony, Paratwada-444805

Dear Sakshi bobade,

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.

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 - 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

Sejal Pramod Khadse
Pune
India

OFFER LETTER

Date 05-10-2021

Dear Sejal Pramod Khadse

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 "14-October-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:
- 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;
 - 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;
 - 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;
 - 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:
- Valid Driving Licence for driving a light motor vehicle in India.
 - Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that this appointment is subject to clearance of the following:
- 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 : **Sejal Pramod Khadse**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **14-October-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 Medclaim, 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

TAP/2021/L/24

Atos

1-5

Letter of Intent

To,

Sayali Ravindra Kulkarni

Address. - Abhang colony, Khamgaon-444303

Dear Sayali Ravindra Kulkarni,

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:

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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.mscelm.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.mscelm.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

Rkulkarni

Sayali R Kulkarni

Letter of Intent

To,
Vedika Vilas Khade

Address, - Pratik Nagar Murtizapur, Murtizapur-444107

Dear Vedika Vilas Khade,

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 T0/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 thirdparty.
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

Date: 24/11/2021

Intent to Offer

Dear ANISH

Syntellect ID: ASBE20169485

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

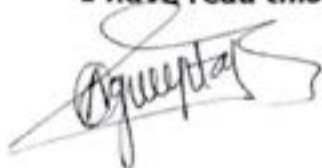
For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,
For Syntel Pvt. Ltd,



Adarsh Krishna
Deputy General Manager – Human Resource

I have read this Offer of Intent and accept the stipulated terms and conditions



Signature

ANNEXURE A**SALARY DISTRIBUTION**

Name:	ANISH	
Designation:	Associate Consultant	
Band & Grade:	GCM 1	
Pay and Allowance	Monthly	Yearly
Basic Pay	11,667	140,000
HRA	5,833	70,000
Basket of Allowances (BOA)	6,475	77,700
Statutory Bonus	2,558	30,700
Gross Salary	26,533	318,400
Provident Fund (PF)	1,800	21,600
Retirals	1,800	21,600
Cost to Company (OTE)	28,333	340,000

TAP/2021/R/44



Ref No.: 146115/2021

Sep 10, 2021

Gayatri Purohit
Elite Apartment, Flat no. -03, Behind reliance petrol pump, Nandura road, Khamgaon
Maharashtra, MH, 444303

Subject: Employment Letter

Dear Gayatri Purohit

We are pleased to inform that you have been selected for employment with us as **Associate Consultant (GCM Level GCM 1)**. Your total emoluments are **Rs.340,000/-** per annum, as described in Annexure A.

You will be on training for a period of one year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

On successful completion of training, your services will be confirmed in writing by the Company and thereafter, subject to any other agreement or understanding between you and the Company, either party can terminate this employment agreement by providing a written notice or payment of basic pay of 90 days, to the other party. The notice period shall be 30 days during training period and 90 days thereafter. This offer is subject to your satisfactory completion background verification. Your retention in the company's employment will be subject to your continued medical fitness. The company reserves the right to ask you to undergo medical examination as and when considered necessary.

You are requested to be available for your virtual onboarding on **September 15, 2021** at 10.00 am and your work location will be **Pune**.

This offer letter is subject to completion of below mentioned Terms and Conditions: -

You shall successfully complete and submit the Graduation/Diploma/Post-Graduate certificate from your college/university with a minimum percentage of 60% or higher within 90 days from your date of joining the company, further there should be no standing backlog.

If you fail to successfully complete your exams as mentioned above and/or to submit the above-mentioned documents in timely manner, this offer stands automatically withdrawn without any further consent from you. The company reserves right to modify the terms and conditions as and when needed.

The Company shall conduct reference checks/ background checks and drug test through a third-party agency at its sole discretion to verify and authenticate the details and all the documents furnished by you to the Company. By accepting this offer, you agree to abide by all Atos|Syntel policies and procedures as well as the terms and conditions annexed hereto.

Campus Hire Induction Program

As you are selected through direct Campus Hire Recruitment, you will undergo Campus Hire Induction Program which is required to train and develop your skills that are essential and suitable for your job role. This program is normally expected to be for a fixed duration as per the business requirement. There would be multiple assessments conducted throughout the program at regular intervals and you are required to score the ascertained passing percentage in the assessments. Failure to score the ascertain passing percentage, Atos | Syntel reserves the right to terminate your employment.

Purohit
15/09/2021

Annexure A – Salary Distribution

Name : Gayatri Purohit
Designation : Associate Consultant
GCM Level : GCM 1
Career Track: : Operations

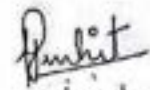
Pay and Allowance	Rs Per Annum
Basic Pay	140000
Co's Contribution to Provident Fund	21600
House Rent Allowance	70000
Advance Statutory Bonus	30700
Basket of Allowance	77700
Annual Cost to Company (CTC)	340000

Notes:

1. The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
2. All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on Statutory regulations.
3. As per Company policy, you will be covered under a company provided Medical Insurance.
4. You can opt for Provident Fund @12% of basic as your contribution and company contribution towards Provident Fund. This is a Scheduled activity you will be communicated in advance to avail this benefit.
5. Advance Statutory Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion.



Adarsh Krishna
Deputy General Manager - HR


 15/09/2021



Atos/Syntel

Communication | Letter
of Intent > Inbox



Naik, Trishala 1:13 pm

to me, campushelpdes... ▾



Dear Gitesh Deshmukh,

Congratulation!

We are pleased to share the intent to offer you the position of **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company") in the form of the Letter of Intent attached herewith.

Please be informed you will receive further communication from Atos Syntel Campus Recruitment Team about your joining date and BGV (Background Verification Process) in due time.

Atos | Syntel**Ref No.: 144937/ 2021****September 1, 2021****Radhika Sharma**

Gaurakshan Road, Balaji Nagar, Near Old Income Tax Office, Akola.,
Akola 444001,
Maharashtra

Subject: Employment Letter

Dear Radhika Sharma,

We are pleased to inform that you have been selected for employment with us as **Associate Consultant (GCM Level GCM 1)**. Your total emoluments are **Rs. 340,000/-** per annum, as described in Annexure A.

You will be on training for a period of one year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

On successful completion of training, your services will be confirmed in writing by the Company and thereafter, subject to any other agreement or understanding between you and the Company, either party can terminate this employment agreement by providing a written notice or payment of basic pay of 90 days, to the other party. The notice period shall be 30 days during training period and 90 days thereafter. This offer is subject to your satisfactory completion background verification. Your retention in the company's employment will be subject to your continued medical fitness. The company reserves the right to ask you to undergo medical examination as and when considered necessary.

You are requested to be available for your virtual onboarding on **September 1, 2021** at 10.00 am and your work location will be **Pune**.

This offer letter is subject to completion of below mentioned Terms and Conditions: -

You shall successfully complete and submit the Graduation/Diploma/Post-Graduate certificate from your college/university with a minimum percentage of 60% or higher within 90 days from your date of joining the company, further there should be no standing backlog.

If you fail to successfully complete your exams as mentioned above and/or to submit the above-mentioned documents in timely manner, this offer stands automatically withdrawn without any further consent from you. The company reserves right to modify the terms and conditions as and when needed.

The Company shall conduct reference checks/ background checks and drug test through a third-party agency at its sole discretion to verify and authenticate the details and all the documents furnished by you to the Company. By accepting this offer, you agree to abide by all Atos|Syntel policies and procedures as well as the terms and conditions annexed hereto.

Campus Hire Induction Program

As you are selected through direct Campus Hire Recruitment, you will undergo Campus Hire Induction Program which is required to train and develop your skills that are essential and suitable for your job role. This program is normally expected to be for a fixed duration as per the business requirement. There would be multiple

Atos | Syntel

assessments conducted throughout the program at regular intervals and you are required to score the ascertained passing percentage in the assessments. Failure to score the ascertain passing percentage, Atos | Syntel reserves the right to terminate your employment.

Any communication regarding your terms of employment, or compensation must be in writing and signed by an authorized human resource ("HR") representative of Atos|Syntel. You agree that no commitments have been made by the Company that are not expressly contained in this letter. No other communication, document, etc. will be binding or effective unless expressly agreed to in writing and signed by an authorized HR representative of Syntel Pvt. Ltd.

You may be assigned and / or deputed to any other location / subsidiary / affiliated companies / divisions / associates whenever the Company may deem fit. Failure to report to an assignment will be grounds for disciplinary action, including but not limited to termination of employment.

Please return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take this opportunity to welcome you into Atos|Syntel family and look forward to a very fruitful association with you.

Yours sincerely

For SYNTEL PRIVATE LTD,



Adarsh Krishna
Deputy General Manager - HR

Encl: Acceptance Copy & Annexure A, Terms and Condition & Checklist

I accept the offer on the stipulated terms and conditions and shall join Atos Syntel on

01/09/2021 date and signature EShaumg

Annexure A – Salary Distribution

Name : Radhika Sharma
Designation : Associate Consultant
Band-Grade : GCM1
Career Track : Operations

Pay and Allowance	Rs Per Annum
Basic Pay	140,000
Co's Contribution to Provident Fund	21,600
House Rent Allowance	70,000
Advance Statutory Bonus	30,700
Basket of Allowance	77,700
Annual Cost to Company (CTC)	340,000

Notes:

1. The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
2. All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on Statutory regulations.
3. As per Company policy, you will be covered under a company provided Medical Insurance.
4. You can opt for Provident Fund @12% of basic as your contribution and company contribution towards Provident Fund. This is a Scheduled activity you will be communicated in advance to avail this benefit.
5. Advance Statutory Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion.



Adarsh Krishna
Deputy General Manager - HR

APPOINTMENT LETTER

To,
Lokesh Jadhav,
Pune.

DATE: January 10, 2022

Dear Lokesh,

We are pleased to appoint you for the position of "**Software Test Engineer**" from **January 10, 2022 in Benchmark IT Solutions (I) Pvt. Ltd.**

1. Your Annual Cost to the company (CTC) will be **Rs. 4, 50, 000/- (Rs. Four Lakhs Fifty Thousand Only).**
2. You will be eligible for the other company benefits and statutory deductions as per applicable state and central government laws and company policy.
3. Your employment will be governed by the terms and conditions, which are enclosed as Annexure-A.
4. You will be on probation for the initial period of **six months.**
5. On completion of your probation, if your performance is found to be satisfactory, then you may be confirmed in the employment of the company by a separate order of confirmation.
6. Benchmark, at its sole direction may justify employment termination, if the information supplied by you at the time of interview or given in the applications is found incorrect.
7. Please sign the duplicate copy of the letter and return it to us as a token of acceptance of this letter.

We wish you a successful and challenging career and a long association with us.
Best Regards,



Tripti Poddar

Tripti Poddar
Senior HR - Generalist

For **Benchmark IT Solutions (I) Pvt. Ltd**

Enclosure:

Annexure-A

Employment Agreement

A. Secrecy

You shall always maintain a high standard/degree of secrecy and keep as confidential the records, documents and such other information relating to the business of the Company which may be known to you or confided in you by any means and use the same only when authorized to do so. You shall upon relinquishment of your service/employment for any reason, return all such records, documents pertaining to the Company immediately. You shall not attempt to retain copies of any data, records, documents and information of the Company for any reason. You are also prohibited to connect any unauthorized external devices to the corporate networks such as laptops, USB drives, flash drives, cell phones etc.

B. Full Time Commitment

Your association with the Company requires full time employment and you will dedicate yourself exclusively to the business development of the Company. You will not take up any other assignment for remuneration (part-time or full-time) or be interested in any business or trade (directly or indirectly) during the employment with the Company without written permission from the Company. You will be required to work overtime or in different shifts as per exigencies of work.

C. Leaves

You will be eligible for leaves as per standard company norms. Your leaves will be subjected to prior approval from HR.

During the period of probation, you will be entitled to 2 emergency paid leaves.

D. Transfer

Though you have been hired for a specific position, the Company reserves the rights to transfer you to any other location, department, or branch of the Company. In such cases, you will be governed by the terms and conditions of service applicable to the new assignment, without any financial loss.

E. Statement of Facts

It must be understood that this offer is made on the basis of your graphical/professional skills you have mentioned in your application. In case at a later date, any of your furnished information found to be false or misleading, the Company shall have the rights to terminate your services henceforth.

F. Restraints

1. Information is available on a need basis for a specified group/individual. The network server is segregated to allow individual sectors for projects and units. Access to these is authorized through access privileges approved by System Administrator or the concerned authority.
2. A set of areas/jobs to be carried out by each department/individual will be decided. For each job suitable policy will be formulated. For every policy, proper planning will be done. Goals for every year/quarter/month will be reviewed periodically. Deviation from the plans will be discussed and will be escalated immediately for the corrective action so that operations carry on smoothly.
3. Only those authorized by a specific power of attorney may sign legal documents representing the organization.

G. Passwords

Access to our machines, networks, and development environments is through an individual's password. For security reasons it is necessary to maintain confidentiality of the same. If the password is forgotten or if somebody cracks the password, you are required to notify the System Administrator immediately.

H. Use of Company Resources

Only authorized persons are allowed to use the Company resources. The resources should be used for the official purpose only and should be maintained in good condition. Any official communication, which is confidential in nature, should be destroyed after the purpose is served. You are not authorized to install/uninstall any software applications in any computer without the permission of authorized/concerned persons.

I. Resignation

During the tenure of your service with the company, if you wish to discontinue your services, the following are the statutory requirements you have to fulfill:

- A letter to the effect of your resignation should be submitted with a prior notice of **60 days** from the day you wish to discontinue your services.
- All assignments that have been assigned to you should be responsibly completed to the satisfaction of the organization. Failing any of the above you stand to forfeit all privileges related to remuneration, leave etc.

Failing any of the above you stand to forfeit all privileges related to remuneration, leave etc.

J. Non Disclosure of Compensation

You should not discuss your compensatory benefits with your fellow associates at any time. In case you are found violating the same the Company is authorized to take appropriate measures on that.

K. Notice Period

You need to serve the Notice period of **60 Days**, if you wish to discontinue your services with BENCHMARK IT SOLUTIONS (I) PVT LTD You would not be allowed to take leaves in your notice Period. During probation if your performance is dissatisfied your services stand terminated immediately.

L. Termination Notice

Following the progressive discipline guideline, a supervisor may initiate dismissal procedures for employees who are on probation or completed the probation period and whose performance or conduct is unsatisfactory. Additionally, a supervisor may initiate immediate termination based on the seriousness of the offense.

M. Other Employment

You will be required to be diligent, honest and hardworking and will not be directly or indirectly and either solely or jointly be engaged in any service or other business or profession whether during or after the hours of your service.

N. Confidentiality

During the course of your employment or anytime thereafter, you will not disclose to any person, firm, or Company any confidential information or technique or otherwise concerning the affairs of the establishments. You will also not undertake or carry on either alone or in partnership or be employed directly or indirectly with any of our competitors as a principal, agent or otherwise any other business, trade or profession whatsoever.

O. General

The above terms and conditions are based on the Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time.

In all service matters, including those not specifically covered here, such as Leave, Medical insurance, Retirement, etc. You will be governed by the rules of the Company framed from time to time.

Annexure A

Salary Break Up		
Component	Monthly	Annual Gross INR
Basic	15000.00	180000.00
Conveyance Allowances	1600.00	19200.00
HRA	6000.00	72000.00
Medical	1250.00	15000.00
Internet Allowances	1000.00	12000.00
Special Allowances	10100.00	121200.00
Gross Salary Total: (A)	34950.00	419400.00
Company's Contribution to PF: (B)	1800.00	21600.00
Gratuity: (C)	750.00	9000.00
Cost to Company (A) + (B) + (C)	37500.00	450000.00

*Statutory deductions applicable as per government laws and company policy.
(E.g. Employee PF, PT, TDS etc.)

GRATUITY:

For every associate, the organization contributes 5% of the Basic salary towards the Gratuity fund. All associates who have completed a minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 5 & more years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.

PROVIDENT FUND:

The associate becomes a member of the provident Fund Government Treasury administered by the company from the date of the joining.

- The company deducts 12% of the basic & other allowances every month through payroll as the associate's contribution to PF. Company's PF contribution will be 12% of basic & other allowances and it will be part of the gross monthly salary of associates. The PF amount will be deposited with the Provident Fund Government Treasury.
- Out of the associate's contribution, 8.33% (subject to maximum of Rs. 1800 p.m.) is remitted to The Regional Provident Fund Commissioner (RPFC), Pune towards the contribution for pension administered by RPFC.

719P/2021/R/12

BIZSENSE SOLUTIONS

Date: May 6th, 2021

To,
Mr. Aryan Raj

Subject: Letter of Offer as Software Engineer in Grade A.1

Dear Aryan ,

Thank you for exploring career opportunities with Bizsense Solutions Pvt Ltd. You have successfully completed our 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 Software Engineer in Grade A.1

You will be assigned a role in the Nagpur unit, which is subject to change as per the business requirements of Bizsense.

The details of your compensation and terms and conditions governing your employment are provided in Annexure 1, 2 and 3 with this letter.

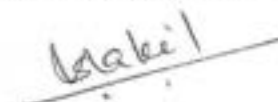
Your joining date should be no later than 21st July 2021. If for whatever reason, you are unable to meet this date, please contact the undersigned immediately.

Kindly confirm your acceptance of this offer by 10/05/2021 by sending an email to the below mentioned email address. You are also required to send a copy of this letter counter signed by you to our office within 15 days of your acceptance.

If not accepted by above date, it will be construed that you are not interested in this employment offer and the offer will automatically stand withdrawn.

You will be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

For Bizsense Solutions Private Limited


(Dr. Swati Vakil)
Head – HR, Admin and Accounts

For any queries, please contact the undersigned at: Cell #8087742840,
ankita.bhave@bizsense.in

Enclosures:

- Annexure 1: Gross Compensation and Benefits
- Annexure 2: General Terms and Conditions of Employment with Bizsense
- Annexure 3: Confidentiality and Intellectual Property Terms

Annexure 1
GROSS COMPENSATION AND BENEFITS

1. Your gross compensation including all benefits will be Rs4,57,405/- per annum

2. **Fixed Compensation**

This part of compensation has components like Basic Salary, House Rent Allowance (HRA), Bonus (as per statutory requirements), Conveyance allowance, Food Allowance and Internet Allowance.

3. **Value Compensation**
Performance Pay

This component of your salary is based on your on-going individual performance. This component will be added on completion of your first Anniversary with the company on the basis your own ongoing individual performance.

Commitment Incentive

This incentive is paid to you in acknowledgement of your commitment to serve next 12 months with Company. The monthly amount paid as Commitment Incentive will be decided based on your commitment and ongoing individual performance.

This component is liable to be withdrawn and recovered from you in full, if you do not honour your commitment.

Special Allowance

This Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your team and your own ongoing individual performance. The payment is subject to your being active on the company rolls.

4. **Other Benefits**

Term Life Insurance

You will be covered under Term Life insurance benefit of Maximum upto 5 Lac from the very first day of joining.

Health Insurance

You will be covered under Corporate Group Health Insurance Policy as per company's compensation policy after you have successfully completed your probation period of SIX months with Bizsense

Maternity Leave

Women employees are eligible to avail maternity leave as per the policy of Bizsense. For more details regarding this benefit and eligibility, please refer Bizsense Employee Handbook after you join.

5. **RETAIRALS**

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 BIZSENSE will contribute its share 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.

6. Loans

You will be eligible for loans as per Bizsense loan policy for employees. Please refer Bizsense Employee Handbook after you join.

Salary Structure Grade A.1

Salary Head	Monthly	Yearly
Fixed Pay		
Basic	12,000	1,44,000
House Rent Allowance	4,800	57,600
Conveyance Allowance	1,600	19,200
Food Allowance	1,500	18,000
Internet Allowance	1,500	18,000
Bonus	1,000	12,000
SUB TOTAL [A]	22,400	2,68,800
Value Components		
Special Pay	2,500	30,000
Commitment Pay	2,500	30,000
SUB TOTAL [B]	5,000	60,000
Gross Monthly Pay [A + B]	27,400	3,28,800
Annual Components/ Retirals		
Employer's contribution to PF	1,950	23,400
Gratuity Provision	577	6,924
Health Insurance*		7,700
Term Insurance**		581
SUB TOTAL [C]		38,605
SUB TOTAL [A+B+C]		3,67,405
Tenure Reward - 2021***		90,000
TOTAL COMPENSATION (CTC)		4,57,405

Note:

1. Income Tax and other statutory deductions as per applicable laws would be made from the salary payable.
2. First appraisal due on 21/07/2022, will be applicable effective 21/07/2022
3. Tenure Reward is payable subject to rules of the Tenure Reward Scheme 2021* as below:
Between 21 July 2022 - 20 July 2023: @ Rs. 1500/- per month
Between 21 July 2023 - 20 July 2024: @ Rs. 2250/- per month
Between 21 July 2024 - 20 July 2025: @ Rs. 3750/- per month

Isakil
(Authorized Signatory)

**BIZSENSE
SOLUTIONS**Date: May 6th, 2021

To,
Ms. Poonam Shinde

Subject: Letter of Offer as Software Engineer in Grade A.1

Dear Poonam ,

Thank you for exploring career opportunities with Bizsense Solutions Pvt Ltd. You have successfully completed our 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 Software Engineer in Grade A.1

You will be assigned a role in the Nagpur unit, which is subject to change as per the business requirements of Bizsense.

The details of your compensation and terms and conditions governing your employment are provided in Annexure 1, 2 and 3 with this letter.

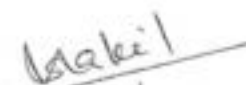
Your joining date should be no later than 21st July 2021. If for whatever reason, you are unable to meet this date, please contact the undersigned immediately.

Kindly confirm your acceptance of this offer by 10/05/2021 by sending an email to the below mentioned email address. You are also required to send a copy of this letter counter signed by you to our office within 15 days of your acceptance.

If not accepted by above date, it will be construed that you are not interested in this employment offer and the offer will automatically stand withdrawn.

You will be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

For Bizsense Solutions Private Limited


(Dr. Swati Vakil)
Head – HR, Admin and Accounts

For any queries, please contact the undersigned at: Cell #8087742840,
ankita.bhave@bizsense.in

Enclosures:

Annexure 1: Gross Compensation and Benefits

Annexure 2: General Terms and Conditions of Employment with Bizsense

Annexure 3: Confidentiality and Intellectual Property Terms

Annexure 1
GROSS COMPENSATION AND BENEFITS

1. Your gross compensation including all benefits will be Rs4,57,405/- per annum

2. **Fixed Compensation**

This part of compensation has components like Basic Salary, House Rent Allowance (HRA), Bonus (as per statutory requirements), Conveyance allowance, Food Allowance and Internet Allowance.

3. **Value Compensation
Performance Pay**

This component of your salary is based on your on-going individual performance. This component will be added on completion of your first Anniversary with the company on the basis your own ongoing individual performance.

Commitment Incentive

This incentive is paid to you in acknowledgement of your commitment to serve next 12 months with Company. The monthly amount paid as Commitment Incentive will be decided based on your commitment and ongoing individual performance.

This component is liable to be withdrawn and recovered from you in full, if you do not honour your commitment.

Special Allowance

This Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your team and your own ongoing individual performance. The payment is subject to your being active on the company rolls.

4. **Other Benefits**

Term Life Insurance

You will be covered under Term Life insurance benefit of Maximum upto 5 Lac from the very first day of joining.

Health Insurance

You will be covered under Corporate Group Health Insurance Policy as per company's compensation policy after you have successfully completed your probation period of SIX months with Bizsense

Maternity Leave

Women employees are eligible to avail maternity leave as per the policy of Bizsense. For more details regarding this benefit and eligibility, please refer Bizsense Employee Handbook after you join.

5. **RETAIRALS**

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 BIZSENSE will contribute its share 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.

6. Loans

You will be eligible for loans as per Bizsense loan policy for employees. Please refer Bizsense Employee Handbook after you join.

Salary Structure Grade A.1

Salary Head	Monthly	Yearly
Fixed Pay		
Basic	12,000	1,44,000
House Rent Allowance	4,800	57,600
Conveyance Allowance	1,600	19,200
Food Allowance	1,500	18,000
Internet Allowance	1,500	18,000
Bonus	1,000	12,000
SUB TOTAL [A]	22,400	2,68,800
Value Components		
Special Pay	2,500	30,000
Commitment Pay	2,500	30,000
SUB TOTAL [B]	5,000	60,000
Gross Monthly Pay [A + B]	27,400	3,28,800
Annual Components/ Retirals		
Employer's contribution to PF	1,950	23,400
Gratuity Provision	577	6,924
Health Insurance*		7,700
Term Insurance**		581
SUB TOTAL [C]		38,605
SUB TOTAL [A+B+C]		3,67,405
Tenure Reward - 2021***		90,000
TOTAL COMPENSATION (CTC)		4,57,405

Note:

- Income Tax and other statutory deductions as per applicable laws would be made from the salary payable.
- First appraisal due on 21/07/2022, will be applicable effective 21/07/2022
- Tenure Reward is payable subject to rules of the Tenure Reward Scheme 2021* as below:
Between 21 July 2022 - 20 July 2023: @ Rs. 1500/- per month
Between 21 July 2023 - 20 July 2024: @ Rs. 2250/- per month
Between 21 July 2024 - 20 July 2025: @ Rs. 3750/- per month

(Signature)
(Authorized Signatory)

JAP/2021/1/18



Offer Letter

Name:KAUSHIK KIRTIKUMAR VORA
Date:Monday, January 10, 2022

Dear Mr. KAUSHIK KIRTIKUMAR VORA ,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a period of **6 weeks**, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

The first 2 weeks of this training will be classroom training at the Joining Location itself. It will then be followed by 4 weeks of "On-the-Job Training (OJT)", to be conducted at the OJT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate.

1. Employment Details:

Department:	Business Development
Designation:	Business Development Trainee - Sales
Reporting Manager:	Rahul Raj (TNL201605108)
Reporting Time:	9:30 AM
Joining Location:	Byjus Mumbai - 7th Floor, A&B Wing, Marwah Centre, Krishanlal Marwah Marg, Sakinaka Andheri East, Mumbai-400072, Maharashtra
OJT Training Location:	Byjus - Mumbai
Role Location:	Mumbai

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, January 18, 2022 .Your work location after conversion to the role of Business Development Associate would be **Mumbai** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

3. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

5. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre- employment screening activities (including background verification and criminal history check).

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this

Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

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

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in

...re. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific backgrounds and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

- 1. 10th Mark sheet
- 2. 12th Mark sheet
- 3. Graduation/Post Graduation Mark sheet--All semester mark sheet
- 4. Graduation/Post Graduation--Provisional Certificate/Course Completion Certificate
- 5. Resume
- 6. BYJU'S Offer Letter
- 7. Pan Card
- 8. Aadhaar Card
- 9. Voter ID/Passport/Driving License
- 10. Cancelled Cheque/Bank Statement/Bank Passbook
- 11. Passport Size Photograph
- 12. All current & previous companies relieving/experience letter(Only for experienced candidate)
- 13. Current/Las' company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature: Korun

This is system generated offer letter and does not require authorized signature.

16-1

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

From: **Surya Chandra Prakash** <surya.prakash1@byjus.com>
Date: Sat, 31 Jul 2021, 18:18
Subject: Interview Result at BYJU's
To: <piyushbhomaleilkar@gmail.com>

Dear Piyush Sanjay Bhomale,
Congratulations!! We are thrilled to inform that you have been selected for the position of **Business Development Trainee at BYJU'S - The Learning App.**

Please reply to this mail to acknowledge and confirm your offer.

Joining Details:

Date of Joining : 08/10/2021

Role Location : Nagpur

Sales Circle Location : Wardha

BDT Training Location : Bengaluru (or WFH)

Joining Location Address: Bangalore: 6th Floor, Tower D, IBC Knowledge Park, Banerghatta Road, Bangalore 95 (OF WFH)

Fixed CTC during training (not inclusive of incentives): INR 3 LPA

Annual CTC post successful completion of Training: INR 10 LPA (7 LPA fixed + 3 LPA variable) for the role of BDA - Direct Sales

Details of Business Development Trainee Program; You will be undergoing Byju's Sales Training for a minimum duration of 6 weeks with an option with the company to extend it upto a maximum of 2 weeks. The first 2 weeks of this training will be classroom training followed by 4 weeks of "On-the-Job Training", both conducted out of the BDT Training Location. You will be assessed and monitored during this training program. We are also happy to inform you that additional performance incentives will be applicable during your training period.

Upon successful completion of the training and post your conversion you will be confirmed as BDA - Direct Sales (at 10 LPA). Once you have become a BDA, you will be posted in the Role Location and will be working out of the Sales Circle Location assigned to you.

Further details:

Few information regarding your training and onboarding are given below:

1. All your original academic documents are required for verification. You can find the list of documents to upload and submit within the offer letter itself.
2. Please note that without completing the above registration and receiving the offer letter, your onboarding would not happen.
3. You need to have a working broadband connection and laptop at all times during the Training period. Please note that this is a core requirement for you to take part in the Training. Training can't happen without fulfilment of this requirement.
4. Your training performance will be thoroughly evaluated during your 8 weeks with us as that will be an incubation period for your new role.
5. Business formals or business casual attire is mandatory during work hours.

41-2021

About Byju's:

BYJU'S is world's most valuable ed-tech company and the creator of India's most personalised K12 learning app which offers highly adaptive, engaging and effective learning programs for students in classes 4-12 (K-12) and competitive exams like JEE, NEET, CAT, IAS, GRE and GMAT. Launched in 2015, BYJU'S has become the most loved and preferred learning app for students across age groups.

Started by teacher and visionary, Byju Raveendran and his top set of students, BYJU'S aim is to make quality learning accessible, effective, and personalised for everyone. The BYJU'S way of learning provides students a learning platform where they can learn, engage and be excited about charting their own path to discover the world. The learning app brings together the best teachers, technology content, media for creating a seamless, world-class learning experience for each and every type of learner. Today, BYJU'S has over 33 million registered students and 2.2 million annual paid subscriptions. With an average time of 64 minutes being spent by a student on the app every day from 1700+ cities, the BYJU'S app is making learning enjoyable and effective.

Delivering world class learning experiences, BYJU'S is making learning contextual and visual, and not just theoretical. The app has been designed to adapt itself to the unique learning style of every student, as per the pace, size and style of learning. The learning app is paving the way for new-age, geography-agnostic learning tools that sit at the cross section of mobile, interactive content and personalised learning methodologies.

Till date BYJU'S has raised over USD 700 million from a strong and diverse investor set like - Chan-Zuckerberg Initiative, Naspers, CPPiB, General Atlantic, Tencent, Sequoia Capital, Sofina, Verinvest, IFC, Aarin Capital, TimesInternet and Lightspeed ventures.

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a **BYJUite** officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.

Please visit <https://youtu.be/2XeG15RHypQ> for a better insight into the job.

Registration Details: As an initial step of on-boarding formalities, you are required to fill the registration form using the link below. Please follow the below steps to complete registration and to view the offer letter (post offer release).

Step1: Register using the below-mentioned link

Step2: Complete your details in 'Application Page'

Step3: Complete the 'My Candidate Profile' page with education details with documents and previous employment information.

Step4: After filling please 'SAVE' the page and Click 'I am Done' and you will be receiving your Offer Letter.

Registration Link: [Please click here to register.](#)

Regards,

Team BYJU'S



Offer Letter

Name: Rohit Vijay Dhatrak
Date: Tuesday, August 17, 2021

Dear Mr. Rohit Vijay Dhatrak,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, August 24, 2021. Your work location would be Aurangabad / Bangalore or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

3. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

4. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

5. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

6. Department, Designation & Reporting Manager:

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Shaik Heera Jaan Basha (TNL201608051)
Role Location:	Aurangabad / Bangalore
Sales Circle Location:	Aurangabad
BDT Training Location	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

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

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

13. Termination: Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep

confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment.

Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet--All semester mark sheet
4. Graduation/Post Graduation--Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require authorized signature.

Offer Letter

Name: Rushabh Raju Tijare
Date: Tuesday, December 7, 2021

Dear Mr. Rushabh Raju Tijare,

We are glad to inform you that you have been selected for the position of Business Development Trainee - Sales in our organization with the Business Development Team for a period of 6 weeks, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

The first 2 weeks of this training will be classroom training at the Joining Location itself. It will then be followed by 4 weeks of "On-the-Job Training (OJT)", to be conducted at the OJT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate.

1. Employment Details:

Department: Business Development (51000000)
Designation: Business Development Trainee - Sales
Reporting Manager: Rahul Raj (TNL201605108)
Reporting Time: 9:30 AM
Joining Location: Byjus Nagpur - VIPL Building, 8th Floor, Wing A (I Park), Plot No 28, MIDC IT Park Area, Gayatri Nagar Road, Parsodi, Nagpur - 440022
OJT Training Location: Byjus - Nagpur
Role Location: Nagpur

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, December 14, 2021. Your work location after conversion to the role of Business Development Associate would be Nagpur or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

5. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this

Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

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

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in

ture. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

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16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
 1. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

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c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.



Confirmation for Business development associate offer.

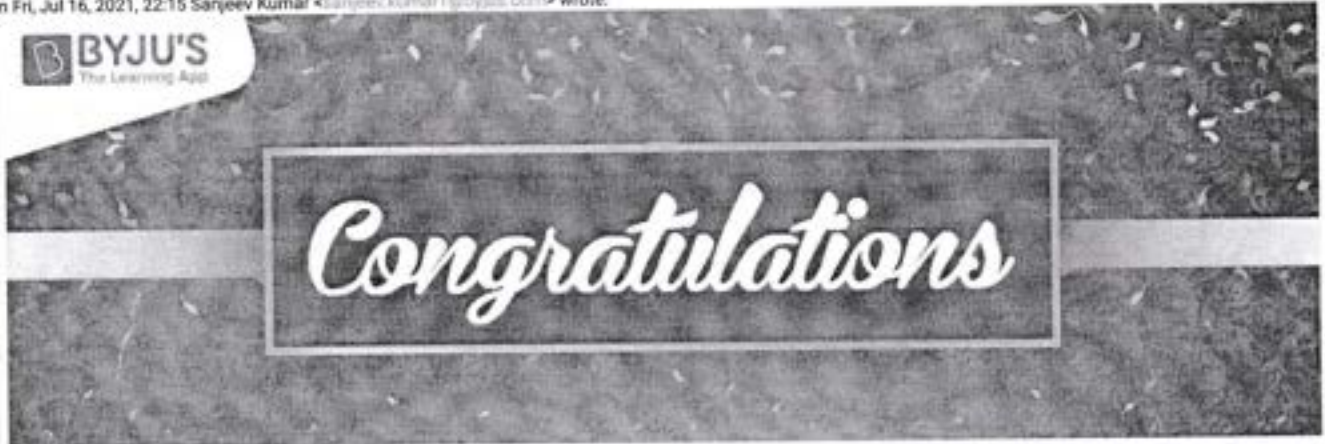
2 messages

Shubham Somalkar <shubhamsomalkar499@gmail.com>
To: Sanjeev Kumar <sanjeev.kumar1@byjus.com>

Fri, Jul 16, 2021 at 22:30

Thank you for reaching out about this opportunity.
It sounds like a great job and aligns with where I'd like to take my career. I'm eager to learn more.
I confirm my offer.
Thankyou.

On Fri, Jul 16, 2021, 22:15 Sanjeev Kumar <sanjeev.kumar1@byjus.com> wrote:



Dear Shubham Somalkar,

Congratulations!! We are thrilled to inform that you have been selected for the position of **Business Development Trainee** at **BYJU'S – The Learning App**.

Please reply to this mail to acknowledge and confirm your offer.

Joining Details:

Date of Joining : 07/23/2021

Role Location : Mumbai

Sales Circle Location : Raigarh(Mh)

BDT Training Location : Bengaluru (or WFH)

Joining Location Address: Bangalore: 6th Floor, Tower D, IBC Knowledge Park, Banerghatta Road, Bangalore 95 (or WFH)

Fixed CTC during training (not inclusive of incentives): INR 3 LPA

Annual CTC post successful completion of Training: INR 10 LPA (7 LPA fixed + 3 LPA variable) for the role of BDA - Direct Sales

Details of Business Development Trainee Program: You will be undergoing Byju's Sales Training for a minimum duration of 6 weeks with an option with the company to extend it upto a maximum of 2 weeks. The first 2 weeks of this training will be classroom training followed by 4 weeks of "On-the-Job Training", both conducted out of the BDT Training Location. You will be assessed and monitored during this training program. We are also happy to inform you that additional performance incentives will be applicable during your training period.

Upon successful completion of the training and post your conversion you will be confirmed as BDA - Direct Sales (at 10 LPA). Once you have become a BDA, you will be posted in the Role Location and will be working out of the Sales Circle Location assigned to you.

Further details:

Few information regarding your training and onboarding are given below:

1. All your original academic documents are required for verification. You can find the list of documents to upload and submit within the offer letter itself.
2. Please note that without completing the above registration and receiving the offer letter, your onboarding would not happen.

- 3. You need to have a working broadband connection and laptop at all times during the Training period. Please note that this is a core requirement for you to take part in the Training. Training can't happen without fulfilment of this requirement.
- 4. Your training performance will be thoroughly evaluated during your 8 weeks with us as that will be an incubation period for your new role.
- 5. Business formal or business casual attire is mandatory during work hours.

About Byju's:

BYJU'S is world's most valuable ed-tech company and the creator of India's most personalised K12 learning app which offers highly adaptive, engaging and effective learning programs for students in classes 4-12 (K-12) and competitive exams like JEE, NEET, CAT, IAS, GRE and GMAT. Launched in 2015, BYJU'S has become the most loved and preferred learning app for students across age groups.

Started by teacher and visionary, Byju Raveendran and his top set of students, BYJU'S aim is to make quality learning accessible, effective, and personalised for everyone. The BYJU'S way of learning provides students a learning platform where they can learn, engage and be excited about charting their own path to discover the world. The learning app brings together the best teachers, technology, content, media for creating a seamless, world-class learning experience for each and every type of learner. Today, BYJU'S has over 33 million registered students and 2.2 million annual paid subscriptions. With an average time of 64 minutes being spent by a student on the app every day from 1700+ cities, the BYJU'S app is making learning enjoyable and effective.

Delivering world class learning experiences, BYJU'S is making learning contextual and visual, and not just theoretical. The app has been designed to adapt itself to the unique learning style of every student, as per the pace, size and style of learning. The learning app is paving the way for new-age, geography-agnostic learning tools that sit at the cross section of mobile, interactive content and personalised learning methodologies.

Till date BYJU'S has raised over USD 700 million from a strong and diverse investor set like - Chan-Zuckerberg Initiative, Naspers, CPPIB, General Atlantic, Tencent, Sequoia Capital, Sofina, Verlinvest, IFC, Aarin Capital, Timesinternet and Lightspeed ventures.

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a **BYJUite** officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.

Please visit <https://youtu.be/2XsGt5RHypQ> for a better insight into the job.

Registration Details: As an initial step of on-boarding formalities, you are required to fill the registration form using the link below. Please follow the below steps to complete registration and to view the offer letter (post offer release).

REGISTRATION PROCESS:

- 1. Create your account using username as your mail id and any password of your choice.
- 2. Click on apply.
- 3. There are two pages wherein you have to fill your basic details like Aadhar number etc.
- 4. By the end of the 2nd page, first click on SAVE and then again on APPLY.
- 5. Use your Laptop for the process.
- 6. You will receive a confirmation mail from BYJU'S as soon as your registration gets completed.
- 7. Complete it immediately by today itself, and once done acknowledge that you have completed your registration.

Registration Link: Please click here to register.

Regards,
Team BYJU'S



JAP/2021/N/41

Offer Letter

Name: Swapnil Premdas Chavhan
Date: Monday, July 12, 2021

Dear Mr. Swapnil Premdas Chavhan,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, July 20, 2021. Your work location would be Nagpur / Bangalore or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

3. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

4. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

5. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

6. Department, Designation & Reporting Manager:

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Aishvary . (TNL201611035)
Role Location:	Nagpur / Bangalore
Sales Circle Location:	Nagpur
BDT Training Location	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

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

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

13. Termination: Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep

confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment.

Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet-All semester mark sheet
4. Graduation/Post Graduation-Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require authorized signature.



Offer Letter

Name: Vaibhav Dipak Khawshi
Date: Tuesday, September 14, 2021

Dear Mr. Vaibhav Dipak Khawshi ,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, September 21, 2021**. Your work location would be **Nagpur / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

3. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

4. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

5. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

6. Department, Designation & Reporting Manager:

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Aishvary . (TNL201611035)
Role Location:	Nagpur / Bangalore
Sales Circle Location:	Wardha
BDT Training Location	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

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

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

13. Termination: Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep

confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment.

Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet-All semester mark sheet
4. Graduation/Post Graduation-Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require authorized signature.



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 7 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 265546

Letter of Intent ("LOI")

Dear Akansha Game,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4 with Capgemini Technology Services India Limited**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

On accepting this LoI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 791518

Letter of Intent ("LOI")

Dear Avinash Burkule,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LoI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

ANNEXURE 1

Avinash Burkule
Analyst and A4

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

For & On Behalf of Caggemini

Tejinder Sethi
Head - Fresher Hiring



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

Superset ID: 737305

Letter of Intent ("LOI")

Dear Harsh Jaiswal,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LoI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

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3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

ANNEXURE 1

Harsh Jaiswal
Analyst and A4

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

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 692219

Letter of Intent ("LOI")

Dear Janhvi Wanjari,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this Lol, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

ANNEXURE 1

Janhvi Wanjari
Analyst and A4

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

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

1203



Capgemini Technology Services India Limited
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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 721152

Letter of Intent ("LOI")

Dear Kirti Untwal,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LoI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

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

Tejinder Sethi
Head - Fresher Hiring

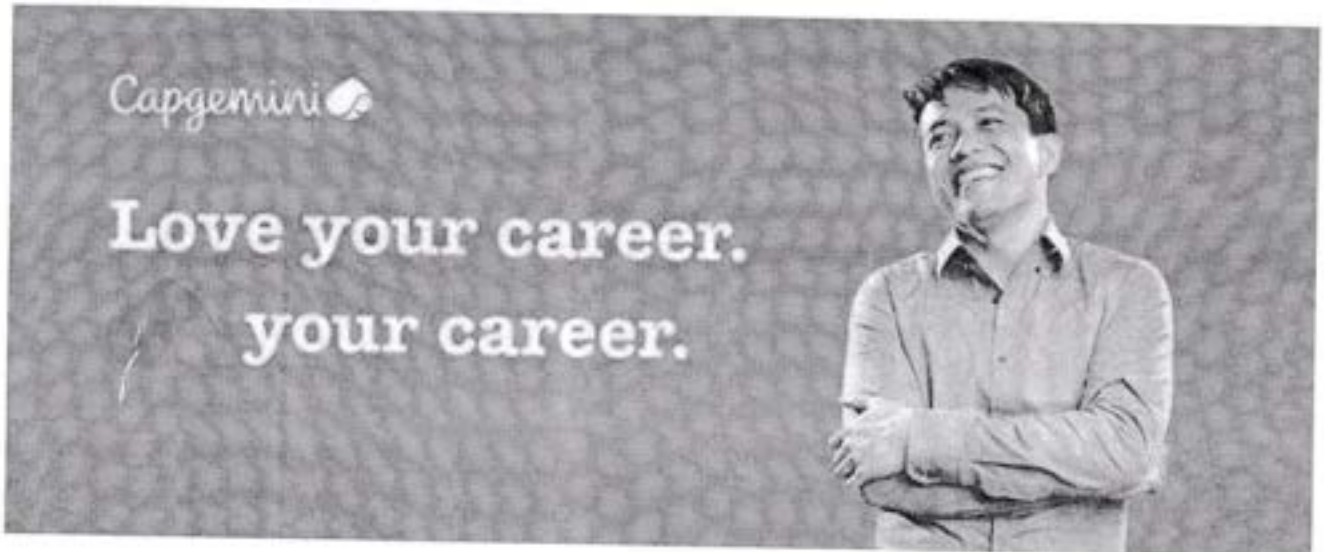


kunal turankar <ktr8055@gmail.com>

Capgemini congratulates you on your selection and presents you our Letter Of Intent

Superset <notifications@email.joinsuperset.com>
To: ktr8055@gmail.com

Fri, Jul 16, 2021 at 5:58 PM



Most Ethical
Company - Eight
times in a row



We're highly- rated on
Glassdoor



Capgemini Research
Institute ranked #1



Our gender balance
initiatives



Our global client
stories

Dear Kunal Laxman Turankar,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Jul 21, 2021 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

8/6/2021

Gmail - Capgemini congratulates you on your selection and presents you our Letter Of Intent

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

[Go to Offer Page](#)



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[To view our candidate privacy notification please click here](#)

The information contained in this message is strictly internal and confidential.

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EMPLOYMENT OFFER LETTER

Cappgemini Ref: 4809260 /907199,

08/09/2021,

Manisha Deepak Hirdekar
Pawan Nagar,,
Amravati ,Maharashtra,
India

Confidential

Dear Manisha Deepak Hirdekar,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Cappgemini Technology Services India Limited ('Cappgemini' 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

Manisha Deepak Hirdekar

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. 300,002.00
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Annexure - B

Manisha DeepakHirdekar

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.108,000.00
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.341,940.00
Statutory payments ++		
Caggemini'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.372,204.00
Total Cash Compensation	Rs.31,017.00	Rs.372,204.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Caggemini contribution to ESI		Rs.0.00

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

From: Rao, Ramya <ramya.rao@capgemini.com>

Date: Fri, Nov 19, 2021, 21:33

Subject: Capgemini - Joining Confirmation & Documents Verification Email
neha.mitkari317@gmail.com

Dear Candidate,

Greetings from Capgemini!!

Hope this mail finds you safe and in good health.

We are glad to inform you that your joining has been confirmed on **20th Nov, 2021 at Gurgaon**. Your onboarding will be completed **virtually**. Please share the docs immediately

1. 10th Marksheet in Pdf format compressed
2. 12th Marksheet
3. Degree Marksheet
4. Degree Certificate
5. PAN Card
6. Aadhar Card
7. Passport Size photo
8. IRF
9. Database Form
10. BGV Undertaking
11. Training Agreement

Also confirm that all your theory and practical exams for final year / semester are completed and there are no backlogs while replying this email.

Once on boarded you will receive your training schedule. The training will begin in a **virtual** mode. However, if the lockdown conditions allow, a travel schedule will be provided to you and you will have to report **in person** for your training as per the schedule to the location mentioned in the offer letter.

***Please note that travel for training will be considered keeping in mind the lockdown protocols and please do not make any travel plans without receiving the training schedule.**

We are initiating Offer and would require your documents in the below mention format.

1. Documentation:

- IRF: Please find the IRF attached in this mail. Please fill the same.
 - Date of Authorization means the date on which you are filling the IRF form.

Sr no	Document Required	Format	Rename the document as	Example
1	BE Marksheet / Degree Certificate/Provisional Degree (Mark sheet mandatory till 7th semester), also share 8 th semester if received.	Scanned in -1 PDF format in sequence from 1to7 semesters.(Year wise)	First name last name Degree Certificate	If your name is harish singh, the name of doc will be Harish Singh Degree Certificate
2	IRF Form (Attached in email)	Filled, signed manually and Scanned in PDF format	First name last name IRF	If your name is harish singh, the name of doc will be Harish Singh IRF
3	Government ID Proof (Aadhar card / Driving license / Passport / Voter id)	Scanned copy of any one of these documents	First name last name Govt ID proof	If your name is harish singh, the name of doc will be Harish Singh Govt ID proof

4	Undertaking BGV Form	Scanned in PDF format	First name last name Undertaking	If your name is harish singh, the name of doc will be Harish
5	Database form	Scanned in PDF format	First name last name Database	If your name is harish singh, the name of doc will be Harish

- Signature should be manually signed.

- Active backlog will not be applicable.**

Note: The scanned copies must be clearly visible (blurred documents will not be accepted). Please ensure the documents are scanned completely and are not cut off from the edges. The size of document should in PDF format only with file size less than 4 MB. The deadline for sending the documents is **20th Nov 2021 by 10am** Kindly adhere to the deadline to avoid delay in further formalities.

2. Training Agreement :

Please find attached the Training agreement & instructions to fill the same. Once completed, please get it notarized and send us the notarized scanned copy on or before the **22nd Nov by 10am**.

In order to ensure a smooth onboarding experience, we have put together the following points for you to prepare for the same.

- For further Onboarding/Training - Personal Laptop/Desktop with webcam & Stable Wi-Fi Internet facility is Mandatory.**

After the offer is released, you will need to fill the Candidate Wizard / Welcome Letter before the joining date. (Link will be provided)

Please find below a handy Checklist for filling Candidate Wizard / Welcome letter

Sl. No.	Check List while filling the Candidate Wizard
1	Name in offer letter will be as per Govt ID submitted.
2	Check on Date of Birth
3	Personal Email ID
4	PAN No. to be filled
5	Aadhaar No. to filled
6	UAN if applicable, to be filled
7	Check correct Date of Birth of Dependents
8	Check that "Self" and siblings are not nominated in all nominations

***Please note that the onboarding is virtual and you are not expected to travel for the same. Any travel plan should be made only once you receive the training schedule.**

To view our Candidate Privacy Notification please [Click Here](#)

Regards,

University Relations and Hiring Team

This message contains information that may be privileged or confidential and is the property of the Capterini Group. It is intended only for the person to whom it is addressed. If you are not the intended recipient, you are not authorized to read, print, retain, copy, disseminate, distribute, or use this message or any part thereof. If you receive this message in error, please notify the sender immediately and delete all copies of this message.



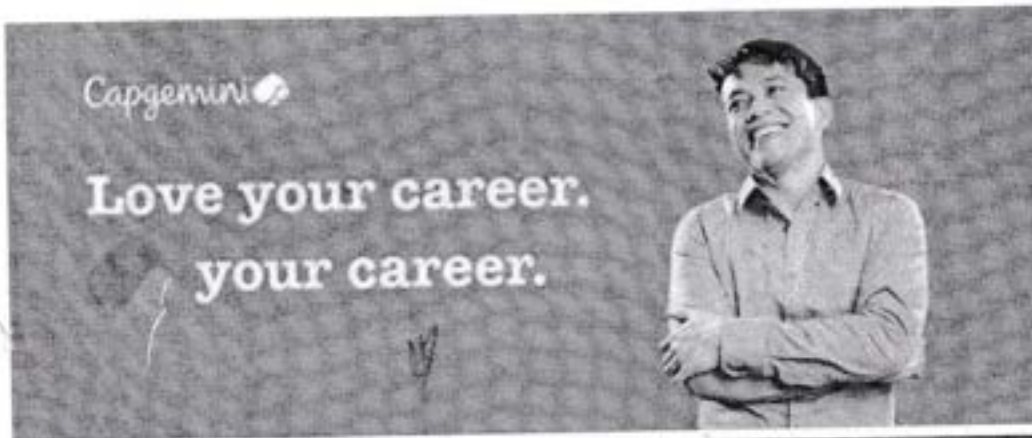
Capgemini congratulates you on your selection and presents you our Letter Of Intent ☆

Inbox



Superset Jun 15

to me ▾



Dear Payal Sanjay Binnod,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Jun 20, 2021 11:59 PM IST.



Capgemini Technology Services India Limited
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www.capgemini.com/in-en

Superset ID: 642590

Letter of Intent ("LOI")

Dear Piyush Ghanmule,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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Upon accepting this LoI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

Piyush Ghanmule
Analyst and A4

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

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring



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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 804012

Letter of Intent ("LOI")

Dear Poonam Shinde,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Upon accepting this Lol, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

12-4



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

Superset ID: 644096

Letter of Intent ("LOI")

Dear Prasad Dhokane,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LoI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

ANNEXURE 1

Prasad Dhokane
Analyst and A4

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

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

TAP/2021/S/19

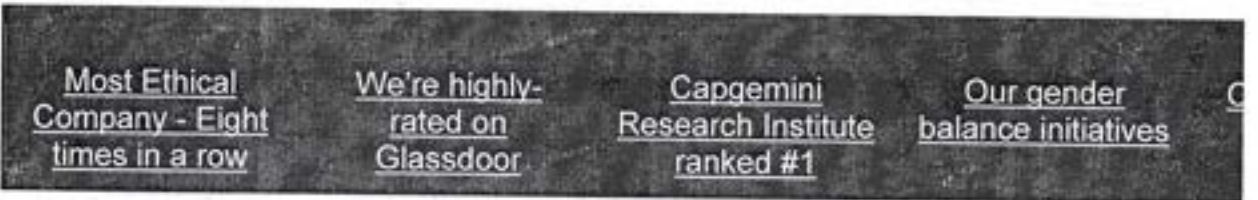
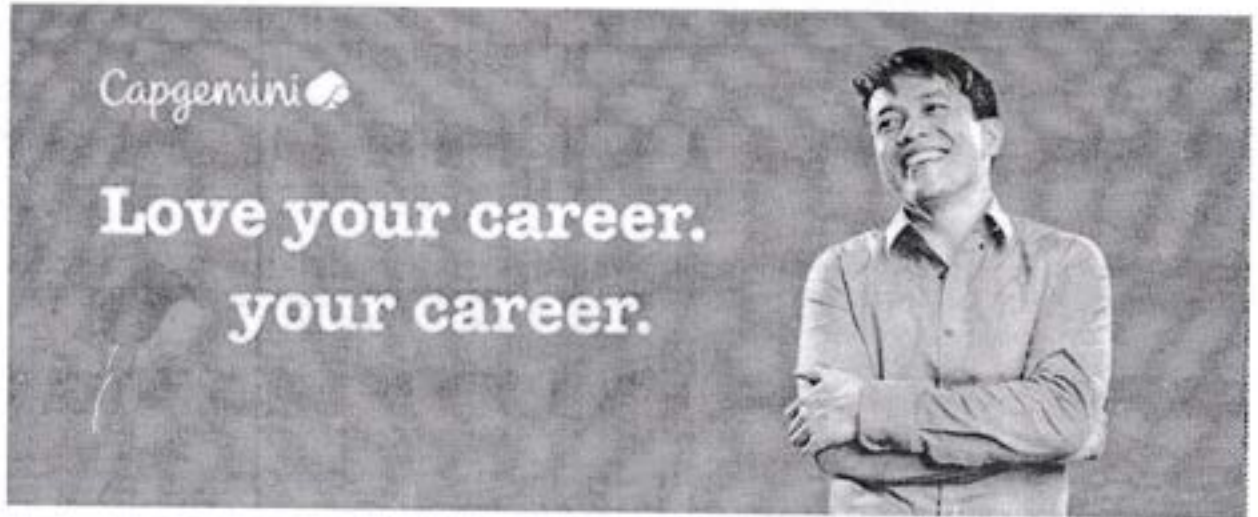
----- Forwarded message -----

From: **Superset** <notifications@email.joinsuperset.com>

Date: Fri, 23 Jul 2021 at 18:32

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <prasadmukkawar98@gmail.com>



Dear Prasad Vinay Mukkawar,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Jul 28, 2021 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- **Marksheets should be scanned and uploaded semester/year wise only**
- **Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only**
- **Maximum file size limit is 4MB**
- **The file nomenclature should be (FirstName LastName DocumentName)**

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team





Capgemini Technology Services India Limited
(Formerly known as GATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 7400706, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 630834

Letter of Intent ("LOI")

Dear Sakshi Samudre,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4 with Capgemini Technology Services India Limited**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

ANNEXURE 1

Sakshi Samudre
Analyst and A4

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

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring



Capgemini Technology Services India Limited
(Formerly known as iGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

TAP/2021/N/30

Superset ID: 265546

Letter of Intent ("LOI")

Dear Akansha Game,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LoI, you will be provided access to the ADAPT (Accelerated Digital Aid for re-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
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3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

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

Tejinder Sethi
Head - Fresher Hiring



Coditas Solutions LLP. | LLPIN:AAQ-6182

12/04/2021

Reference No: CT/HR/OFFER/AM/12042021

To,
Ms. Aditi Motekar,

EMPLOYMENT OFFER LETTER

Dear Aditi,

We are happy to inform you that we would like to offer you the position of **Associate Software Engineer** with our company.

We would like to offer you an annual CTC of **Rs. 3,60,000** and other benefits, the details of which are stated in the attached annexure. Your tentative date of joining the services of the company will be **15th June 2021**

Confirmation of the exact joining date will be communicated to you on or before **15th May 2021**.

The terms are as follows:

1. The CTC shall comprise a fixed component and a variable component, if any, as per the company's prevailing scheme.
2. The CTC shall be subject to tax deduction at source and a professional tax deduction as per applicable rules.
3. We also have a corporate 'Group Health Insurance' plan which you can opt-in for. Based on your selected sum assured, the corresponding amount of premium will be deducted from your CTC.
4. Your probation period shall be 3 months from the date of joining subject to your performance.
5. Regular performance reviews will be done to assess your suitability.
6. The next salary revision will be during the company's appropriate appraisal cycle falling due after completion of one year of service.
7. The notice period for relinquishing your services from the company would be 3 calendar months.
8. The F&F settlement in the event of resignation will be made after 2 weeks from the date of separation.
9. You shall be entitled to benefits as per the company's rules and regulations upon confirmation.
10. The validity of this offer is 2 days from the date of you receiving the offer letter.
11. Your posting will be in Pune; however, you may be given the opportunity to travel to the client locations for short durations from time to time.
12. Your appointment letter shall be handed over to you on your joining the company once you furnish the required documents mentioned in the attached list. Please let us know in advance if you are not in a position to furnish any of the documents at the time of joining.
 - a. Photocopy of educational qualifications i.e. SSC/HSC/Graduation/Post Graduation etc.
 - b. Photocopy of certificate courses attended (if any) and any other professional certifications relevant

GR-20-21

coditas

Coditas Solutions LLP. | LLPIN:AAQ-6182

- to your role.
- c. Photocopy of your Passport along with a photocopy of visa stamping, if any
 - d. Three passport size Photographs
 - e. Age proof
 - f. Proof of Permanent /local Address
 - g. Pan Card

Please note that this offer letter incorporates all commitments made to you, and there are no commitments other than these.

Sincerely,
For Coditas Solutions LLP.

C
S
Z



TAP/2021/0/45



TPO SSGMCE Shegaon <tpossgrnce@gmail.com>

Fwd: Congratu'ations! Selected for Cognizant's GenC - DeveloperAbhishek Akant <ag172923@gmail.com>
To: tpossgrnce@gmail.com

Wed, Aug 25, 2021 at 4:31 PM

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

From: **Superset** <notifications@email.joinsuperset.com>
Date: Sat, Aug 21, 2021, 10:57 PM
Subject: Congratulations! Selected for Cognizant's GenC - Developer
To: <ag172923@gmail.com>

Dear Abhishek Akant,

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



29-Aug-2021

Dear **Abhishek Thakur**,

B.E., Electronics and Telecommunication Engineering
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Candidate ID – 17511619

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 Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

Compensation and Benefits

Name: Abhishek Thakur

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

Compensation and Benefits

Name: Abhishek Thakur **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
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Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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2	Sick Leave	12
3	Casual Leave	6

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- 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 policy.

Compensation and Benefits

Name: Abhishek Thakur

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
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	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:

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2	Sick Leave	12
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- 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

• 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:



27-Aug-2021

Dear Bhavana Agrawal,
B.E., Computer Science & Engineering
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Candidate ID – 16679713

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 Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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

3.1 Cognizant Internship:

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

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

3.2 Continuous Skill Development (CSD) Program:

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

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

3.3 GenC Training Post joining:

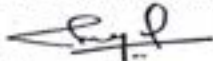
a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion 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.

Signature:

Date:

Compensation and Benefits

Name: Bhavana Agrawal

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

TAP/2021/0/47

18 M Gmail

TPO SSGMCE Shegaon <tpossgmce@gmail.com>

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

Harshada Babar <harshadababar99@gmail.com>
To: TPO SSGMCE Shegaon <tpossgmce@gmail.com>

Wed, Aug 25, 2021 at 4:33 PM

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

From: **Superset** <notifications@email.joinsuperset.com>
Date: Sat, Aug 21, 2021, 7:40 PM
Subject: Congratulations! Selected for Cognizant's GenC - Developer
To: <harshadababar99@gmail.com>

Dear Harshada Babar,

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



22-Nov-2021

Dear Malhar Arvind Morey,
B.E., Electrical(Electronics and Power) Engineering
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Candidate ID – 18969029

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.

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- 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 Malhar Arvind Morey

Sign: _____
Name: _____

Sign: _____
Name: _____

Compensation and Benefits

Name: Malhar Arvind Morey

Designation: Programmer Analyst
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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As an associate you are also entitled to the following additional benefits:

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Leave & Vacation:

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- 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

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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.

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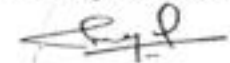
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a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed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

Signature:

Date:



30-Aug-2021

Dear **Neha Dehankar**,
B.E., Computer Science & Engineering
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Candidate ID – 17786073

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.

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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

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- 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.

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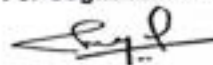
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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

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



Maya Sreekumar
Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Neha Dehankar

Designation: Programmer Analyst Trainee

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- 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

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

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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: _____



30-Aug-2021

Dear Neha Vyas,

B.E., Computer Science

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Candidate ID – 17785750

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**

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- 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:

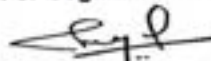
- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards 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.

Signature:

Date:

Compensation and Benefits

Name: Neha Vyas

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

- 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:

TAP/2021/0/48



TPO SSGMCE Shegaon <tpossgmce@gmail.com>

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

pragati wankhade <pragatiwankhade08@gmail.com>
To: tpossgmce@gmail.com

Fri, Aug 27, 2021 at 11:45 AM

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

From: **Superset** <notifications@email.joinsuperset.com>
Date: Sat 21 Aug, 2021, 7:38 PM
Subject: Congratulations! Selected for Cognizant's GenC - Developer
To: <Pragatiwankhade08@gmail.com>

Dear Pragati Wankhade,

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



23-Sep-2021

Dear Prajakta Dudhe,
B.E., Electrical(Electronics and Power) Engineering
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Candidate ID – 18207807

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 Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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

3.1 Cognizant Internship:

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

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

3.2 Continuous Skill Development (CSD) Program:

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

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

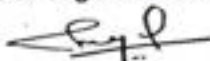
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b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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.

Signature:

Date:

Compensation and Benefits

Name: Prajakta Dudhe 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
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	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
- ~~Group Term Life Insurance~~
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- ~~Contribute to gratification after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act~~

Leave & Vacation:

- 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: _____



18-6 /
23-Aug-2021

Dear Prasad Dhokane,

B.E., Electronics and Telecommunication Engineering
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Candidate ID – 15323907

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 Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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

3.1 Cognizant Internship:

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

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

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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.

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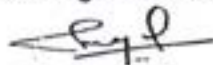
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b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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.



Mithya Sreekumar
Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Prasad Dhokane

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
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- 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

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.

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3.3 GenC Training Post joining:

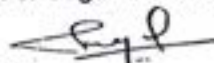
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b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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.

Signature:

Date:



29-Aug-2021

Dear Rashmi Dholwade,
B.E., Information Technology
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Candidate ID – 16745531

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 Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

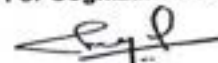
- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

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

Signature:

Date:

Compensation and Benefits

Name: Rashmi Dholwade

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

- 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: _____



29-Aug-2021

Dear Sayali Kulkarni,
B.E., Electronics and Telecommunication Engineering
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Candidate ID – 16727725

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 Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

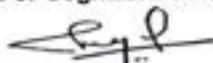
3.3 GenC Training Post joining:

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

Signature:

Date:

Compensation and Benefits

Name: Sayali Kulkarni

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



27-Aug-2021

Dear Shivam Sable,
B.E., Electrical Engineering
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Candidate ID – 16625970

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 Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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

3.1 Cognizant Internship:

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

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

3.2 Continuous Skill Development (CSD) Program:

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

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


3.3 GenC Training Post joining:

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

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion 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.

Signature:

Date:

Compensation and Benefits

Name: Shivam Sable

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



30-Aug-2021

Dear Shreyash Dawake,
B.E., Computer Science & Engineering
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Candidate ID – 17786215

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

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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:

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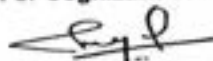
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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

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



Maya Sreekumar
Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Shreyash Dawake

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

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- 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

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

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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: _____



26-Aug-2021

Dear Smita Shegokar,
B.E., Electrical Engineering
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Candidate ID – 16062869

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 Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

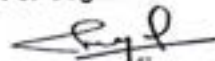
- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

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

Signature:

Date:

Compensation and Benefits

Name: Smita Shegokar

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

LETTER OF INTENT

Dear Abhinay Thakare,

This is in reference to Campus Recruitment Drive held by **Collabera Services Pvt. Ltd** at **Shri Sant Gajanan Maharaj College of Engineering, Shegaon, Amravati, Maharashtra** and subsequent interview you had with us for the position of **Technical Recruiter** in our organization to be based at **Collabera Services Pvt Ltd, Vadodara Office**.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon. Your salary structure and allowances will be given with your Offer Letter as mutually agreed.

You shall join the services of the Company as per the joining date given in your offer letter. You will be under probation for 6 months from your date of joining. We shall appreciate your confirmation / acknowledgement to this communication on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication will be considered thereafter.

In order to access all of your new hire forms and the information, we request you to log into our online portal by clicking [here](#).

Your user-name is also listed below for reference:

Username: Abhinay379

If you have forgotten your password, please use the "Forgot Password" link on the login page

For Collabera Services Pvt. Ltd.

Corporate Recruitment Team

Mail to: campusteam@collabera.com

Ph: (+91) 8141025603

LETTER OF INTENT

Dear Poonam Shinde

This is in reference to Campus Recruitment Drive held by Collabera Services Pvt. Ltd at Shri Sant Gajanan Maharaj College of Engineering, Shegaon, Amravati, Maharashtra and subsequent interview you had with us for the position of Technical Recruiter in our organization to be based at Collabera Services Pvt Ltd, Vadodara Office.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon. Your salary structure and allowances will be given with your Offer Letter as mutually agreed.

You shall join the services of the Company as per the joining date given in your offer letter. You will be under probation for 6 months from your date of joining. We shall appreciate your confirmation / acknowledgement to this communication on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication will be considered thereafter.

In order to access all of your new hire forms and the information, we request you to log into our online portal by clicking [here](#).

Your user-name is also listed below for reference.

Username: PoonamShinde

If you have forgotten your password, please use the "Forgot Password" link on the login page

For Collabera Services Pvt. Ltd.
Corporate Recruitment Team
Mail to: campusteam@collabera.com
Ph: (+91) 8141025603

Activate Windows
Go to Settings to activate Windows



TAP/2021/5/23

Genius Consultants Ltd.

Office:

504, Top Floor, Renaissance Business Centre,
14/A, Wellesley Road Camp, PUNE - 411001
CIN No: U74140WB1993PLC059586
Ph.: 020-6640 1306
Email :enquiry@geniusconsultant.com
Web. : www.geniusconsultant.com

Date: 11/11/2021

Mr. Prasenjeet Bhaskar Bharade
Pune.

SUB: OFFER LETTER

Dear Mr. Prasenjeet,

This is in reference to your application and subsequent interview with the authorized personnel at our client organization COMAU INDIA PVT LTD.

We are pleased to offer you the position of **Engineer Trainee**, based at **COMAU INDIA PVT LTD.** in the site office of our client as named earlier from the date 15.11.2021 and compensation, as discussed and agreed, between us. In case you fail to join on the date and venue as discussed and agreed between you and the authorized personnel of our client organization, then this offer will be treated as invalid.

You are also requested to submit the following documents to **Genius Office** on or before joining the company:

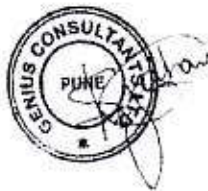
1. **Resume (Updated)** **2 copies
2. **ID Proof (Pan Card)****2 copies mandatory
3. **Address Proof (Aadhar Card)****2 copies mandatory
4. **Education Certificates (10th, 12th, ITI, Diploma, UG, PG)** **2 copies each
5. **Self-Photos (Stamp size)** **4 pieces
6. **Bank Account Proof**, (front Bank Passbook/Cancelled Cheque/Bank Statement) **2 copies
7. **Previous Company Resignation, Reliving or Experience letter** copy.

Further details about the job will be furnished on the appointment letter that would be given to you on joining the company.

Also please find the attached Salary Annexure for your reference. Kindly provide your acceptance on same.

Thanks & Regards

For Genius Consultants Limited



Authorized Signatory

RECEIVED & ACCEPTED



TAP/2021/9/33

Genius Consultants Ltd.

Office:

504, Top Floor, Renaissance Business Centre,
14/A, Wellesley Road Camp, PUNE - 411001
CIN No: U74140WB1993PLC059586
Ph.: 020-6640 1306
Email :enquiry@geniusconsultant.com
Web. : www.geniusconsultant.com

Date: 11/11/2021

Mr. Prasenjeet Bhaskar Bharade
Pune.

SUB: OFFER LETTER

Dear Mr. Prasenjeet,

This is in reference to your application and subsequent interview with the authorized personnel at our client organization, **COMAU INDIA PVT LTD.**

We are pleased to offer you the position of **Engineer Trainee**, based at **COMAU INDIA PVT LTD.** in the site office of our client as named earlier from the date 15.11.2021 and compensation, as discussed and agreed, between us. In case you fail to join on the date and venue as discussed and agreed between you and the authorized personnel of our client organization, then this offer will be treated as invalid.

You are also requested to submit the following documents to **Genius Office** on or before joining the company:

1. **Resume (Updated)** **2 copies
2. **ID Proof (Pan Card)****2 copies mandatory
3. **Address Proof (Aadhar Card)****2 copies mandatory
4. **Education Certificates (10th, 12th, ITI, Diploma, UG, PG)** **2 copies each
5. **Self-Photo**, (Stamp size) **4 pieces
6. **Bank Account Proof**, (front Bank Passbook/Cancelled Cheque/Bank Statement) **2 copies
7. **Previous Company Resignation, Reliving or Experience letter** copy.

Further details about the job will be furnished on the appointment letter that would be given to you on joining the company.

Also please find the attached Salary Annexure for your reference. Kindly provide your acceptance on same.

Thanks & Regards

For Genius Consultants Limited



Authorized Signatory

RECEIVED & ACCEPTED



TAD/2021/S/1 JTS/2021/S/34

Genius Consultants Ltd.

Office:

504, Top Floor, Renaissance Business Centre,
14/A, Wellesley Road Camp, PUNE - 411001
CIN No: U74140WB1993PLC059586
Ph.: 020-6640 1306
Email :enquiry@geniusconsultant.com
Web. : www.geniusconsultant.com

Date: 11/11/2021

Mr. SHRIKRUSHNA VITTHAL THAKARE
Pune.

SUB: OFFER LETTER

Dear Mr. SHRIKRUSHNA,

This is in reference to your application and subsequent interview with the authorized personnel at our client organization: **COMAU INDIA PVT LTD.**

We are pleased to offer you the position of **Engineer Trainee**, based at **COMAU INDIA PVT LTD.** in the site office of our client as named earlier from the date **15.11.2021** and compensation, as discussed and agreed, between us. In case you fail to join on the date and venue as discussed and agreed between you and the authorized personnel of our client organization, then this offer will be treated as invalid.

You are also requested to submit the following documents to **Genius Office** on or before joining the company:

1. Resume (Updated) **2 copies
2. ID Proof (Pan Card) **2 copies mandatory
3. Address Proof (Aadhar Card) **2 copies mandatory
4. Education Certificates (10th, 12th, ITI, Diploma, UG, PG) **2 copies each
5. Self-Photos (Stamp size) **4 pieces
6. Bank Account Proof, (front Bank Passbook/Cancelled Cheque/Bank Statement) **2 copies
7. Previous Company Resignation, Reliving or Experience letter copy.

Further details about the job will be furnished on the appointment letter that would be given to you on joining the company.

Also please find the attached Salary Annexure for your reference. Kindly provide your acceptance on same.

Thanks & Regards

For Genius Consultants Limited



Authorized Signatory

RECEIVED & ACCEPTED



Genius Consultants Ltd.

Office:

504, Top Floor, Renaissance Business Centre,
14/A, Wellesley Road Camp, PUNE - 411001
CIN No: U74140WB1993PLC059586
Ph.: 020-6640 1306
Email : enquiry@geniusconsultant.com
Web. : www.geniusconsultant.com

ANNEXURE	
DEPUTED AT: COMAU INDIA PVT LTD	
NAME	Mr. SHRIKRUSHNA VITTHAL THAKARE
DATE OF JOINING	15/11/2021
DESIGNATION	Engineer Trainee
LOCATION	Pune
COMPONENTS	MONTHLY
BASIC	15000
HRA	1000
BOOKS AND PERIODICALS	0
DEPUTATION ALLOWANCE	0
CONVEYANCE ALL	1327
GROSS SALARY	17327
EMP PF (12%)	1800
EMP ESIC (0.75%)	130
PT	200
TOTAL DEDUCTIONS	2130
NET SALARY	15197
OTHER BENEFITS	
EMPR PF (13%)	1950
EMPR ESIC (3.25%)	563
INSURANCE (PA) -IL	60
MEDICALIM -50K	100
TOTAL CTC	20000
ANNUAL CTC	240002

For Genius Consultants Limited



Authorized Signatory

CONNECTIONS DIRECT INDIA Pvt. Ltd



Sagar Chintkuntlawar

EMP Code - CDPN00436

Blood Group - O⁺

Contact - 9834347792



Adding Smile As We Cross Miles

CONNECTIONS
VECTIONS
G H J K



Leaders in Technology Training

CAMPUS CONNECT

INTENT LETTER

Dear Divya Gulhane

Date : 02/07/2021

We are happy to inform you that, you have been shortlisted in Screening Test, Conducted by "Cyber Success Pune". Date of Training will be confirmed taking into consideration the academic timetable of the University / College. On the day of joining we would explain the complete program detailed schedule

Kindly Note

- Cyber Success Campus Connect Program **DOES NOT CHARGE** any candidate.
- Campus Connect Program Includes Placement Assistance.
- Cyber Success **DOES NOT CHARGE** any candidate for Interviews and Placement.
- Campus Connect Program includes **Manual Testing, Core Java & Selenium Automation**.
- No other additional Courses / Skills will be included in this Program.

Terms & Conditions for Campus Connect Program

- Candidate must have 95% attendance.
- Candidate Should be Ready to Relocate to different cities for Job / Interviews (Pune & Mumbai).
- Candidate should complete the assignments on time, give frequent Presentations & Mock interviews, on these parameters Placement assistance will be provided.
- Candidate on the date of joining should bring Intent Letter, Photo Identity Proof, Address Proof and Two passport size photographs.
- Cyber Success will hold the rights of Training & Placement in regards to discipline & sincerity of the candidates.

Follow us on



Candidate Signature

Cyber Success
Authorised Signature

13-2



CYBER SUCCESS

Leaders in Technology Training

CAMPUS CONNECT

INTENT LETTER

Dear Neha Mitkari

Date : 02/07/2021

We are happy to inform you that, you have been shortlisted in Screening Test, Conducted by " Cyber Success Pune ". Date of Training will be confirmed taking into consideration the academic timetable of the University / College. On the day of joining we would explain the complete program detailed schedule

Kindly Note

- Cyber Success Campus Connect Program **DOES NOT CHARGE** any candidate.
- Campus Connect Program Includes Placement Assistance.
- Cyber Success **DOES NOT CHARGE** any candidate for Interviews and Placement.
- Campus Connect Program includes **Manual Testing, Core Java & Selenium Automation.**
- No other additional Courses / Skills will be included in this Program.

Terms & Conditions for Campus Connect Program

- Candidate must have 95% attendance.
- Candidate Should be Ready to Relocate to different cities for Job / Interviews (Pune & Mumbai).
- Candidate should complete the assignments on time, give frequent Presentations & Mock interviews, on these parameters Placement assistance will be provided.
- Candidate on the date of joining should bring Intent Letter, Photo Identity Proof, Address Proof and Two passport size photographs.
- Cyber Success will hold the rights of Training & Placement in regards to discipline & sincerity of the candidates.

Follow us on



Candidate Signature

Cyber Success
Authorised Signature

Mr. Sanket Mohan Devghare
Pune

Contact No: 9673077063/8080249409
PAN No: GJBPD8414B

Dear Sanket,

Subject: Employment Letter

We ("the Company") are pleased to offer you the position **Associate User Success Engineer (CLG 100)** subject to the following:

- (1) This is only a provisional offer and is made on the basis of Company's current business requirements. In the event of any change in Company's business requirements, the Company, in its sole discretion, may withdraw/cancel this offer.
- (2) This offer is subject to your successful completion of **B.E.** program and production of the relevant final certificates in support of the same. In the event you fail to successfully complete the **B.E.** program this offer shall automatically stand withdrawn.
- (3) You are required to join the Company from **19-Aug-21**. If you accept this offer and fail to join the Company by the date mentioned above or any other date approved by the Company in writing, this offer shall automatically stand cancelled.
- (4) Upon joining, Company will invest considerable amount of time and money to provide extensive specialized technical, professional and other trainings and experience in certain software applications and methodologies, including trade secrets and the Company's proprietary information to you in order to make you a productive employee. In order to protect Company's investment in such specialized extensive training and experience, you will be required to execute an undertaking on the date of joining, a format of which is enclosed herewith as Annexure C.
- (5) This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.
- (6) You will initially be based at the Company's office at **Dassault Systemes Solutions Lab Private Limited (Formerly known as 3D PLM Software Solutions Pvt. Ltd.)** Agra Fort Bldg, Plot No. 15/B, Rajiv Gandhi InfoTech Park, MIDC Phase 1 Hinjewadi Pune 411 057 unless communicated otherwise by the Company prior to your joining.
- (7) Upon joining, your compensation will be as described in Annexure A

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- (8) Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
- (9) You shall keep the contents of this offer and any Annexure hereto confidential.
- (10) This offer shall automatically stand withdrawn if we do not receive your acceptance within 7 (seven) calendar days from the date hereof.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter.

You are requested to report at the following address by **09:30 AM** on the date of joining mentioned above. Please ask for Veha Borhade to complete the joining formalities. Please bring along the documents listed in Schedule 1 to Annexure B.

Address:

Dassault Systemes Solutions Lab Private Limited
Plot No. 4, Pune InfoTech Park, MIDC Hinjewadi
Pune - 411057
Tel: 91-20-4028 6000

We understand that you may have queries during your joining period. We would encourage you to contact Chinmayee (on Email ID: Chinmayee.PATASKAR.intern@3ds.com / Tel: 8698252155).

We welcome you into the Dassault Systemes family and look forward to your valued contribution in taking the Company to greater heights. We are sure that our working environment will be conducive to helping you grow professionally as well as personally.

With warm regards,
For Dassault Systemes Solutions Lab Private Limited,

Shirish Bavdekar
Head – Talent Acquisition

I have read and understood the terms of this Employment letter and all Annexure thereto. I accept this employment letter and my tentative date of joining is _____.

Name: _____

Date: _____

Signature: _____

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ANNEXURE A

Name: Mr. Sanket Mohan Devghare
Designation: Associate User Success Engineer
CLG: 100
Location: Pune

Compensation Components:

A. Basic Salary	Monthly	Annually
Basic	17,023	204,280
Sub Total A	17,023	204,280
B. Allowances		
House Rent Allowance	8,512	102,140
Flexible Benefits	11,295	135,545
Statutory Bonus	3,600	43,200
Superannuation Contribution	-	-
Sub Total B	23,407	280,885
Total (A+B)	40,430	485,165
C. Variable Compensation		
Variable Pay	2,128	25,535
Sub Total C	2,128	25,535
On Target Earning -OTE (A+B+C)	42,558	510,700
D. Benefits		
PF Contribution	2,043	24,514
Gratuity (As Per Act)	819	9,826
Medical & Personal Accident Insurance	417	5,000
Sub Total D	3,278	39,339
CTC (A+B+C+D)	45,837	550,039

For Dassault Systemes Solutions Lab Private Limited,

Shirish Bavdekar
Head - Talent Acquisition

Note:

- Annual Compensation Revision (ACR) for all eligible employees is processed in April as per company policy. Employee joining on or before 30th September in the current year is eligible for Annual Compensation Revision in the subsequent year effective 1st April, on pro-rated basis. Compensation revision will be decided on the basis of your performance and organization's decision on compensation revision.
- The above compensation structure may be changed by the Company, at its sole discretion, from time to time.
- The Basic salary component will be used for computation of your retiral benefits.

SALARY COMPONENT'S DESCRIPTION:

1. Flexible Benefits

Flexible Benefits component shows total entitlement from which employee can claim a legitimate tax-free income as far as admissible under statute.

2. Telephone Reimbursement (as per the Company's existing policy):

You can claim reimbursement of expenses incurred on telephone, mobile or internet connection against valid original bills (i.e. original bills for the period you are in employment with the Company issued in your name within the same financial year in which the claim is made). Any amount that is not supported by valid original bills, will be paid along with salary for March, subject to deduction of tax at source.

3. Lunch Allowance:

Lunch Allowance is an optional component in your salary, which if opted, will be paid in form of Sodexo Coupons on a monthly basis. If you do not opt for Sodexo, then the above indicated amount will be disbursed as Special Allowance in the monthly salary.

4. LTA (Leave Travel Assistance):

One can opt for monthly or one-time disbursement. Monthly disbursement will be subject to deduction of tax at source. Taxability of the one-time disbursement will be subject to production of valid travel proof and applicable tax laws.

5. Statutory Bonus

Statutory Bonus is paid on monthly basis and it includes bonus payout under Payment of Bonus Act. This component is applicable up to CLG 200.

6. Superannuation Contribution:

Employees at the CLG 400 and above are entitled for this benefit.

35

7. Variable Pay:

Variable Pay is currently paid on a quarterly basis. The amount of Variable Pay specified above is only an indicative figure and actual payout will be based on Company's Variable Pay scheme in existence from time to time.

8. Employer's contribution to Provident Fund:

Your Provident Fund membership begins on the date of joining the Company. Employee's share of contribution i.e. 12% of your actual monthly basic salary will be deducted from your monthly salary. The salary structure as offered to you contains the Employer's PF contribution, which is equal to that of the employee's share of contribution.

9. Insurance Benefits:

It covers contribution to Group Medical Insurance, Group Personal Accident Insurance and Group Life Insurance as per applicable company policy.

35

Note:

- Annual Compensation Revision (ACR) for all eligible employees is processed in April as per company policy. Employee joining on or before 30th September in the current year is eligible for Annual Compensation Revision in the subsequent year effective 1st April, on pro-rated basis. Compensation revision will be decided on the basis of your performance and organization's decision on compensation revision.
- The above compensation structure may be changed by the Company, at its sole discretion, from time to time.
- The Basic salary component will be used for computation of your retiral benefits.

SALARY COMPONENT'S DESCRIPTION:

1. Flexible Benefits

Flexible Benefits component shows total entitlement from which employee can claim a legitimate tax-free income as far as admissible under statute.

2. Telephone Reimbursement (as per the Company's existing policy):

You can claim reimbursement of expenses incurred on telephone, mobile or internet connection against valid original bills (i.e. original bills for the period you are in employment with the Company issued in your name within the same financial year in which the claim is made). Any amount that is not supported by valid original bills, will be paid along with salary for March, subject to deduction of tax at source.

3. Lunch Allowance:

Lunch Allowance is an optional component in your salary, which if opted, will be paid in form of Sodexo Coupons on a monthly basis. If you do not opt for Sodexo, then the above indicated amount will be disbursed as Special Allowance in the monthly salary.

4. LTA (Leave Travel Assistance):

One can opt for monthly or one-time disbursement. Monthly disbursement will be subject to deduction of tax at source. Taxability of the one-time disbursement will be subject to production of valid travel proof and applicable tax laws.

5. Statutory Bonus

Statutory Bonus is paid on monthly basis and it includes bonus payout under Payment of Bonus Act. This component is applicable up to CLG 200.

6. Superannuation Contribution:

Employees at the CLG 400 and above are entitled for this benefit.

Date: 02-Sep-2021

Letter of Intent

Dear Komal Shukla,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of a '**Associate Software Engineer**' with Decos Software Development Pvt Ltd (Also referred hereinafter as 'DSD') and with effect from **07-Sep-2021**. Your offer terms are subject to correctness of the information provided by you and will be governed until your joining by the terms mentioned herewith in this Letter of Intent (hereinafter also referred to as LOI) and subsequently be enhanced in accordance with the terms of employment as prescribed in the "Employment Agreement" which you would sign in acceptance on joining the Organization on the agreed Date of joining (hereinafter also referred to as DOJ).

We request you to read the terms of the LOI and reply with your acceptance or rejection no later than 12 Noon Indian Standard Time on 03-Sep-2021 failing which the LOI will cease to be applicable and shall stand withdrawn.

Terms of the Letter of Intent (LOI)
1. Summary of Salary Offered:

- a. **Gross Monthly Salary INR 27,250/- (Twenty Seven Thousand Two Hundred And Fifty Indian Rupees Only)**
(This excludes Tax and other statutory deductions)
- b. **Annual Bonus INR 13,625/- (Thirteen Thousand Six Hundred And Twenty Five Indian Rupees Only)**
Annual bonus is a fixed component and will be paid to the employee in the month of October. Employee shall not be eligible for Annual Bonus payment if the employment is terminated or if serving notice period before the disbursement of such bonus.
- c. **Total Annual Cost to Company INR 3,70,879/- (Three Lakh Seventy Thousand Eight Hundred And Seventy Nine Indian Rupees Only)**
This includes fixed salary, fixed annual bonus, company contribution to provident fund and gratuity and excludes tax deduction which will be at actual as per the prevailing rules of the Income Tax Act.
- d. **Details of salary and benefits in listed in the document subsequently under the title "Annexure 1"**

2. Details of Deductions from Monthly Salary Offered

- a. Income Tax as per rules of the Income Tax Act 1961
- b. Professional Tax Act 1975 (Up to a maximum of INR 2,500 per year as per current mandates)
- c. Employee Provident Fund (Referred also as 'EPF') as per the Employees Provident Fund Act 1952

3. Concurrent Terms of Employment at Decos Software Development Pvt Ltd

- a. **Location (Appended as Point 3 in Appointment Letter):** You will be based at Pune. You must however be prepared to work at such other headquarters or locations anywhere in India or Overseas as the Company so requires depending upon the exigencies of work. Your employment is subject to transfer to any of the company's affiliates, subsidiaries or sister concerns.
- b. **Office hours (Appended as Point 4 in Appointment Letter):** The work will be carried out on weekdays from Monday till Friday. Employees are required to work a minimum of 40 hours per week. Work starts daily at 9.30 AM till 6.30 pm. Lunch is 30 minutes and is not counted as work. Work on Saturday will only be planned if the project at hand demands extra attention or if specific activities need to be carried out that are less efficient to do on a weekday.
- c. **Probation (Appended as Point 5 in Appointment Letter):** You will be on probation for a period of 6 months from your Date of Joining, during which period your progress will be reviewed by your supervisors in consultation with The DSD Management Team. Your supervisor will compile his/her feedback and observations about your performance before the end of the probation period and if your performance has been satisfactory to the stated expectations, the company will confirm your appointment as permanent. If not, then your employment will be terminated with two months' notice in writing or two months' gross pay in lieu of notice period. However, if the DSD Management Team finds that there is scope for improvement in your performance then it can extend your period of probation up to a maximum for two months beyond your initial 6 month of tenure. In case if you find that the present job is not suitable to your personality and temperament and wish to resign during period of probation, you will be required to give the Organization a minimum of two month of notice in writing or pay the Organization two months of gross pay in lieu of the notice period. However due to exigencies of business the Company may at its sole discretion reject the gross pay in lieu of notice and ask you to serve the entire or part of the notice period.

- d. **Leave benefits (Appended as Point 6 in Appointment Letter):** You will be entitled to paid leaves of 27 working days in a calendar year in addition to such statutory and other holidays as may be notified by the Company from time to time. You may not take any leave of a period longer than 10 working days, unless with special permission by the manager. Leaves of 2 days or more can only be taken with 1-week prior notice. A Single day leave can be taken with one-day notice.
- e. **Breach of Joining Commitment (Specific to LOI):** In line with your "acceptance" to the LOI we commit to halt all efforts to hire a resource in lieu of the position which is being offered to you and which you have agreed to accept. We will trust that you will honour your commitment towards joining DSD and shall therefore believe in utmost good faith that you will join on or before the agreed joining date. However should you by any act whatsoever and as such but not limited to sharing the requisite pre joining documentation, providing truthful references and so on such that these acts may explicitly or implicitly portray your intension or decision not to uphold your commitment to join the Organization and thus be construed as breach of trust, the Organization shall reserve the right to initiate action against you which may be including but not limited to registering our objection of your breach of promise with Ministry of Human Resource Development and / or independent governing bodies devoted to the cause of monitoring and ensuring fair practices in Industry, claim through a competent court of law reprieve for damages caused due to such breach of trust on your part.
- f. **Not joining DSD on pre-agreed date without DSD Management concurrence (Specific to LOI):** The Organization understands that a prospective employee(s) commitment to join may be temporarily altered due to reasonable circumstances and as such encourages all prospective employees to communicate with the DSD Human Capital Team representatives and share their updates towards abiding by and/or requesting for alteration in the agreed date of joining. The Company reserves the right to accept such requests at its sole discretion and may to this effect provide a response of acceptance. The revised Date of joining (if and as agreed) will be invoked as an amendment to the original LOI and the prospective employee will be required to honour his/her joining commitment in lieu of this mutually agreed revision in joining date. Should the prospective employee not join on the revised date of joining and or prior to it explicitly or implicitly portray his/her intension or decision not to uphold his/her commitment to join the Organization it will be construed as breach of trust and the company will follow recommended course of response as indicated in point 'e' above.

Name : Komal Shukla
Designation : Associate Software Engineer

CTC Break-up

Salary Components	Annualized (INR)	Monthly (INR)
Basic Pay	180000	15000
House Rent Allowance	90000	7500
Special Allowance	22500	1875
Food Voucher	0	0
Reimbursement Components		
Internet & Telephone Allowance	12000	1000
Leave Travel Allowance (LTA)	22500	1875
Total Fixed	327000	27250
Retirals Benefits		
Employer Contribution to Provident Fund	21600	1800
Gratuity	8654	
Total Retirals Benefits	30254	
Annual Bonus	13625	
Total Cost to Company Per Annum	370879	

Notes:

- All figures are in Indian Rupees (₹)
- Tax exemption on Internet & Telephone Allowance shall be provided upon receiving original bills
- Tax exemption on LTA shall be provided upon receiving documentation as per the LTA rules
- Gratuity shall be payable as per the provision of Gratuity Act
- Employee shall not be eligible for Annual Bonus payment if employment is terminated or if serving notice period before disbursement of annual bonus
- Annual bonus is paid on prorata basis / number of days worked during the year.
- 1 year service bond applicable effective date of joining. Violation of service bond would lead to legal proceedings.

APPLICABLE BENEFITS

- Mediciam Insurance Policy of ₹4,00,000 (INR Four Lakh) – covers Spouse & up to 2 children
- Personal Accident cover of value ₹10,00,000/- (INR Ten Lakh) applicable for an employee only.
- Breakfast provided by the organization from 9.00 AM to 10.00 AM.
- Local transport reimbursement provided by the organization; up to ₹1200 per month if distance between office and residence is greater than 12 kilometres.

Name: Vaishnavi Borde
 Date: May 17, 2021

Dear Vaishnavi,

Based on the interactions we had so far, we are happy to offer you a position against your application for the required profile. This letter comes as a confirmation of the job offering for which the details are mentioned below.

Details:

Designation: Product Solution Engineer

Date of Joining: July 01, 2021

Probation Period: 'Three months' probation period effective date of joining.

Remuneration Details:

Particulars	Monthly Salary Rs.	Annual Salary Rs.
Basic	18,000	2,16,000
HRA	9,000	1,08,000
Conveyance	1,600	19,200
Other Allowance	9,600	1,15,200
Monthly Gross Salary	38,200	4,58,400
PF-Employer's Contribution	1,800	21,600
ESIC-Employer's Contribution	Not Applicable	Not Applicable
Cost to Company	40,000	4,80,000

Key roles & Responsibilities:

- Develop large-scale cloud-based SaaS Web applications, integrations, and customizations.
- Take ownership of all aspects of Web application engineering - frontend, backend, build, deploy and automation.
- Work directly with product owners to understand features and their scope, as a part of a small self-managed development team with no typical project management overheads.
- Any other tasks assigned by your reporting manager

Additional Benefits:

- You will be entitled to 21 leaves per year (all inclusive)
- You will be covered under Group Medical Insurance including your dependents i.e., Spouse, 2 children, and parents. You are covered under annual sum insurance of INR 2,00,000/-
- You will be covered under Group personal accident policy the basic sum insured amount is INR 5,00,000/-
- You will also be eligible for Gratuity. The Gratuity Act is a statutory benefit paid to the employees who have rendered continuous service for 4.8 years and above. It is a lump sum amount that is paid to an employee as a part of his / her full and final settlement.

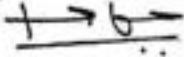
Deductions:

- Professional Tax: INR 200 per month for Mar to Jan & INR 300 for Feb.
- Provident Fund: Equal to PF Employer's Contribution.
- Income Tax (TDS): As per income and investments.

You shall receive the Appointment Letter with the Non-Disclosure Agreement on the day of the joining. Your acceptance of the offer shall be considered on receipt of written confirmation from your end.

We wish you a good future with Key Account Management Solutions Pvt. Ltd.

For Key Account Management Solutions Pvt. Ltd.



Milind Katti
Authorized Signatory



Dhoot Transmission Pvt.Ltd.

Date: 01.07.2021

Sub: - Offer for the post of Graduate Trainee Engineer.

To,
Suraj M Jane

Dear candidate,

With the reference to your campus Interview on Date: 28/06/2021 at TGPCET College Nagpur. We DHOOT TRANSMISSION PVT.LTD do hereby please to offer you the employment for the post of "**Graduate Trainee Engineer**" as per terms & conditions discussed and mutually agreed during personal discussion.

1. You will get stipend Rs. 10000/- for Degree. + Rs. 1000/- (Incentive as attendance bonus for 26 days working)
2. You will get stipend Rs. 9000/- for Diploma. + Rs. 1000/- (Incentive as attendance bonus for 26 days working)
3. Transportation free & One Time Canteen subsidized payable. (Rs. 20/- per day deduction)
4. Hostel Deduction Rs. 1100/- per month

You are required to work at our Aurangabad Plant, or at any other place as informed to you from time to time. Your services are liable to be transferred from one shift to another (with one day's notice), from one work to another (without notice) from one place to another anywhere in India (with one weeks' notice) where the Company has undertaken its work.

At the time of joining, report to HR- Department (Mr. Mayur k.) for completing the joining formalities. Please bring all the documents for verification at above mentioned factory address as well as two copies of the following documents, as applicable.

- 1) S.S.C. / H.S.C. Mark sheet.
- 2) T.C. (Leaving Certificate)
- 3) All semester Mark sheet.
- 4) Adhar Card.
- 5) PAN Card.
- 6) Recent passport size photograph (5-copies).
- 7) Bank Pass Book

Please contact before coming assist for you – Mr. Shubham sir Mo- 8975761437

Kindly reach & report on below address:-
Dhoot Transmission Pvt. Ltd.
Plot No. A-1/4, Shendra MIDC,
behind SKODA Auto Ltd., Near Fire Brigade Office,
Jalna Road, Aurangabad, Maharashtra.

Joining as a Graduate Trainee Engineer and their joining date is 01/07/2021 To 17/07/2021.

Thanking you,

Regards,

Mayur Kolhe,
(HR & Admin Shendra)

For Dhoot Transmission pvt. Ltd.

Dhoot Transmission Pvt. Ltd. Plot No. A-4 M.I.D.C Shendra, Jalna Road, Aurangabad

OFFER LETTER

Date: 12 August 2021
 Bhavana Rajesh Agrawal,

Dear Bhavana, e-Zest Solutions Ltd. is excited to welcome you onboard as "Trainee Software Engineer". We hope this engagement will be fulfilling and rewarding for your career.

Your remuneration (CTC) will be ₹ 2,40,000 p.a. The details of your salary package are mentioned in the Annexure I. Your CTC will be subject to applicable taxes.

You will be on probation for a period of six months. Your confirmation and continued association with e-Zest is dependent on the successful outcome of your performance appraisal during your probation period. On confirmation your designation will also change based on your performance. Periodical regular performance evaluation reviews will be conducted to evaluate your performance and suitability in the team.

During your association with the organization, you will be governed by the service rules, policy manual, and regulations framed by the organization from time to time, which shall be applicable and binding on you. The other terms of our association are mentioned below. These terms are reviewed and communicated time to time basis.

Terms of our association:

- The regular office working hours are 9.00 am to 6.30 pm from Monday to Friday; however, working hours and days may differ based on the client requirements.
- Your employment is governed by the detailed terms specified in the Non-Disclosure agreement. You will be required to give an undertaking on confidentiality and non-competition as per the document given to you separately at the time of joining.
- The Company reserves the right to change the different components/allowances in the total emoluments package, at its own discretion, at any time in future.

Next Step- Joining Procedure:

- On your acceptance of the offer the HRMS link will be shared with you, you are requested to add all the mandatory documents and fill personal information details in UNITY HRMS tool.
- A copy of "The Spirit of e-Zest", the organizational culture guide, will be provided to you on the day of your joining. Other guidelines will be shared with the welcome e-mail and during the induction.
- On submission of all the necessary documents in UNITY, "Appointment Letter" will be issued.

Please note:

- This offer is subject to satisfactory professional reference checks.
- This is an initial offer just to facilitate you to broadly understand the financials of your employment with e-Zest. All other terms and conditions of your employment will be communicated to you in writing due course of time through a separate Appointment letter, if the same is acceptable to you, you will be further allowed to resume your employment.

The joining letter and training details will be shared once your joining date is confirmed.

e-Zest Solutions Ltd.

Building IT - 09, 3rd Floor, SEZ, Blueridge Township, Plot No. - 02,
 Rajiv Gandhi Infotech Park Phase-1, Hinjewadi, Pune - 411057, Maharashtra, INDIA / info@e-zest.net / www.e-zest.net

CIN: U72100PN2000PLC144013

Annexure I

Salary Details	Monthly CTC Amount	Yearly CTC Amount
Basic	8,800	1,05,600
HRA	3,520	42,240
Education Allowance	200	2,400
Conveyance	1,600	19,200
Food	-	-
Medical	-	-
LTA	-	-
Other Allowance	2,267	27,209
Gross Salary(A)	16,387	1,96,649
PF	1,544	18,528
ESI	533	6,391
Statutory Bonus	754	9,048
Group Insurance	360	4,320
Provision for Gratuity	422	5,064
Annual Bonus	-	-
Deferred Benefits (B)	3,613	43,351
CTC Monthly(A+B)	20,000	2,40,000
Deductions		
PF	1,544	18,528
ESIC	123	1,475
PT	200	2,400
Total Deductions	1,867	22,403
Net Pay	14,521	1,74,246

As an e-Zestian you are also entitled to following additional benefits

- Group Medical Insurance Coverage up to 2,00,000 and Personal Accidental Insurance Coverage up to 5,00,000.
- Gratuity, on separation after 5 years of continuous service, payable as per Payment of Gratuity Act.
- ** Net Payout is subject to the reimbursement option chosen by you on joining and Income Tax Deductions as applicable.

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.

e-Zest has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us. You are an important addition to our team, and we look forward to long, productive, and mutually fulfilling time together.

Should you have any further questions, please email to Apeksha.Shetty@e-zest.in

For e-Zest Solutions Ltd.
12 August 2021.

e-Zest Solutions Ltd.

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Rajiv Gandhi Infotech Park Phase-1, Hinjewadi, Pune - 411057, Maharashtra, INDIA / info@e-zest.net / www.e-zest.net

CIN: U72100PN2000PLC144013

OFFER LETTER

Date: 16 June, 2021
Rashmi Pravin Dholwade,

Dear Rashmi, e-Zest Solutions Ltd. is excited to welcome you onboard as "Trainee Software Engineer". We hope this engagement will be fulfilling and rewarding for your career.

Your remuneration (CTC) will be ₹ 2,80,000 p.a. The details of your salary package are mentioned in the Annexure I. Your CTC will be subject to applicable taxes.

You will be on probation for a period of six months. Your confirmation and continued association with e-Zest is dependent on the successful outcome of your performance appraisal during your probation period. On confirmation your designation will also change based on your performance. Periodical regular performance evaluation reviews will be conducted to evaluate your performance and suitability in the team.

During your association with the organization, you will be governed by the service rules, policy manual, and regulations framed by the organization from time to time, which shall be applicable and binding on you. The other terms of our association are mentioned below. These terms are reviewed and communicated time to time basis.

Terms of our association:

- The regular office working hours are 9.00 am to 6.30 pm from Monday to Friday; however, working hours and days may differ based on the client requirements.
- Your employment is governed by the detailed terms specified in the Non-Disclosure agreement. You will be required to give an undertaking on confidentiality and non-competition as per the document given to you separately at the time of joining.
- The Company reserves the right to change the different components/allowances in the total emoluments package, at its own discretion, at any time in future.

Next Step- Joining Procedure:

- On your acceptance of the offer the HRMS link will be shared with you, you are requested to add all the mandatory documents and fill personal information details in UNITY HRMS tool.
- A copy of "The Spirit of e-Zest", the organizational culture guide, will be provided to you on the day of your joining. Other guidelines will be shared with the welcome e-mail and during the induction.
- On submission of all the necessary documents in UNITY, "Appointment Letter" will be issued.

Please note:

- This offer is subject to satisfactory professional reference checks.
- This is an initial offer just to facilitate you to broadly understand the financials of your employment with e-Zest. All other terms and conditions of your employment will be communicated to you in writing due course of time through a separate Appointment letter, if the same is acceptable to you, you will be further allowed to resume your employment.

The joining letter and training details will be shared once your joining date is confirmed.

e-Zest Solutions Ltd.

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CIN: U72100PN2000PLC144013

Annexure I

Salary Details	Monthly CTC Amount	Yearly CTC Amount
Basic	10,300	1,23,600
HRA	4,120	49,440
Education Allowance	200	2,400
Conveyance	1,600	19,200
Food	-	-
Medical	-	-
LTA	-	-
Other Allowance	3,078	36,938
Gross Salary(A)	19,298	2,31,578
PF	1,800	21,600
ESI	627	7,526
Statutory Bonus	754	9,048
Group insurance	360	4,320
Provision for Gratuity	494	5,928
Annual Bonus		-
Deferred Benefits (B)	4,035	48,422
CTC Monthly(A+B)	23,333	2,80,000
Deductions		
PF	1,800	21,600
ESIC	145	1,737
PT	200	2,400
Total Deductions	2,145	25,737
Net Pay	17,153	2,05,841

As an e-Zestian you are also entitled to following additional benefits

- Group Medical Insurance Coverage up to 2,00,000 and Personal Accidental Insurance Coverage up to 5,00,000.
- Gratuity, on separation after 5 years of continuous service, payable as per Payment of Gratuity Act.
- ** Net Payout is subject to the reimbursement option chosen by you on joining and Income Tax Deductions as applicable.

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.

e-Zest has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us. You are an important addition to our team, and we look forward to long, productive, and mutually fulfilling time together.

Should you have any further questions, please email to Apeksha.Shetty@e-zest.in

For e-Zest Solutions Ltd.
16 June, 2021.

e-Zest Solutions Ltd.

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CIN: U72100PN2000PLC144013

OFFER LETTER

Date: 20 July 2021
Shivam Makade,

Dear Shivam, e-Zest Solutions Ltd. is excited to welcome you onboard as "Trainee Software Engineer". We hope this engagement will be fulfilling and rewarding for your career.

Your remuneration (CTC) will be ₹ 3,00,000 p.a. The details of your salary package are mentioned in the Annexure I. Your CTC will be subject to applicable taxes.

You will be on probation for a period of six months. Your confirmation and continued association with e-Zest is dependent on the successful outcome of your performance appraisal during your probation period. On confirmation your designation will also change based on your performance. Periodical regular performance evaluation reviews will be conducted to evaluate your performance and suitability in the team.

During your association with the organization, you will be governed by the service rules, policy manual, and regulations framed by the organization from time to time, which shall be applicable and binding on you. The other terms of our association are mentioned below. These terms are reviewed and communicated time to time basis.

Terms of our association:

- The regular office working hours are 9.00 am to 6.30 pm from Monday to Friday; however, working hours and days may differ based on the client requirements.
- Your employment is governed by the detailed terms specified in the Non-Disclosure agreement. You will be required to give an undertaking on confidentiality and non-competition as per the document given to you separately at the time of joining.
- The Company reserves the right to change the different components/allowances in the total emoluments package, at its own discretion, at any time in future.

Next Step- Joining Procedure:

- On your acceptance of the offer the HRMS link will be shared with you, you are requested to add all the mandatory documents and fill personal information details in UNITY HRMS tool.
- A copy of "The Spirit of e-Zest", the organizational culture guide, will be provided to you on the day of your joining. Other guidelines will be shared with the welcome e-mail and during the induction.
- On submission of all the necessary documents in UNITY, "Appointment Letter" will be issued.

Please note:

- This offer is subject to satisfactory professional reference checks.
- This is an initial offer just to facilitate you to broadly understand the financials of your employment with e-Zest. All other terms and conditions of your employment will be communicated to you in writing due course of time through a separate Appointment letter, if the same is acceptable to you, you will be further allowed to resume your employment.

The joining letter and training details will be shared once your joining date is confirmed.

e-Zest Solutions Ltd.

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CIN: U72100PN2000PLC144013

Annexure I

Salary Details	Monthly CTC Amount	Yearly CTC Amount
Basic	11,000	1,32,000
HRA	4,400	52,800
Education Allowance	200	2,400
Conveyance	1,600	19,200
Food	2,200	26,400
Medical	1,250	15,000
LTA	500	6,000
Other Allowance	408	4,896
Gross Salary(A)	21,558	2,58,696
PF	1,800	21,600
ESI	-	-
Statutory Bonus	754	9,048
Group insurance	360	4,320
Provision for Gratuity	528	6,336
Annual Bonus	-	-
Deferred Benefits (B)	3,442	41,304
CTC Monthly(A+B)	25,000	3,00,000
Deductions		
PF	1,800	21,600
ESIC	-	-
PT	200	2,400
Total Deductions	2,000	24,000
Net Pay	19,558	2,34,696

As an e-Zestian you are also entitled to following additional benefits

- Group Medical Insurance Coverage up to 2,00,000 and Personal Accidental Insurance Coverage up to 5,00,000.
- Gratuity, on separation after 5 years of continuous service, payable as per Payment of Gratuity Act.
- ** Net Payout is subject to the reimbursement option chosen by you on joining and Income Tax Deductions as applicable.

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.

e-Zest has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us. You are an important addition to our team, and we look forward to long, productive, and mutually fulfilling time together.

Should you have any further questions, please email to Apeksha.Shetty@e-zest.in

For e-Zest Solutions Ltd.
20 July 2021.

e-Zest Solutions Ltd.

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Rajiv Gandhi Infotech Park Phase-1, Hinjewadi, Pune - 411057, Maharashtra, INDIA / info@e-zest.net / www.e-zest.net

CIN: U72100PN2000PLC144013

OFFER LETTER

Date: 7 July, 2021
Shreyash Gajanan Pole

Dear Shreyash, e-Zest Solutions Ltd. is excited to welcome you onboard as "Trainee Software Engineer". We hope this engagement will be fulfilling and rewarding for your career. Your remuneration (CTC) will be ₹ 2,40,000 p.a. The details of your salary package are mentioned in the Annexure I. Your CTC will be subject to applicable taxes.

You will be on probation for a period of six months. Your confirmation and continued association with e-Zest is dependent on the successful outcome of your performance appraisal during your probation period. On confirmation your designation will also change based on your performance. Periodical regular performance evaluation reviews will be conducted to evaluate your performance and suitability in the team.

During your association with the organization, you will be governed by the service rules, policy manual, and regulations framed by the organization from time to time, which shall be applicable and binding on you. The other terms of our association are mentioned below. These terms are reviewed and communicated time to time basis.

Terms of our association:

- The regular office working hours are 9.00 am to 6.30 pm from Monday to Friday; however, working hours and days may differ based on the client requirements.
- Your employment is governed by the detailed terms specified in the Non-Disclosure agreement. You will be required to give an undertaking on confidentiality and non-competition as per the document given to you separately at the time of joining.
- The Company reserves the right to change the different components/allowances in the total emoluments package, at its own discretion, at any time in future.

Next Step- Joining Procedure:

- On your acceptance of the offer the HRMS link will be shared with you, you are requested to add all the mandatory documents and fill personal information details in UNITY HRMS tool.
- A copy of "The Spirit of e-Zest", the organizational culture guide, will be provided to you on the day of your joining. Other guidelines will be shared with the welcome e-mail and during the induction.
- On submission of all the necessary documents in UNITY, "Appointment Letter" will be issued.

Please note:

- This offer is subject to satisfactory professional reference checks.
- This is an initial offer just to facilitate you to broadly understand the financials of your employment with e-Zest. All other terms and conditions of your employment will be communicated to you in writing due course of time through a separate Appointment letter, if the same is acceptable to you, you will be further allowed to resume your employment.

The joining letter and training details will be shared once your joining date is confirmed.

e-Zest Solutions Ltd.

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CIN: U72100PN2000PLC144013

Annexure I

Salary Details	Monthly CTC Amount	Yearly CTC Amount
Basic	8,800	1,05,600
HRA	3,520	42,240
Education Allowance	200	2,400
Conveyance	1,600	19,200
Food	-	-
Medical	-	-
LTA	-	-
Other Allowance	2,267	27,209
Gross Salary(A)	16,387	1,96,649
PF	1,544	18,528
ESI	533	6,391
Statutory Bonus	754	9,048
Group Insurance	360	4,320
Provision for Gratuity	422	5,064
Annual Bonus	-	-
Deferred Benefits (B)	3,613	43,351
CTC Monthly(A+B)	20,000	2,40,000
Deductions		
PF	1,544	18,528
ESIC	123	1,475
PT	200	2,400
Total Deductions	1,867	22,403
Net Pay	14,521	1,74,246

As an e-Zestian you are also entitled to following additional benefits

- Group Medical Insurance Coverage up to 2,00,000 and Personal Accidental Insurance Coverage up to 5,00,000.
- Gratuity, on separation after 5 years of continuous service, payable as per Payment of Gratuity Act.
- ** Net Payout is subject to the reimbursement option chosen by you on joining and Income Tax Deductions as applicable.

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.

e-Zest has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us. You are an important addition to our team, and we look forward to long, productive, and mutually fulfilling time together.

Should you have any further questions, please email to Apeksha.Shetty@e-zest.in

For e-Zest Solutions Ltd.
07 July, 2021.

TAP/2021/11/06

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,
Behind Cargo Motors, Off. C.G. Road,
Ellisbridge, Ahmedabad-380 006, India.
Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722
Website: www.einfochips.com
CIN: U72200GJ1988PLC010830



22-January-2021

Ajinkya Joshi (ajinkya01joshi@gmail.com)

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as "Project Trainee" for the duration of 6 months. Post successful training, you will be hired as Engineer in the PES Business Unit based at Ahmedabad.

The following are the details of your service terms with eInfochips:

1. Designation: **Engineer (Grade – 9)**
2. Your initial training location shall be at Ahmedabad; however, your training or the work location can be any of the eInfochips branches right from your start date or in the future.
3. You will be entitled to an annual salary of **₹3,60,000 (INR. Three Lac Sixty Thousand Only)** after successful completion of your training period. Please note, the training period can be extended beyond 6 (six) months, too.
4. You will not be entitled for any benefits other than the monthly stipend of **₹10,000 (INR. Ten Thousand Only)** during your training period. You will be eligible for holidays as per company policy.
5. The tentative start date of your training will be from 5th July 2021.
6. Your confirmation to full time employee will be subject to your performance as well as the behavioral aspects as evaluated by the designated mentor(s), post successful completion of your training period.
7. At the time of conversion as Engineer (full time employee), you will be signing Service Agreement per which if you leave the organization within 3 years of your joining, you will be liable to pay Rs. 5 lacs to the company.

This **Letter of Intent** is subject to your successful completion of the qualifying examinations and performance feedback.

Wish you a great career ahead with us! Good luck!

For, eInfochips Private Ltd.

Subramanian S
Campus Recruitment Team India
(Human Resources)

ACKNOWLEDGED

Trainee Name and Signature with Date

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,
Behind Cargo Motors, Off. C.G. Road,
Ellisbridge, Ahmedabad-380 006, India.
Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722
Website: www.einfochips.com
CIN: U72200GJ1988PLC010830



22-January-2021

Asmita Unhale (asmitaunhale22@gmail.com)

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as "Project Trainee" for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the PES Business Unit based at **Ahmedabad**.

The following are the details of your service terms with eInfochips:

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This **Letter of Intent** is subject to your successful completion of the qualifying examinations and performance feedback.

Wish you a great career ahead with us! Good luck!

For, eInfochips Private Ltd.


Subramanian S
Campus Recruitment Team India
(Human Resources)

ACKNOWLEDGED

Trainee Name and Signature with Date

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,
Behind Cargo Motors, Off. C.G. Road,
Ellisbridge, Ahmedabad-380 006. India.
Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722
Website: www.einfochips.com
CIN: U72200GJ1988PLC010830



22-January-2021

PRASAD DHOKANE (pgdhokane99@gmail.com)

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as "Project Trainee" for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the PES Business Unit based at **Ahmedabad**.


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This **Letter of Intent** is subject to your successful completion of the qualifying examinations and performance feedback.

Wish you a great career ahead with us! Good luck!

For, eInfochips Private Ltd.


Subramanian S
Campus Recruitment Team India
(Human Resources)

ACKNOWLEDGED

Trainee Name and Signature with Date

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,
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Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722
Website: www.einfochips.com
CIN: U72200GJ1988PLC010830



22-January-2021

Sanket Devghare (sanketdevghare@gmail.com)

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as "Project Trainee" for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the PES Business Unit based at **Ahmedabad**.


The following are the details of your service terms with eInfochips:

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This **Letter of Intent** is subject to your successful completion of the qualifying examinations and performance feedback.

Wish you a great career ahead with us! Good luck!

For, eInfochips Private Ltd.


Subramanian S
Campus Recruitment Team India
(Human Resources)

ACKNOWLEDGED

Trainee Name and Signature with Date

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,
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Website: www.einfochips.com
CIN: U72200GJ1988PLC010830



2-5

22-January-2021

Sharvari Bhojane (bhojanesharvari@gmail.com)

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

LETTER OF INTENT

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This **Letter of Intent** is subject to your successful completion of the qualifying examinations and performance feedback.

Wish you a great career ahead with us! Good luck!

For, eInfochips Private Ltd.

ACKNOWLEDGED


Subramanian S
Campus Recruitment Team India
(Human Resources)

Trainee Name and Signature with Date

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,
Behind Cargo Motors, Off. C.G. Road,
Ellisbridge, Ahmedabad-380 006. India.
Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722
Website: www.einfochips.com
CIN: U72200GJ1988PLC010830



22-January-2021

Shreyash Gajanan Pole (shreyashpolesp@gmail.com)

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as "Project Trainee" for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the PES Business Unit based at **Ahmedabad**.

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This **Letter of Intent** is subject to your successful completion of the qualifying examinations and performance feedback.

Wish you a great career ahead with us! Good luck!

For, eInfochips Private Ltd.

Subramanian S
Campus Recruitment Team India
(Human Resources)

ACKNOWLEDGED

Trainee Name and Signature with Date



A Unit of Focus 4D career Education Pvt. Ltd

May 20, 2021

Ms Aditi Mujmer

aditimujmer95670@gmail.com

Candidate Id:CN20210663

Dear Aditi Mujmer

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance upto **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


Annexure I: Annual Compensation Structure			
Name	Ms. Aditi Mujmer	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.


Arumugam N Vadivelu
Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



A Unit of Focus 4D career Education Pvt. Ltd

May 20, 2021

Ms Amruta Zanjad

panduamruta11@gmail.com

Candidate Id:CN20210649

Dear Amruta Zanjad

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance upto **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


Annexure I: Annual Compensation Structure			
Name	Ms. Amruta Zanjad	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.


Arumugam N Vadivelu
Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

TAP/2021/4/fg

8-3



A Unit of Focus 4D career Education Pvt. Ltd

June 28, 2021

Mr Dhananjay Vijay Ghiye
dgpatil191@gmail.com
Candidate Id:CN20210857

Dear Dhananjay Vijay Ghiye

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

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Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

40-20-21



A Unit of Focus 4D career Education Pvt. Ltd


Annexure I: Annual Compensation Structure			
Name	Mr.Dhananjay Vijay Ghiye	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.


Arumugam N Vadivelu
Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



A Unit of Focus 4D career Education Pvt. Ltd

May 20, 2021

Ms Himani Zandani

zandanihimani@gmail.com

Candidate Id:CN20210665

Dear Himani Zandani

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

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We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


Annexure I: Annual Compensation Structure			
Name	Ms. Himani Zandani	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu
Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



A Unit of Focus 4D career Education Pvt. Ltd

May 20, 2021

Ms Komal Shukla

komalshukla26121999@gmail.com

Candidate Id:CN20210664

Dear Komal Shukla

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

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Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

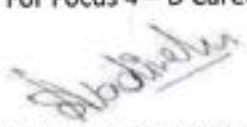
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Annexure I: Annual Compensation Structure			
Name	Ms. Komal Shukla	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.


Arumugam N Vadivelu
Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



A Unit of Focus 4D career Education Pvt. Ltd

May 20, 2021

Ms Himani Zandani

zandanihimani@gmail.com

Candidate Id:CN20210665

Dear Himani Zandani

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance upto **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


Annexure I: Annual Compensation Structure			
Name	Ms. Himani Zandani	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu
Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



Offer of Employment

TAP/2021/L/80

Pune

January 17th, 2022,

Dear Swapnil,

Further to our recent discussions regarding employment with Fecund Software Services Pvt. Ltd., we are pleased to make a formal offer of employment to you on the terms and conditions set out in this letter. If you are prepared to accept this offer, kindly execute this letter, and return it to us.

The terms of your employment will be as follows:

1.	Position	Trainee – Software Engineer
2.	Salary	INR 3,50,000 /- (Rs. Three Lakh Fifty Thousand only) per annum CTC. Please refer Annexure for Break-up. Your gross salary will be payable monthly by the fifth of the following month for the previous month, less all required withholding taxes and any other amounts required by law to be deducted or agreed by you to be withheld. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.
3.	Commencement Date	1 st February 2022 or earlier
4.	Location	Pune
5.	Benefits	You will be eligible to participate in Fecund Software Services Health Benefits Program as per the company policy.
6.	Vacation	You will be entitled to 24 days per annum of paid vacation to be taken at a time convenient to both you and Fecund. Vacation is accrued monthly (on pro-rata basis as per- your joining date).
7.	Expenses	All reasonable expenses incurred to do business on behalf of Fecund will be reimbursed upon submitting an approved expense report.
8.	Other Employer	You agree to not, without first having obtained the written consent of Fecund, perform any work or render any services to any third party or receive any compensation of any kind from any third party.

Offer of Employment

9.	Intellectual Property	<p>You agree that Fecund acquires by virtue of the employment relationship all intellectual property rights to all writings, products, developments or services (the "Works") that you make, conceive, discover or develop at any time while employed by Fecund, whether during working hours or at any other time, which relate to or are used or intended for use in connection with any business carried on by Fecund, and you hereby unequivocally assign to Fecund all rights, including all domestic and foreign patents and copyrights and any other proprietary rights which you have, in such Works</p> <p>You agree to make full disclosure to Fecund of Works and to do all things that may be necessary to make Fecund the owner of such Works. You agree that you are not entitled to any payment in regard to the Works. You also agree to do whatever is necessary to enable Fecund to apply for and secure any copyright in India or elsewhere with respect to the Works.</p> <p>You hereby waive any moral rights that you may have in the Works, or any part or parts thereof. Fecund shall be entitled to transfer its rights in the Works either separately or in connection with a transfer of the business.</p> <p>You agree that in the event your employment is terminated by Fecund for any reason, you shall continue to always cooperate in the prosecution or defense of any lawsuit related to Fecund's activities in connection with any copyright or patent in the Works. Notwithstanding any other provision in this Paragraph 9, all inventions, if any, which you have made prior to your employment by Fecund are excluded from the scope of this Agreement. As a matter of record, you have set forth on Exhibit "A" attached hereto a complete list of all inventions, discoveries or improvements relating to Fecund business, which have been made by you prior to your employment with Fecund. You represent and covenant that such list is complete.</p> <p>If Fecund files an application for Letters Patent on any invention made by you, Fecund shall pay to you a cash award of \$5,000.00 upon completion and registration of such application and the formal written assignment of your rights therein to Fecund, and all instruments and documents requested by Fecund relating to said invention.</p>
10.	Conditions of Offer	<p>This offer of Employment is conditional upon your agreement with and signing, where necessary of the following:</p> <ul style="list-style-type: none"> - A Confidentiality Agreement. - A positive result from the reference check.
11.	Termination of Contract	<p>The period of written notice required from you to FECUND and from FECUND to you, to terminate employment shall be 30 days during your probation period. After your confirmation in the services of the company, such notice period from either side will be 45 days</p>

This offer of employment is open for your acceptance until the end of the business day mentioned above.

Please contact the HR Department if you have any questions with this offer. We look forward to your written acceptance of this offer.

For **FECUND Software Services Pvt. Ltd.**



Sushil Deshmukh
CEO



I accept the terms and conditions as outlined in this offer letter.

Name: _____

Date: _____

Signature: _____



Offer of Employment

Annexure:

FECUND CTC Structure

Fecund Software Services Pvt. Ltd.		
CTC Break-up		
Candidate Name	Swapnil Rathod	
Position	Trainee - Software Engineer	
Date of Joining	01-Feb-22	
Components	Monthly	Annual
Basic	11,667	1,40,000
HRA	4,667	56,000
Car Fuel & Maintenance	1,800	21,600
Leave Travel Allowance	972	11,662
Telephone Reimbursement	1,167	14,000
Books and Periodicals	1,167	14,000
Other Allowance	3,700	44,404
Gross Salary	25,138	3,01,666
Employer's Contribution to PF	1,800	21,600
Gratuity	561	6,734
Fecund Benefit Program	1,667	20,000
Total Fixed Remuneration	29,167	3,50,000
Total Cost to the company(TCTC) p.a*		3,50,000

TAP/2021/M/18
2

flex



REGULAR

Punit Pahune

1128662



TAT/2021/9/33

Genius Consultants Ltd.

Office:

504, Top Floor, Renaissance Business Centre,
14/A, Wellesley Road Camp, PUNE - 411001
CIN No: U74140WB1993PLC059586
Ph.: 020-6640 1306
Email : enquiry@geniusconsultant.com
Web : www.geniusconsultant.com

Date: 11/11/2021

Mr. Prasenjeet Bhaskar Bharade
Pune.

SUB: OFFER LETTER

Dear Mr. Prasenjeet,

This is in reference to your application and subsequent interview with the authorized personnel at our client organization **COMAU INDIA PVT LTD.**

We are pleased to offer you the position of **Engineer Trainee**, based at **COMAU INDIA PVT LTD.** in the site office of our client as named earlier from the date 15.11.2021 and compensation, as discussed and agreed, between us. In case you fail to join on the date and venue as discussed and agreed between you and the authorized personnel of our client organization, then this offer will be treated as invalid.

You are also requested to submit the following documents to **Genius Office** on or before joining the company:

1. **Resume (Updated)** **2 copies
2. **ID Proof (Pan Card)** **2 copies mandatory
3. **Address Proof (Aadhar Card)** **2 copies mandatory
4. **Education Certificates (10th, 12th, ITI, Diploma, UG, PG)** **2 copies each
5. **Self-Photos (Stamp size)** **4 pieces
6. **Bank Account Proof**, (front Bank Passbook/Cancelled Cheque/Bank Statement) **2 copies
7. Previous Company **Resignation, Reliving or Experience letter** copy.

Further details about the job will be furnished on the appointment letter that would be given to you on joining the company.

Also please find the attached Salary Annexure for your reference. Kindly provide your acceptance on same.

Thanks & Regards

For Genius Consultants Limited



Authorized Signatory

RECEIVED & ACCEPTED



Genius Consultants Ltd.

Office:

504, Top Floor, Renaissance Business Centre,
14/A, Wellesley Road Camp, PUNE - 411001
CIN No: U74140WB1993PLC059586
Ph.: 020-6640 1306
Email :enquiry@geniusconsultant.com
Web. : www.geniusconsultant.com

ANNEXURE	
DEPUTED AT: COMAU INDIA PVT LTD	
NAME	Mr. Prasenjeet Bhaskar Bharade
DATE OF JOINING	15/11/2021
DESIGNATION	Engineer Trainee
LOCATION	Pune
COMPONENTS	MONTHLY
BASIC	15000
HRA	1000
BOOKS AND PERIODICALS	0
DEPUTATION ALLOWANCE	0
CONVEYANCE ALL	1327
GROSS SALARY	17327
EMP PF (12%)	1800
EMP ESIC (0.75%)	130
PT	200
TOTAL DEDUCTIONS	2130
NET SALARY	15197
OTHER BENEFITS	
EMPR PF (13%)	1950
EMPR ESIC (3.25%)	563
INSURANCE (PA) -1L	60
MEDICALIM -50K	100
TOTAL CTC	20000
ANNUAL CTC	240002

For Genius Consultants Limited



Authorized Signatory

TAP/2021/51 [Redacted]



Genius Consultants Ltd.

Office:

504, Top Floor, Renaissance Business Centre,
14/A, Wellesley Road Camp, PUNE - 411001
CIN No: U74140WB1993PLC059586
Ph.: 020-6640 1306
Email :enquiry@geniusconsultant.com
Web. : www.geniusconsultant.com

Date: 11/11/2021

Mr. SHRIKRUSHNA VITTHAL THAKARE
Pune.

SUB: OFFER LETTER

Dear Mr. SHRIKRUSHNA,

This is in reference to your application and subsequent interview with the authorized personnel at our client organization COMAU INDIA PVT LTD.

We are pleased to offer you the position of **Engineer Trainee**, based at **COMAU INDIA PVT LTD.** in the site office of our client as named earlier from the date **15.11.2021** and compensation, as discussed and agreed, between us. In case you fail to join on the date and venue as discussed and agreed between you and the authorized personnel of our client organization, then this offer will be treated as invalid.

You are also requested to submit the following documents to **Genius Office** on or before joining the company:

1. **Resume (Updated)** **2 copies
2. **ID Proof (Pan Card)****2 copies mandatory
3. **Address Proof (Aadhar Card)****2 copies mandatory
4. **Education Certificates (10th, 12th, ITI, Diploma, UG, PG)** **2 copies each
5. **Self-Photos (Stamp size)** **4 pieces
6. **Bank Account Proof, (front Bank Passbook/Cancelled Cheque/Bank Statement)** **2 copies
7. Previous Company **Resignation, Reliving or Experience letter** copy.

Further details about the job will be furnished on the appointment letter that would be given to you on joining the company.

Also please find the attached Salary Annexure for your reference. Kindly provide your acceptance on same.

Thanks & Regards

For Genius Consultants Limited



Authorized Signatory

RECEIVED & ACCEPTED



Genius Consultants Ltd.

Office:

504, Top Floor, Renaissance Business Centre,
14/A, Wellesley Road Camp, PUNE - 411001
CIN No: U74140WB1993PLC059586
Ph.: 020-6640 1306
Email :enquiry@geniusconsultant.com
Web. : www.geniusconsultant.com

ANNEXURE	
DEPUTED AT: COMAU INDIA PVT LTD	
NAME	Mr. SHRIKRUSHNA VITTHAL THAKARE
DATE OF JOINING	15/11/2021
DESIGNATION	Engineer Trainee
LOCATION	Pune
COMPONENTS	MONTHLY
BASIC	15000
HRA	1000
BOOKS AND PERIODICALS	0
DEPUTATION ALLOWANCE	0
CONVEYANCE ALL	1327
GROSS SALARY	17327
EMP PF (12%)	1800
EMP ESIC (0.75%)	130
PT	200
TOTAL DEDUCTIONS	2130
NET SALARY	15197
OTHER BENEFITS	
EMPR PF (13%)	1950
EMPR ESIC (3.25%)	563
INSURANCE (PA) -1L	60
MEDICALIM -50K	100
TOTAL CTC	20000
ANNUAL CTC	240002

For Genius Consultants Limited



Authorized Signatory

LETTER OF INTENT – HCL TSS TRAINING PROGRAM

Date: December 02,2021

ADMISSION TO HCL TSS TRAINING

REFERENCE ID – HCL/NGP-NFM/1221/008

Dear Arpit Naskari Ravindra,

Address: Ranpise nagar Akola,Akola,Maharashtra,444001

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as "Company") is pleased to offer you an admission into the **6 months Training Program** commencing on **December 06,2021** at any HCL location Pan India or in Virtual mode.

The **6 months** training program comprises Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions or Government guidelines. Enrolment to the Training Program is subject to the terms and condition as laid down below:

- a) Please note that this admission offer is provisional and subject to verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.
- b) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked by HCL.
- c) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records, your admission would stand revoked without any prior notice.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' and emailing it to us at engofferletter@hcl.com within **3 working days** of the receipt of this letter/communication.

For Further Clarifications kindly visit : www.hclfirstcareers.com

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1**.

Welcome to HCL TSS!

HCL TRAINING & STAFFING SERVICES PVT. LTD.

Corporate Identity Number: U74140DL2015PTC281355

Registered Office: 806, Siddharth, Vc, Nehru Place, New Delhi-110019, India.

T +91 11 26444812, 26282779

www.hcltechbee.com, www.hclfirstcareer.com

With Best Wishes



Srimathi Shivashankar
Program Director

HCL

HCL TRAINING & STAFFING SERVICES PVT. LTD.

Corporate Identity Number: U74140DL2015PTC281555

Registered Office: 805, Siddharth, 96, Nehru Place, New Delhi-110019, India

T +91 11 26444812, 26282779

www.hcltech0ee.com, www.hclfirstcareers.com

TAP/2021/S/

LETTER OF INTENT – HCL TSS TRAINING PROGRAM

Date: December 02,2021

ADMISSION TO HCL TSS TRAINING

REFERENCE ID – HCL/NGP-NFM/1221/004

Dear Vishal Shamrao Agarkar,

Address: At post Manjari,Akola,Maharashtra,444109

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as "Company") is pleased to offer you an admission into the **6 months Training Program** commencing on **December 06,2021** at any HCL location Pan India or in Virtual mode.

The **6 months** training program comprises Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions or Government guidelines.

Enrolment to the Training Program is subject to the terms and condition as laid down below:

- a) Please note that this admission offer is provisional and subject to verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.
- b) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked by HCL.
- c) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records, your admission would stand revoked without any prior notice.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' and emailing it to us at engofferletter@hcl.com within **3 working days** of the receipt of this letter/communication.

For Further Clarifications kindly visit : www.hclfirstcareers.com

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1.**

Welcome to HCL TSS!

HCL

HCL TRAINING & STAFFING SERVICES PVT. LTD.

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Registered Office: 806, Siddhant, 96, Nehru Place, New Delhi-110019, India.

T +91 11 26444812, 26282779

www.hcltechbee.com, www.hclfirstcareers.com

With Best Wishes



Srimathi Shivashankar
Program Director

HCL

September 8, 2021

HRD/1002057186/21-22

Mr. Aniket Ramesh Wankhade
At Gopal Nagar Bhatiya
Lay Out Khamgaon
Khamgaon-444303
India

Ph: +91-7770003222

Dear Aniket,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **20-Sep-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

September 8, 2021

HRD/3T/1002057186/21-22

Mr. Aniket Ramesh Wankhade
At Gopal Nagar Bhatiya
Lay Out Khamgaon
Khamgaon-444303
India

Ph: +91-7770003222

Dear Aniket,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
richard_lobo@infosys.com
Digitally signed by Richard Lobo
Date: 2021.09.08 01:54:17 IST
Reason: Digitally signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Aniket Ramesh Wankhade			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your full Name Location

Certification signed by Richard Lobo
richard_lobo@infosys.com Infosys Limited
Digitally signed by Richard Lobo
Date: 2021.08.06 01:54:17 IST
Reason: Digitally signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

September 24, 2021

HRD/1002094662/21-22

Ms. Gita Atkare
At: Umra Atali Post: Kinhi Mahadev Taluka: Khamgaon Dist: Buldana
At: Umra Atali Post: Kinhi Mahadev Taluka: Khamgaon Dist: Buldana
Khamgaon-444303
India

Ph: +91-9834905574

Dear Gita,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **30-Sep-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Gita Atkare			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Gita Atkare			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

September 7, 2021

HRD/3T/1002050981/21-22

Mr. Gitesh Yashwant Deshmukh
House No. 85
New Congress Nagar
Amaravati-444606
India

Ph: +91-8421530345

Dear Gitesh,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signed by Richard Lobo
Richard_Lobo@infosys.com
Digitally signed by Richard Lobo
Date: 2021.09.07 16:18:25 IST
Reason: Digitally signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

September 7, 2021

HRD/1002050981/21-22

Mr. Gitesh Yashwant Deshmukh
House No. 85
New Congress Nagar
Amaravati-444606
India

Ph: +91-8421530345

Dear Gitesh,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **20-Sep-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Gitesh Yashwant Deshmukh			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

September 3, 2021

HRD/1002381245/21-22

Mr. Harsh Jaiswal
Ram Nagar,
Telhara
Telhara-444108
India

Ph: +91-8421177991

Dear Harsh,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **13-Sep-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Harsh Jaiswal			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

September 13, 2021

HRD/1002402238/21-22

Mr. Mrunal Dhabale
Yash Colony,, Tower Line Road,V.M.V Road
"Yash Colony, Tower Line Road,V.M.V Road"
Amaravati-444604
India

Ph: +91-8080061739

Dear Mrunal,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **23-Sep-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Mrunal Dhabale			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

September 24, 2021

HRD/1002470417/21-22

Ms. Rutuja Bhagvat Kadu
Pande Layout, Shivaji Nagar, Murtizapur
Pande Layout, Shivaji Nagar, Murtizapur
Akola-444107
India

Ph: +91-9834698875

Dear Rutuja,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **30-Sep-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Rutuja Bhagvat Kadu			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Rutuja Bhagvat Kadu			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
I. MONTHLY COMPONENTS				
BASIC SALARY			15,000	
BASKET OF ALLOWANCES			4,478	
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,850	
MONTHLY GROSS SALARY			22,328	
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150	
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary			1,800	
GRATUITY - 4.81% of Basic Salary*			722	
FIXED GROSS SALARY (1+2+3)			25,000	
4. INCENTIVE COMPONENTS				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			26,250	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			27,500	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			30,000	
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

September 8, 2021

HRD/1002393556/21-22

Ms. Rutuja Nandanwar
Aryan Computer Education, Jogithana Peth, Umred
Raj Appartment, Gurudev Nagar, Nagpur
Nagpur-440024
India

Ph: +91-9604126386

Dear Rutuja,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **20-Sep-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

September 8, 2021

HRD/1002393556/21-22

Ms. Rutuja Nandanwar
Aryan Computer Education, Jogithana Peth, Umred
Raj Appartment, Gurudev Nagar, Nagpur
Nagpur-440024
India

Ph: +91-9604126386

Dear Rutuja,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **20-Sep-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Rutuja Nandanwar			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

November 2, 2021

HRD/3T/1002421016/21-22

Ms. Samiksha Shankarrao Kadu
At. Post. Turkhed,
Tal. Anjangaon Surji
Amaravati-444705
India

Ph: +91-8698561869

Dear Samiksha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.11.02 14:59:12 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

November 2, 2021

HRD/1002421016/21-22

Ms. Samiksha Shankarrao Kadu
At. Post. Turkhed,
Tal. Anjangaon Surji
Amaravati-444705
India

Ph: +91-8698561869

Dear Samiksha,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **29-Nov-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.11.02 14:59:12 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Samiksha Shankarrao Kadu			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
 (Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Samiksha Shankarrao Kadu			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
4. INCENTIVE COMPONENTS				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

December 26, 2021

HRD/3T/1002804114/21-22

Mr. Saurabh Khobragade
NEAR GIRHEPUNJE SCHOOL
Vidya Ward Sadak Arjuni
Gondia-441807
India

Ph: +91-9049619169

Dear Saurabh,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.12.26 11:28:37 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/3T/1002804114/21-22

Mr. Saurabh Khobragade
NEAR GIRHEPUNJE SCHOOL
Vidya Ward Sadak Arjuni
Gondia-441807
India

Ph: +91-9049619169

Dear Saurabh,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.12.26 11:28:37 IST
Reason: Digitally Signed
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F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Saurabh Khobragade			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Saurabh Khobragade			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

September 8, 2021

HRD/1002393569/21-22

Ms. Shradha Kadu
Tukaram Ward
Ram Nagar
Wardha-442001
India

Ph: +91-9834698532

Dear Shradha,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **20-Sep-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,


RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your full Name Location

Certification signature by Richard Lobo
richard_lobo@infosys.com

Digitally signed by Richard Lobo
Date: 2021.04.13 13:43 IST
Reason: Digitally signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Shradha Kadu			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

September 8, 2021

HRD/3T/1002394133/21-22

Mr. Shreyash Dawake
Plot No. 30, Mangalmurti Society, Wanadongri Nagpur
Plot No. 30, Mangalmurti Society, Wanadongri Nagpur
Nagpur-441110
India

Ph: +91-9665515949

Dear Shreyash,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.09.08 14:33:59 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
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askus@infosys.com
www.infosys.com

September 8, 2021

HRD/1002394133/21-22

Mr. Shreyash Dawake
Plot No. 30, Mangalmurti Society, Wanadongri Nagpur
Plot No. 30, Mangalmurti Society, Wanadongri Nagpur
Nagpur-441110
India

Ph: +91-9665515949

Dear Shreyash,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **20-Sep-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Shreyash Dawake			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Shreyash Dawake			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
4. INCENTIVE COMPONENTS				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

September 29, 2021

HRD/1002438466/21-22

Ms. Vaishnavi Mankhair
Anand Society
Malkapur
Malkapur-443101
India

Ph: +91-7741986981

Dear Vaishnavi,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **04-Oct-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Vaishnavi Mankhair			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Vaishnavi Mankhair			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
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*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

HRD/3T/1002436708/21-22

Ms. Vaishnavi Talokar
At. Po. Chandikapur, Tq. Akot, Dist. Akola
At. Po. Chandikapur, Tq. Akot, Dist. Akola
Akot-444101
India

Ph: +91-7776821143

Dear Vaishnavi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.09.17 11:41:21 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

September 17, 2021

HRD/1002436708/21-22

Ms. Vaishnavi Talokar
At. Po. Chandikapur, Tq. Akot, Dist. Akola
At. Po. Chandikapur, Tq. Akot, Dist. Akola
Akot-444101
India

Ph: +91-7776821143

Dear Vaishnavi,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **23-Sep-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

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You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

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Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Vaishnavi Talokar			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
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BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
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TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Vaishnavi Talokar			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
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BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
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TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
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TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



InfoVision Labs India Private Limited (SEZ)
Office No. 2, 4th Floor, IT-7 Building,
Plot No. 2, Blue Ridge Township - Phase II, Hinjewadi,
Pune, Maharashtra 411057 IN: GSTIN: 27AADC16183L2Z3

18 Jun 2021

Abhishek Akant
Warora, Pohane Layout, Warora, Maharashtra, 442907

Contact No: 8600502229

Subject : Letter of Offer and Terms of Employment

Dear **Abhishek Akant**,

Thank You for exploring career opportunities with **InfoVision Labs India Pvt. Ltd.** (hereinafter referred to as the "Company"). We are pleased to make you an offer of Employment for the position of INT-Software Engineer in our Company. This letter will officially confirm your terms of employment and annual total earnings.

Role: INT-Software Engineer
Level: L1
Date of Joining: 15-09-2021
Location: PUNE SEZ QUBIX

You are required to join the services of the organization at the earliest, but in any case, not later than **15-09-2021** failing which this offer shall automatically stand cancelled. On the day of your Joining, you would be required to sign an agreement of Employment.

The Company is offering you employment on the following terms and conditions:

1. JOB TITLE AND JOB DESCRIPTION

The Company shall prepare, and from time to time in mutual consultation with you revise and inform you accordingly about the job description that describes your statement of accountabilities, key performance indicators and competencies.

2. BACKGROUND VERIFICATION

The Company reserves the right to conduct Background checks, directly or indirectly at any time, to verify such information and documents that you would provide in support of your academic qualifications, previous work experience and relieving letter from last employer and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer. However, if at any time post joining it is found that, the Company is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the organization Company shall be entitled to forthwith terminate your employment with or without notice.

3. COMPENSATION

Your total achievable compensation for this position is made up of a fixed salary, retrials and bonus (if any) components to reflect your Annual Compensation as set out below.

3.1 Gross Annual Salary:

Your Total Cash Compensation will be **INR 3,50,000.00 per annum** and will be structured as per the Annexure 1 details. This will continue to be applicable until further communication on the same. Your compensation includes allowances and Statutory benefits and will be structured in accordance with Company's compensation guidelines. The said amount includes Employer's contribution to Provident Fund, as applicable.

3.2 Annual Performance:

Organization follows an annual performance cycle from 1st April of the year to 31st March of the following year. Your salary revision will be effective from 1st April of the following year based on your performance assessment. Employees joining the organization as of 31st December of the fiscal year will be eligible to participate in the annual performance reviews and applicable salary increments. The management reserves the right to review, change and/or modify the salary revision period at its sole discretion. The increments and payouts will be pro-rated based on the month of joining.

Any Incentive or/and bonus payouts will be subject to income tax and are based on the discretion of the Company.

Please note - You must be an employee of the Company and not serving notice period when bonus payments are made, to retain your bonus payment.

4. EXPENSE CLAIMS

The Company shall reimburse the Employee for all reasonable expenses incurred during domestic and/or overseas business travel according to our Travel policy, provided the Employee had prior approval to incur the expense.

a) Travel & immigration expenses: InfoVision Labs India Pvt. Ltd. employees get opportunities to travel to client location or any of the InfoVision Labs India Pvt. Ltd. offices in India or overseas for which the expenses are borne by the organization. Incase if the employee decides to leave the organization within one year of joining, InfoVision Labs India Pvt. Ltd. reserves the right to recover the entire amount from the employee.

b) Training & Certifications: InfoVision Labs India Pvt. Ltd. invests and encourages constant and consistent upgradation of skills of its employees for which they undergo trainings & certifications, the expenses of which are borne by the organization. Incase if the employee decides to leave the organization within one year of joining, InfoVision Labs India Pvt. Ltd. reserves the right to recover the entire amount from the employee.

5. DATA PRIVACY

In accepting employment with the Company, you understand and agree that the Company shall



INFOVISIONLABS

9.3.1 Commit any serious or persistent breach of any of the policies of this agreement or any agreement signed by you with the organization;

9.3.2 Have been dishonest, seriously misbehaved, disobeyed the lawful instructions of the directors of the Company or their delegates;

9.3.3 Are guilty of any grave misconduct or willful neglect in the discharge of your employment duties;

9.3.4 On refusal to accept transfer, deputation or secondment or long term or short-term assignment;

9.3.5 Insubordination or misconduct;

9.3.6 Are convicted of any criminal offence other than an offence, which in the reasonable opinion of the Company, does not affect your position as an employee;

9.3.7 Any other reason that the organization may deem fit.

9.4 Payment of Entitlements on Termination

The payment of any entitlements on cessation of your employment, (for any reason), will only be made once you have complied with your Obligations on Termination as set out below. The Company is entitled to offset any amount of money from your termination payment, to the value of any property not returned, or amounts owing to it.

Note: It may be noted that under Indian Law, there is no requirement to pay terminal compensation for non-workmen except as provided in the contract of employment.

9.5 Obligations on Termination

Upon leaving your employment with the Company for any reason with, the Employee must immediately return to the Company all property, documents and items relating to the business of the Company. This includes, but is not limited to, any car, equipment, mobile phone, credit cards, palm pilot (or similar tool), papers, keys, reports, computers / laptop, information and programs, records and documents and other information, in whatever form, relating in any way to the Company. No entitlements will be paid to you until this has occurred.

10. LEAVE

10.1 Annual Leave

The Employee is entitled to 21 days of paid leave, per annum. The leaves are credited to the employee's account on accrual basis.

10.2 Sick Leave

The Employee is entitled to a maximum of 5 days of sick leave per annum. Where sick leave is two days or more, the employee is required to provide a medical certificate for the said duration.

11. UNDERTAKING OF EMPLOYEE

Subject to this Agreement, you agree to devote the whole of your time, attention and skill to this

employment during normal working hours and at such other times as may be reasonably necessary, and shall faithfully and diligently perform such duties as may from time to time may reasonably be assigned by the manager and shall well and faithfully serve the Company, its Subsidiaries or Associated Companies and use your best endeavor to promote the interest of the Company. It is mutually agreed that the Employee shall observe work rules, instructions and directions, as may from time to time be given to him or her by the Company.

12. CONFIDENTIALITY

12.1 You must keep secret during and after your employment all information that you obtain about the business and affairs of the Company, or clients or customers of the Company. Any document or written material provided by the Company is Company property and must not be removed, passed on, copied or disclosed to third parties except with the Company's authority. If you are requested to do so by the Company, you will enter into such further confidentiality agreements with the Company as the Company may reasonably require.

12.2 The Company, promotes healthy competition in terms of work, innovation, enthusiasm and dedication. Further, we believe in pay parity amongst the employees and practice the same across the organization. The total Cost to Company (CTC) of the Employee, is based on multiple factors like, years of experience, expertise on the required skill sets, feedback from the interview rounds and, also, on the business performance of the Company etc.

Discussing the offered CTC/ bonus/ other monetary benefits within the Organization and/or amongst fellow colleagues and/or outside of the Company, is strictly discouraged in order to foster a healthy work culture within the Organization.

In case of any queries in regards to the compensation and benefits, you are requested to reach out to the concerned HR in the Organization.

Any deviation against the said guideline may harm the vision of the Organization. The company reserves the right to revoke the offer at any time, should it find any evidences regarding the breach of confidentiality agreement.

13. EQUAL OPPORTUNITY AND ANTI-DISCRIMINATION

The Company is committed to a policy of equal employment opportunity. This means that people will be treated equally at work in all situations. Accordingly, any forms of discrimination including, but not limited to sex, marital status, race, nationality, religion, caste, creed, age, sexual preference etc. will not be tolerated under any circumstances by the Company. Any employee who engages in any form of discrimination will be will face disciplinary action or dismissed. Furthermore, the Company takes very seriously any effort at retribution for, or victimization of, a person who has made a complaint. Any employee, who does so, will face disciplinary action or dismissed. It is a condition of your employment that you comply with all relevant anti-discrimination laws, and you must comply with the Company's internal procedures for dealing with discrimination or sexual harassment complaints and accept any direction of the Company in respect of sexual harassment or other forms of sexual or other discrimination.

14. GENERAL

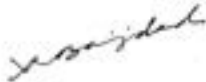
In case the Employee does not report to work for 7 consecutive working days, without any approval from the respective Reporting Manager following would be the repercussions

14.1 The employment with Company would be terminated w.e.f. the last working date of such employee in Company. The Company will consider such employee as Abscond case and will be further considered for his/her Full and Final Settlement thereafter.

14.2 The Company, as a moral responsibility and a safety measure, may also file a First Information Report (FIR), if an employee is found to be absconding.

We look forward to your joining the InfoVision Labs India Pvt. Ltd. and to your valued contribution in taking the company to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.

Yours Sincerely,



Vinay Barigheid
Managing Director

ACKNOWLEDGEMENT OF ACCEPTANCE OF OFFER OF EMPLOYMENT

I, **Abhishek Akant**, declare that:

I have read and understood the conditions of employment; and I will abide the same.

By Employee:

Dated: 18 Jun 2021

Signature: _____

40/2021




Name: Abhishek Akant
Designation: INT-Software Engineer

Component	Annual (INR)	Monthly (INR)
Basic	1,40,000.00	11,666.67
HRA	56,000.00	4,666.67
Children Education Allowance	2,400.00	200.00
LTA	0.00	0.00
Books & Periodicals	0.00	0.00
Internet & Communication	24,000.00	2,000.00
Fuel Reimbursement	0.00	0.00
Research or Training Allowance	0.00	0.00
Soft Furnishing Allowance	0.00	0.00
Other Allowance	1,04,066.00	8,672.17
Total Direct Benefits (A)	3,26,466.00	27,205.50
Gratuity	6,734.00	561.17
Employer PF Contribution	16,800.00	1,400.00
Sodexo Meal Card	0.00	0.00
Total Indirect Benefits (B)	23,534.00	1,961.17
Gross CTC (A+B)	3,50,000.00	29,166.67
Profession Tax	2,500.00	200.00
Employee PF Contribution	16,800.00	1,400.00
Mediclaim	0.00	0.00
Total Deduction (C)	19,300.00	1,600.00

Note:

Profession Tax and Income Tax will be deducted as per prevailing Govt. norms
PF Contribution will be at 12% of minimum basic amount. The minimum basis amount will be as per prevailing Govt. norms
Insurance premium will be as per the Insurance Company's prevailing charges

For InfoVision Labs India Pvt. Ltd.


Vinay Barigidad
Managing Director



TPO SSGMCE Shegaon <tpossgmce@gmail.com>

Fwd: InfoVision Labs India Pvt. Ltd. | Aryan Raj | Employment Agreement

Aryan raj <aryan5966461@gmail.com>
To: TPO SSGMCE Shegaon <tpossgmce@gmail.com>

Sat, Aug 7, 2021 at 9:53 AM

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

From: **productivV Note** <DoNotReply@ivglobal.com>
Date: Tue, Jul 13, 2021, 1:13 PM
Subject: InfoVision Labs India Pvt. Ltd. | Aryan Raj | Employment Agreement
To: <aryan5966461@gmail.com>

Dear Aryan,

We are pleased to offer you position of a 'INT-Software Engineer (L1)' in our Organization.

The offer has been made to you basis your experience, qualification & parity within InfoVision Labs India Pvt. Ltd.,

We welcome you to InfoVision Labs India Pvt. Ltd. and look forward to a long and mutually rewarding association with you.

Please follow the link to proceed futher with your offer.

Please find below credentials to login.

<https://productivv.ivglobal.com/Candidate>
Email: aryan5966461@gmail.com
Password: ZRvq7X

Request you to get in touch with us at any point if you have any queries pertaining to this offer.

Send by InfoVision Labs India Pvt. Ltd. Pune



Our group of companies:

INFOVISION INC | INFOVISION SOCIAL | VCOLLAB | NxtGEN iLab

Pune · Hyderabad · Chennai · Bengaluru · Dallas · Boston · Tampa · Mountain View · Frisco · Dubai · Singapore

LinkedIn | Facebook | Instagram | Twitter | YouTube | if you like us, rate us - Google | Glassdoor

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2 attachments

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noname
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INFOVISION LABS

InfoVision Labs India Private Limited (SEZ)
Office No. 2, 4th Floor, IT-7 Building,
Plot No. 2, Blue Ridge Township - Phase II, Hinjewadi,
Pune, Maharashtra 411057 IN: GSTIN: 27AADCI6183L223

TAP/202/4/13

18 Jun 2021

Rahul Khoriya

Cotton Market Road, Near Tilak Putala, Khamgaon, Maharashtra, 444303

Contact No: 7249325275

Subject : Letter of Offer and Terms of Employment

Dear Rahul Khoriya,

Thank You for exploring career opportunities with **InfoVision Labs India Pvt. Ltd.** (hereinafter referred to as the "Company"). We are pleased to make you an offer of Employment for the position of **TRAINEE - SOFTWARE ENGINEER** in our Company. This letter will officially confirm your terms of employment and annual total earnings.

Role: TRAINEE - SOFTWARE ENGINEER

Level: L1

Date of Joining: 15-09-2021

Location: PUNE SEZ QUBIX

You are required to join the services of the organization at the earliest, but in any case, not later than **15-09-2021** failing which this offer shall automatically stand cancelled. On the day of your Joining, you would be required to sign an agreement of Employment.

The Company is offering you employment on the following terms and conditions:

1. JOB TITLE AND JOB DESCRIPTION

The Company shall prepare, and from time to time in mutual consultation with you revise and inform you accordingly about the job description that describes your statement of accountabilities, key performance indicators and competencies.

2. BACKGROUND VERIFICATION

The Company reserves the right to conduct Background checks, directly or indirectly at any time, to verify such information and documents that you would provide in support of your academic qualifications, previous work experience and relieving letter from last employer and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer. However, if at any time post joining it is found that, the Company is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the organization Company shall be entitled to forthwith terminate your employment with or without notice.

3. COMPENSATION

Your total achievable compensation for this position is made up of a fixed salary, retrials and bonus (if any) components to reflect your Annual Compensation as set out below.

3.1 Gross Annual Salary:

Your Total Cash Compensation will be **INR 3,50,000.00 per annum** and will be structured as per the Annexure 1 details. This will continue to be applicable until further communication on the same. Your compensation includes allowances and Statutory benefits and will be structured in accordance with Company's compensation guidelines. The said amount includes Employer's contribution to Provident Fund, as applicable.

3.2 Annual Performance:

Organization follows an annual performance cycle from 1st April of the year to 31st March of the following year. Your salary revision will be effective from 1st April of the following year based on your performance assessment. Employees joining the organization as of 31st December of the fiscal year will be eligible to participate in the annual performance reviews and applicable salary increments. The management reserves the right to review, change and/or modify the salary revision period at its sole discretion. The increments and payouts will be pro-rated based on the month of joining.

Any Incentive or/and bonus payouts will be subject to income tax and are based on the discretion of the Company.

Please note - You must be an employee of the Company and not serving notice period when bonus payments are made, to retain your bonus payment.

4. EXPENSE CLAIMS

The Company shall reimburse the Employee for all reasonable expenses incurred during domestic and/or overseas business travel according to our Travel policy, provided the Employee had prior approval to incur the expense.

a) Travel & Immigration expenses: InfoVision Labs India Pvt. Ltd. employees get opportunities to travel to client location or any of the InfoVision Labs India Pvt. Ltd. offices in India or overseas for which the expenses are borne by the organization. Incase if the employee decides to leave the organization within one year of joining, InfoVision Labs India Pvt. Ltd. reserves the right to recover the entire amount from the employee.

b) Training & Certifications: InfoVision Labs India Pvt. Ltd. invests and encourages constant and consistent upgradation of skills of its employees for which they undergo trainings & certifications, the expenses of which are borne by the organization. Incase if the employee decides to leave the organization within one year of joining, InfoVision Labs India Pvt. Ltd. reserves the right to recover the entire amount from the employee.

5. DATA PRIVACY

In accepting employment with the Company, you understand and agree that the Company shall

collect and hold your Personal Information and Sensitive Personal Data or Information (Data) as part of its human resources records, and that such information may be compiled into a database and from time to time and on a need basis it may be transferred to affiliates and third parties within or outside India for lawful business purposes only. In case you would like to review your Data, make changes or withdraw it or would like to know the purpose of collection of your Data and the details about the intended recipients, the Company shall fully cooperate with you to provide you with such information. The Company will keep your Data confidential by storing it in secured files and restricted folders. Access to these files shall be limited to Human Resources staff and other persons authorized by Head- Human Resources. You agree that these practices are reasonable security practices and procedures followed by the Company to safeguard your Data.

6. OWN BUSINESS AND DEVOTION

During the term of this Agreement, you shall not engage in any business for your own account or for account of third parties and shall not accept any position in any private or public organizations without the written consent of the Company; and likewise, you agree to devote the whole time and attention during normal working hours and at such other times as may be reasonably necessary to the service of the Company.

7. CONFLICT OF INTERESTS

The Employee may not sit on any Boards, or be a Director of any Public Company without prior approval. The Employee should not have any outside interests, which could compromise the Company in any way, or would impair or impact on your work performance.

8. INCAPACITY OF EMPLOYEE Shall you at any time be incapacitated or be prevented from performing your duties by illness, injury, disability or accident or any other circumstances beyond your control (such incapacity or prevention being hereinafter referred to as the "Incapacity"), you shall be required to forward to the Company for approval, satisfactory evidence of the incapacity and its cause.

9. TERMINATION OF EMPLOYMENT

9.1 Retirement

The appointment will become subject to termination by the company as employer on attaining the age of 58 years (age of retirement).

9.2 Notice Period

The employee/employer may terminate the employment agreement by giving 2 months' notice. Cases mentioned under "Termination clauses" shall be dealt separately against the relevant policy and may not be considered under standard notice period policy.

9.3 Termination Clauses

The Company may terminate your employment at any time without prior notice if you:

9.3.1 Commit any serious or persistent breach of any of the policies of this agreement or any agreement signed by you with the organization;

9.3.2 Have been dishonest, seriously misbehaved, disobeyed the lawful instructions of the directors of the Company or their delegates;

9.3.3 Are guilty of any grave misconduct or willful neglect in the discharge of your employment duties;

9.3.4 On refusal to accept transfer, deputation or secondment or long term or short-term assignment;

9.3.5 Insubordination or misconduct;

9.3.6 Are convicted of any criminal offence other than an offence, which in the reasonable opinion of the Company, does not affect your position as an employee;

9.3.7 Any other reason that the organization may deem fit.

9.4 Payment of Entitlements on Termination

The payment of any entitlements on cessation of your employment, (for any reason), will only be made once you have complied with your Obligations on Termination as set out below. The Company is entitled to offset any amount of money from your termination payment, to the value of any property not returned, or amounts owing to it.

Note: It may be noted that under Indian Law, there is no requirement to pay terminal compensation for non-workmen except as provided in the contract of employment.

9.5 Obligations on Termination

Upon leaving your employment with the Company for any reason with, the Employee must immediately return to the Company all property, documents and items relating to the business of the Company. This includes, but is not limited to, any car, equipment, mobile phone, credit cards, palm pilot (or similar tool), papers, keys, reports, computers / laptop, information and programs, records and documents and other information, in whatever form, relating in any way to the Company. No entitlements will be paid to you until this has occurred.

10. LEAVE

10.1 Annual Leave

The Employee is entitled to 21 days of paid leave, per annum. The leaves are credited to the employee's account on accrual basis.

10.2 Sick Leave

The Employee is entitled to a maximum of 5 days of sick leave per annum. Where sick leave is two days or more, the employee is required to provide a medical certificate for the said duration.

11. UNDERTAKING OF EMPLOYEE

Subject to this Agreement, you agree to devote the whole of your time, attention and skill to this

employment during normal working hours and at such other times as may be reasonably necessary, and shall faithfully and diligently perform such duties as may from time to time may reasonably be assigned by the manager and shall well and faithfully serve the Company, its Subsidiaries or Associated Companies and use your best endeavor to promote the interest of the Company. It is mutually agreed that the Employee shall observe work rules, instructions and directions, as may from time to time be given to him or her by the Company.

12. CONFIDENTIALITY

12.1 You must keep secret during and after your employment all information that you obtain about the business and affairs of the Company, or clients or customers of the Company. Any document or written material provided by the Company is Company property and must not be removed, passed on, copied or disclosed to third parties except with the Company's authority. If you are requested to do so by the Company, you will enter into such further confidentiality agreements with the Company as the Company may reasonably require.

12.2 The Company, promotes healthy competition in terms of work, innovation, enthusiasm and dedication. Further, we believe in pay parity amongst the employees and practice the same across the organization. The total Cost to Company (CTC) of the Employee, is based on multiple factors like, years of experience, expertise on the required skill sets, feedback from the interview rounds and, also, on the business performance of the Company etc.

Discussing the offered CTC/ bonus/ other monetary benefits within the Organization and/or amongst fellow colleagues and/or outside of the Company, is strictly discouraged in order to foster a healthy work culture within the Organization.

In case of any queries in regards to the compensation and benefits, you are requested to reach out to the concerned HR in the Organization.

Any deviation against the said guideline may harm the vision of the Organization. The company reserves the right to revoke the offer at any time, should it find any evidences regarding the breach of confidentiality agreement.

13. EQUAL OPPORTUNITY AND ANTI-DISCRIMINATION

The Company is committed to a policy of equal employment opportunity. This means that people will be treated equally at work in all situations. Accordingly, any forms of discrimination including, but not limited to sex, marital status, race, nationality, religion, caste, creed, age, sexual preference etc. will not be tolerated under any circumstances by the Company. Any employee who engages in any form of discrimination will be will face disciplinary action or dismissed. Furthermore, the Company takes very seriously any effort at retribution for, or victimization of, a person who has made a complaint. Any employee, who does so, will face disciplinary action or dismissed. It is a condition of your employment that you comply with all relevant anti-discrimination laws, and you must comply with the Company's internal procedures for dealing with discrimination or sexual harassment complaints and accept any direction of the Company in respect of sexual harassment or other forms of sexual or other discrimination.

14. GENERAL

In case the Employee does not report to work for 7 consecutive working days, without any approval from the respective Reporting Manager following would be the repercussions

14.1 The employment with Company would be terminated w.e.f. the last working date of such employee in Company. The Company will consider such employee as Abscond case and will be further considered for his/her Full and Final Settlement thereafter.

14.2 The Company, as a moral responsibility and a safety measure, may also file a First Information Report (FIR), if an employee is found to be absconding.

We look forward to your joining the InfoVision Labs India Pvt. Ltd. and to your valued contribution in taking the company to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.

Yours Sincerely,


Vinay Barigidad
Managing Director

ACKNOWLEDGEMENT OF ACCEPTANCE OF OFFER OF EMPLOYMENT

I, **Rahul Khoriya**, declare that:

I have read and understood the conditions of employment; and I will abide the same.

By Employee:

Dated: 18 Jun 2021

Signature: _____



INFOVISION LABS

Name: Rahul Khoriya

Designation: TRAINEE - SOFTWARE ENGINEER

Component	Annual (INR)	Monthly (INR)
Basic	1,40,000.00	11,666.67
HRA	56,000.00	4,666.67
Children Education Allowance	2,400.00	200.00
LTA	0.00	0.00
Books & Periodicals	0.00	0.00
Internet & Communication	24,000.00	2,000.00
Fuel Reimbursement	0.00	0.00
Research or Training Allowance	0.00	0.00
Soft Furnishing Allowance	0.00	0.00
Other Allowance	1,04,066.00	8,672.17
Total Direct Benefits (A)	3,26,466.00	27,205.50
Gratuity	6,734.00	561.17
Employer PF Contribution	16,800.00	1,400.00
Sodexo Meal Card	0.00	0.00
Total Indirect Benefits (B)	23,534.00	1,961.17
Gross CTC (A+B)	3,50,000.00	29,166.67
Profession Tax	2,500.00	200.00
Employee PF Contribution	16,800.00	1,400.00
Mediclaime	0.00	0.00
Total Deduction (C)	19,300.00	1,600.00

Note:

Profession Tax and Income Tax will be deducted as per prevailing Govt. norms

PF Contribution will be at 12% of minimum basic amount. The minimum basic amount will be as per prevailing Govt. norms

Insurance premium will be as per the Insurance Company's prevailing charges

FoVision Labs India Pvt. Ltd.


Vinay Barigidad
Managing Director

Offer cum Appointment Letter

Aug 4, 2021

Rushikesh Patil

Dear Rushikesh,

Thank you for your interest in Jade Global. Jade Global is a premier Information Technology company. We specialize in IT Advisory services, Integration, Testing, Cloud & Consulting Services, Business Solutions as well as IT Outsourcing across multiple technology platforms.

More information about Jade Global is available at www.Jadeglobal.com.

Jade Global Software Pvt. Ltd. (Company) is a wholly owned subsidiary of **Jade Global, Inc.** and is incorporated under the Companies Act, 1956 having its registered office address at Nyati Teck Park, 7th Floor, Digambar Nagar, Near Brahma Suncity, Behind Nyati Meadows, Wadgaon Sheri, Pune – 411014.

Contract of Employment:

On behalf of the Company, we are pleased to offer you appointment as **Associate Analyst at IC1**, on the following terms and conditions: -

- 1. Date of Joining:** Your date of joining should be **Sep 6, 2021** or earlier. If you are unable to join by this date, please contact your Jade Global recruiter immediately and communicate the updated date at the earliest, in writing. This contract will come into effect after you formally joining the Company. Till your date of joining this remains an offer for appointment.
- 2. Emoluments and Benefits:** Your salary is as detailed in Annexure 1. Details of the employee benefits plan as in force from time to time can be found on the intranet and are subject to the rules of the relevant scheme as amended by the Company from time to time. All payments made pursuant to this agreement or any bonus plan or otherwise will be subject to the deduction of tax at source as applicable. The Company reserves the right to make modifications to the various components of the compensation structure to comply with applicable laws or for other reasons as may be considered appropriate.
- 3. Work Location:** Your place of work will be **Pune, Maharashtra**. You may be required to work in other offices and locations from time to time. In addition, you may be required to work on the premises of any of the Company's or Group Companies' customers, suppliers, clients or associates whether in India or abroad. The Company reserves the right to transfer your services to any other location anywhere in the world.
- 4. Probation:** You will be on probation for a period of 6 (Six) months from the date of your joining and your confirmation in service will be subject to good performance report from your immediate reporting supervisor.

Jade Global Software Pvt. Ltd.

Nyati Teck Park, 7th Floor, Digambar Nagar, Behind Nyati Meadows, Wadgaon Sheri, Pune – 411014

Fax: +91-20-66081595 | www.jadeglobal.com

CIN: U72200PN2012PTC142253

- 11. Retirement Age:** You will retire on completing 60 years of age. Your retirement date will be the last day of the month in which you complete 60 years.
- 12. Restrictive covenant:** During the term of your employment and for 6 months thereafter, you will not directly or indirectly solicit, deal with or contact the current or potential customers of the Company or any Group Company.
- 13. Data Protection:** The Company needs to collect, enter, process and store personal data regarding its employees within the Group and may need to transfer such data to the centralized database in the United States (US) and, from time to time, to other Group Companies.
- a. By signing this agreement, you agree that personal data relating to you (including sensitive personal data such as medical details) may be collected and held (in hard copy and computer readable form) and processed by the Company; and
 - b. be disclosed to other employees of the Company and the Group, any other persons as may be reasonably necessary (such as third-party benefit providers or administrators) or as authorized by you; and as may otherwise be required or permitted by law.

This consent applies regardless of the country to which the data is to be transferred.
You shall inform the Company of any change in your personal data within 3 working days.

- 14. Group or Group Company:** For the purposes of this Agreement, the "Group" or "Group Company" means the Company, Jade Global Inc ("Jade Global"), any subsidiary of the Company or Jade Global, any holding company of the Company or Jade Global and any subsidiary of such a holding company. The expressions "subsidiary" and "holding company" shall have the meanings given to them by section 4 of the Companies Act 1956.
- 15. Applicable Law:** This agreement shall be governed by and construed in accordance with Indian Law and the parties submit to the non-exclusive jurisdiction of the Courts in Pune, Maharashtra, India.
- 16. Severability:** The various provisions and sub-provisions of this Agreement and its Annexes are severable and if any provision or identifiable part thereof is held to be unenforceable by any court of competent jurisdiction then such unenforceability shall not affect the enforceability of the remaining provisions or identifiable parts thereof in this Agreement or its Annexes.
- 17. Validity of this letter:** Please communicate your acceptance of this appointment and the associated terms and conditions within 3 calendar days from the date of issue of this letter after which this offer will not be valid.

5. **Confidentiality:** You are required to maintain total confidentiality as regards the contents of this letter and you should not disclose the same to anybody. As a condition of employment at the Company, you will be expected to sign the Confidentiality and Intellectual Property Agreement which forms part of your contract of employment with the Company. The Company has appointed you based upon your background, experience, general skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. In this regard, you should also be extremely careful not to bring to the Company any documents or other materials in tangible form belonging to or acquired from any current or prior employer.
6. **Previous Employment:** If you are employed, you are expected to join the Company only after your present/previous employer formally relieves you. You are required to submit the relieving letter from your present/previous employer to the Company. The Company will not be liable for any consequences arising out of any of your previous employments. You hereby agree that you are not subject to any terms or conditions (whether contractual or otherwise) which restrict or may restrict your ability to carry out your duties for the Company or any Group Company.
7. **Dual Employment:** Your appointment with the Company is an exclusive assignment and you will not, at any time, engage in any paid occupation or business outside the company without obtaining prior written consent of the Company.
8. **Background Check:** As a policy the Company conducts background check of all new employees. This appointment is contingent upon the Company receiving satisfactory results from a Background Check, which shall include without limitation - interviewing past and current employers and verifying education transcripts. For business requirements, you may also be required to undergo a criminal check. The Company shall have the right to terminate your services without notice or payment in lieu of notice, and without any liability if the information provided by you at the time of interview or as part of your application or resume is found to be false or misrepresented. If there are any criminal proceeding against you is discovered during your background verification check, then Company may ask you to provide additional documents regarding the same from your end.
9. **Working Days, Holidays and Leave:** Your working hours will be 40 per week and 5 days in a week, although you may be required to work at such other times as may be necessary for the proper performance of your duties. Your daily working hours, holidays and leaves shall be as per the Company policy as amended from time to time.
10. **Notice of termination:**
 - a. You will be required to give at least 2 months of written notice to the Company. If you ask for release from your duties before the expiration of your notice period the Company will be entitled to recover from you as 'salary in lieu of notice', an amount equivalent to the shortfall in notice period at the rate of your basic salary and/or to deduct such amount from any amounts which may be payable to you by the Company. However, the Company reserves the right to relieve you only at the end of your notice period, based on the work requirements prevailing at the time.

Jade Global Software Pvt. Ltd.

Nyati Teck Park, 7th Floor, Digambar Nagar, Behind Nyati Meadows, Wadgaon Sheri, Pune – 411014

Fax: +91-20-66081595 | www.jadeglobal.com

CIN: U72200PN2012PTC142253

- b. The Company, at its sole discretion shall be entitled to terminate your employment by giving you either 2 months of notice in writing or equivalent basic salary in lieu thereof. In case of termination by the Company in compliance of this section , you shall waive irrevocably and unconditionally release, acquit, covenants not to sue and forever discharge Company and each of Company owners, stockholders, predecessors, successors, assigns, agents, directors, officers, employees, representatives, attorneys, divisions, subsidiaries, affiliates, and all persons acting by, through, under or in concert with any of them from any and all charges, complaints, claims, liabilities, obligations, promises, agreements, controversies, damages, actions, causes of action, suits, rights, demands, costs, losses, debts and expenses (including attorney's fees and costs actually incurred), of any nature whatsoever, known or unknown pertaining directly or indirectly related to your employment with the Company.
- c. The Company follows a differential notice period policy linked to an employee's profile code (grade), with the maximum notice period being upto 3 months. You agree that your notice period will be governed by the Company's notice period policy in force, as applicable to your particular profile code (grade).
- d. During any period of notice you may be required by the Company, in its absolute discretion not to contact its employees, customers or suppliers, not to attend at your place of work at any time and not to perform any duties for the Company or to perform only such duties, specific projects or tasks that are assigned to you expressly by the Company, for such period and at such place or places (including, without limitation, your home) as the Company deems appropriate, provided that you will be entitled to receive full pay and benefits (excluding any bonus or commission payments) during such period. For the avoidance of doubt, you will remain the Company's employee during any such period and may not carry out any work for any third party.
- e. The Company reserves the right to terminate your contract without notice, or pay in lieu of notice, if, after a reasonable investigation, it has reasonable grounds to believe you are guilty of serious misconduct.
- f. Upon termination of employment with the company for any reason, you will immediately deliver to the Company all tangible, written, graphical, machine readable and other materials (including all copies) in your possession containing or disclosing any proprietary or confidential information.
- g. Any expenses incurred by the Company towards your VISA or Work Permit application would be recoverable from you in the event you voluntarily resign from the services of the Company prior to completion of 1 year from incurring such expense.
- h. Any expenses incurred by the Company towards your joining, including, but not limited to, relocation allowance or notice period buyout, would be recoverable from you in the event of your separation for any reason whatsoever from the services of the Company within 1 year from the date of joining.

Jade Global Software Pvt. Ltd.

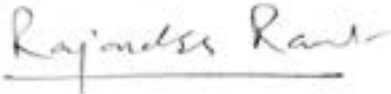
Nyati Teck Park, 7th Floor, Digambar Nagar, Behind Nyati Meadows, Wadgaon Sheri, Pune – 411014

Fax: +91-20-66081595 | www.jadeglobal.com

CIN: U72200PN2012PTC142253

18. We request you to confirm your acceptance of this appointment by returning a copy of this letter duly signed by you on all pages including the annexure. If you have any questions, please contact your Jade Global point of contact or write to mittal.sarvaiya@jadeglobal.com who will direct your questions to the appropriate person within Jade Global. We look forward to a mutually beneficial association with you.

Sincerely,
For Jade Global Software Pvt. Ltd.



Rajendra Raut
AVP – Talent Acquisition

Acceptance by the recipient:

I have read and understood all the terms and conditions contained in this letter as well as the annexure and agree to abide by the same. I am signing this document as a token of my having accepted employment with the company and the terms and conditions set out in this letter.

Aug 4, 2021

Signature:

Rushikesh Patil

Annexure - 1

Name:	Rushikesh Patil	
Title:	Associate Analyst	
Profile Code:	IC1	
Note: All amounts are in Indian Rupees		
Total Cash Compensation:	₹3,72,000	Per Annum
Base Pay (Fixed salary):	₹338184	Per Annum
Variable Pay: 10%	₹33816	Per Annum

Component	Monthly Amount	Annual Amount
Basic Pay	15000	180000
House Rent Allowance	6000	72000
Statutory Bonus	1750	21000
Company's contribution to your Provident Fund	1800	21600
Special Allowance	2912	34944
Gratuity Cost	720	8640
Total Base Pay	28182	338184
Variable Pay		33816
Total Cash Compensation:		₹372000

Sincerely,
For Jade Global Software Pvt. Ltd.

Rajendra Raut

Rajendra Raut
AVP – Talent Acquisition

Rushikesh Patil
Signature:

Exciting information about your Variable Pay

Dear Rushikesh Patil,

I am delighted to share with you very exciting information about the **BRAND-NEW** annual variable pay plan for FY21-22 that has been launched at Jade Global (India locations) and will apply to you. Please read on...

This applies to you if you are being offered a position in India in any of the following grades: **All Individual Contributor grades (IC1 to IC4), all Specialist grades (SP1 to SP4), and the following Managerial grades - (MG1 and MG2).** Your grade is mentioned in your offer cum appointment letter.

I would like to share **two** exciting highlights about this Plan:

- 1. 100% of the variable pay amount mentioned in your offer cum appointment letter will be paid to you in advance.**
- 2. This will be paid to you on joining, along with the first month's salary. So effectively this will be a payment in advance for the next 12 months.**

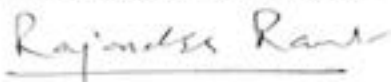
Note:

- Since the amount will be paid in advance claw back provisions will apply to every VP payment made in advance in case of employee separation:
 - if Last Working Day (LWD) is within a period of 6 months from date of payment, you will be required to pay back 100% of the paid amount.
 - if Last Working Day (LWD) is after 6 months from date of payment but before completing 12 months you will have to pay back 50% of the paid amount.
- The Company reserves the right to make changes or withdraw the plan at any time.
- A detailed plan document is posted on the company intranet and is available to all employees.

If you have any additional questions, please do not hesitate to ask your Jade Global recruiter.

Sincerely,

For Jade Global Software Pvt. Ltd.



Rajendra Raut
AVP – Talent Acquisition

Offer cum Appointment Letter

Aug 4, 2021

Mr. Shashikant Borkar
Nagpur

Dear Shashikant,

Thank you for your interest in Jade Global. Jade Global is a premier Information Technology company. We specialize in IT Advisory services, Integration, Testing, Cloud & Consulting Services, Business Solutions as well as IT Outsourcing across multiple technology platforms.

More information about Jade Global is available at www.Jadeglobal.com.

Jade Global Software Pvt. Ltd. (Company) is a wholly owned subsidiary of **Jade Global, Inc.** and is incorporated under the Companies Act, 1956 having its registered office address at Nyati Teck Park, 7th Floor, Digambar Nagar, Near Brahma Suncity, Behind Nyati Meadows, Wadgaon Sheri, Pune – 411014.

Contract of Employment:

On behalf of the Company, we are pleased to offer you appointment as **Associate Analyst** at **IC1**, on the following terms and conditions: -

- 1. Date of Joining:** Your date of joining should be **Sep 6, 2021** or earlier. If you are unable to join by this date, please contact your Jade Global recruiter immediately and communicate the updated date at the earliest, in writing. This contract will come into effect after you formally joining the Company. Till your date of joining this remains an offer for appointment.
- 2. Emoluments and Benefits:** Your salary is as detailed in Annexure 1. Details of the employee benefits plan as in force from time to time can be found on the intranet and are subject to the rules of the relevant scheme as amended by the Company from time to time. All payments made pursuant to this agreement or any bonus plan or otherwise will be subject to the deduction of tax at source as applicable. The Company reserves the right to make modifications to the various components of the compensation structure to comply with applicable laws or for other reasons as may be considered appropriate.
- 3. Work Location:** Your place of work will be **Pune, Maharashtra**. You may be required to work in other offices and locations from time to time. In addition, you may be required to work on the premises of any of the Company's or Group Companies' customers, suppliers, clients or associates whether in India or abroad. The Company reserves the right to transfer your services to any other location anywhere in the world.
- 4. Probation:** You will be on probation for a period of 6 (Six) months from the date of your joining and your confirmation in service will be subject to good performance report from your immediate reporting supervisor.

Jade Global Software Pvt. Ltd.

Nyati Teck Park, 7th Floor, Digambar Nagar, Behind Nyati Meadows, Wadgaon Sheri, Pune – 411014

Fax: +91-20-66081595 | www.jadeglobal.com

CIN: U72200PN2012PTC142253

5. **Confidentiality:** You are required to maintain total confidentiality as regards the contents of this letter and you should not disclose the same to anybody. As a condition of employment at the Company, you will be expected to sign the Confidentiality and Intellectual Property Agreement which forms part of your contract of employment with the Company. The Company has appointed you based upon your background, experience, general skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. In this regard, you should also be extremely careful not to bring to the Company any documents or other materials in tangible form belonging to or acquired from any current or prior employer.
6. **Previous Employment:** If you are employed, you are expected to join the Company only after your present/previous employer formally relieves you. You are required to submit the relieving letter from your present/previous employer to the Company. The Company will not be liable for any consequences arising out of any of your previous employments. You hereby agree that you are not subject to any terms or conditions (whether contractual or otherwise) which restrict or may restrict your ability to carry out your duties for the Company or any Group Company.
7. **Dual Employment:** Your appointment with the Company is an exclusive assignment and you will not, at any time, engage in any paid occupation or business outside the company without obtaining prior written consent of the Company.
8. **Background Check:** As a policy the Company conducts background check of all new employees. This appointment is contingent upon the Company receiving satisfactory results from a Background Check, which shall include without limitation - interviewing past and current employers and verifying education transcripts. For business requirements, you may also be required to undergo a criminal check. The Company shall have the right to terminate your services without notice or payment in lieu of notice, and without any liability if the information provided by you at the time of interview or as part of your application or resume is found to be false or misrepresented. If there are any criminal proceeding against you is discovered during your background verification check, then Company may ask you to provide additional documents regarding the same from your end.
9. **Working Days, Holidays and Leave:** Your working hours will be 40 per week and 5 days in a week, although you may be required to work at such other times as may be necessary for the proper performance of your duties. Your daily working hours, holidays and leaves shall be as per the Company policy as amended from time to time.
10. **Notice of termination:**
 - a. You will be required to give at least 2 months of written notice to the Company. If you ask for release from your duties before the expiration of your notice period the Company will be entitled to recover from you as 'salary in lieu of notice', an amount equivalent to the shortfall in notice period at the rate of your basic salary and/or to deduct such amount from any amounts which may be payable to you by the Company. However, the Company reserves the right to relieve you only at the end of your notice period, based on the work requirements prevailing at the time.

- b. The Company, at its sole discretion shall be entitled to terminate your employment by giving you either 2 months of notice in writing or equivalent basic salary in lieu thereof. In case of termination by the Company in compliance of this section, you shall waive irrevocably and unconditionally release, acquit, covenants not to sue and forever discharge Company and each of Company owners, stockholders, predecessors, successors, assigns, agents, directors, officers, employees, representatives, attorneys, divisions, subsidiaries, affiliates, and all persons acting by, through, under or in concert with any of them from any and all charges, complaints, claims, liabilities, obligations, promises, agreements, controversies, damages, actions, causes of action, suits, rights, demands, costs, losses, debts and expenses (including attorney's fees and costs actually incurred), of any nature whatsoever, known or unknown pertaining directly or indirectly related to your employment with the Company.
- c. The Company follows a differential notice period policy linked to an employee's profile code (grade), with the maximum notice period being upto 3 months. You agree that your notice period will be governed by the Company's notice period policy in force, as applicable to your particular profile code (grade).
- d. During any period of notice you may be required by the Company, in its absolute discretion not to contact its employees, customers or suppliers, not to attend at your place of work at any time and not to perform any duties for the Company or to perform only such duties, specific projects or tasks that are assigned to you expressly by the Company, for such period and at such place or places (including, without limitation, your home) as the Company deems appropriate, provided that you will be entitled to receive full pay and benefits (excluding any bonus or commission payments) during such period. For the avoidance of doubt, you will remain the Company's employee during any such period and may not carry out any work for any third party.
- e. The Company reserves the right to terminate your contract without notice, or pay in lieu of notice, if, after a reasonable investigation, it has reasonable grounds to believe you are guilty of serious misconduct.
- f. Upon termination of employment with the company for any reason, you will immediately deliver to the Company all tangible, written, graphical, machine readable and other materials (including all copies) in your possession containing or disclosing any proprietary or confidential Information.
- g. Any expenses incurred by the Company towards your VISA or Work Permit application would be recoverable from you in the event you voluntarily resign from the services of the Company prior to completion of 1 year from incurring such expense.
- h. Any expenses incurred by the Company towards your joining, including, but not limited to, relocation allowance or notice period buyout, would be recoverable from you in the event of your separation for any reason whatsoever from the services of the Company within 1 year from the date of joining.

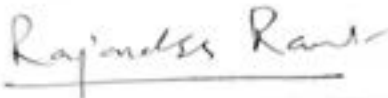
- 11. Retirement Age:** You will retire on completing 60 years of age. Your retirement date will be the last day of the month in which you complete 60 years.
- 12. Restrictive covenant:** During the term of your employment and for 6 months thereafter, you will not directly or indirectly solicit, deal with or contact the current or potential customers of the Company or any Group Company.
- 13. Data Protection:** The Company needs to collect, enter, process and store personal data regarding its employees within the Group and may need to transfer such data to the centralized database in the United States (US) and, from time to time, to other Group Companies.
- a. By signing this agreement, you agree that personal data relating to you (including sensitive personal data such as medical details) may be collected and held (in hard copy and computer readable form) and processed by the Company; and
 - b. be disclosed to other employees of the Company and the Group, any other persons as may be reasonably necessary (such as third-party benefit providers or administrators) or as authorized by you; and as may otherwise be required or permitted by law.

This consent applies regardless of the country to which the data is to be transferred.
You shall inform the Company of any change in your personal data within 3 working days.

- 14. Group or Group Company:** For the purposes of this Agreement, the "Group" or "Group Company" means the Company, Jade Global Inc ("Jade Global"), any subsidiary of the Company or Jade Global, any holding company of the Company or Jade Global and any subsidiary of such a holding company. The expressions "subsidiary" and "holding company" shall have the meanings given to them by section 4 of the Companies Act 1956.
- 15. Applicable Law:** This agreement shall be governed by and construed in accordance with Indian Law and the parties submit to the non-exclusive jurisdiction of the Courts in Pune, Maharashtra, India.
- 16. Severability:** The various provisions and sub-provisions of this Agreement and its Annexes are severable and if any provision or identifiable part thereof is held to be unenforceable by any court of competent jurisdiction then such unenforceability shall not affect the enforceability of the remaining provisions or identifiable parts thereof in this Agreement or its Annexes.
- 17. Validity of this letter:** Please communicate your acceptance of this appointment and the associated terms and conditions within 3 calendar days from the date of issue of this letter after which this offer will not be valid.

18. We request you to confirm your acceptance of this appointment by returning a copy of this letter duly signed by you on all pages including the annexure. If you have any questions, please contact your Jade Global point of contact or write to mittal.sarvaiya@jadeglobal.com who will direct your questions to the appropriate person within Jade Global. We look forward to a mutually beneficial association with you.

Sincerely,
For Jade Global Software Pvt. Ltd.



Rajendra Raut
AVP – Talent Acquisition

Acceptance by the recipient:

I have read and understood all the terms and conditions contained in this letter as well as the annexure and agree to abide by the same. I am signing this document as a token of my having accepted employment with the company and the terms and conditions set out in this letter.

Aug 4, 2021

Signature:

Shashikant Borkar

Annexure - 1

Name:	Shashikant Borkar	
Title:	Associate Analyst	
Profile Code:	IC1	
Note: All amounts are in Indian Rupees		
Total Cash Compensation:	₹3,72,000	Per Annum
Base Pay (Fixed salary):	₹338184	Per Annum
Variable Pay: 10%	₹33816	Per Annum

Component	Monthly Amount	Annual Amount
Basic Pay	15000	180000
House Rent Allowance	6000	72000
Statutory Bonus	1750	21000
Company's contribution to your Provident Fund	1800	21600
Special Allowance	2912	34944
Gratuity Cost	720	8640
Total Base Pay	28182	338184
Variable Pay		33816
Total Cash Compensation:		₹372000

Sincerely,
For Jade Global Software Pvt. Ltd.

Rajendra Raut

Rajendra Raut
AVP – Talent Acquisition

Shashikant Borkar
Signature:

Komal Shukla

Date: 13 Oct 2021

6031/65971354/14735339/131021/1939

Dear Komal Shukla,

This is with reference to your application and subsequent test / interview you had with us, we are pleased to offer you employment in the **Manager Family** as **Assistant Manager** in the Job Role **Graduate Engineer Trainee** on the following terms and conditions:

01. PLACE OF POSTING

Your initial posting will be at **Mumbai RCP**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

You will join us as soon as possible but not later than **19 October 2021**.

02. COMPENSATION

Cost to Company: ₹ 3,50,000/- (₹ THREE LAKH FIFTY THOUSAND only) per annum.

CTC is the indicative cost to the company that includes following three major components:

A. Fixed Pay: ₹ 3,21,173/- (₹ THREE LAKH TWENTY ONE THOUSAND ONE HUNDRED SEVENTY THREE only) per annum.

This includes Basic Salary and other allowances, benefits, perquisites etc as per the compensation policy of the company.

B. Retirals : ₹ 28,827/- (₹ TWENTY EIGHT THOUSAND EIGHT HUNDRED TWENTY SEVEN only) per annum

This includes Provident Fund, Gratuity/Ex-gratia and Bonus as per applicable rules.

C. Performance Linked Incentive (PLI): ₹ 0/- (₹ NIL only) per annum

(This is the maximum payout at Performance Level Significantly Exceeds Expectations).

PLI is a performance linked incentive and is the variable component of the compensation. This will be determined on the basis of your individual performance, your business unit performance, and overall Reliance performance as determined by the Central Apex Committee. PLI is payable subject to the employee being on the rolls of the company and not serving notice period on the date of disbursement, notwithstanding any delay on the announcement of such disbursement.

In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company. **The available CTC components along with limits have been detailed in Annexure 1B.** Please note that the components within each category of payments are discretionary and the Company has the right to change these components any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.



Komal Shukla

6031/65971354/14735339/131021/1939

03. PROVIDENT FUND SCHEME:

You will become a member of the Provident Fund Scheme, as per the rules in force from time to time. The Company's contribution (including contribution to Central Government Pension Scheme) under this scheme is 12% of your Basic Salary plus personal special allowance (if applicable) with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the HR Department immediately upon joining.

Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Please review, acknowledge and accept the offer cum appointment letter with annexures including "Terms & Conditions of Employment" at Annexure II. These employment terms will be effective from the date of your joining the company and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents as per Annexure II and you being declared medically fit by authorized Medical Officer. We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,
For Jio Platforms Limited.

AUTHORISED SIGNATORY

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____

Komal Shukla

6031/65971354/14735339/131021/1939

ANNEXURE 1-A- Compensation Break-up			
Name : Komal Shukla			
Components	Amount in ₹		
	Monthly	Annually	
A. Fixed Pay			
1. Basic Salary	12,521	1,50,255	
2. Personal Special Allowance	2,479	29,745	
3. Residual Choice Pay	2,957	35,486	
4. Medical Insurance Premium (For self spouse 3 dependent children and dependent parents)	2,430	29,154	
5. Group Personal Accident Insurance Premium	57	679	
6. Group Term Life Insurance Premium	61	726	
7. House Rent Allowance	6,261	75,128	
Total - Fixed Pay [A]		26,766	3,21,173
B. Retirals and Bonus			
1. PF - Employer's Contribution (12% of [Basic Salary + PSA])	1,800	21,600	
2. Gratuity / Ex-gratia (4.81% of Basic Salary)	602	7,227	
3. Bonus (As per Act)	0	0	
Total - Retirals and Bonus [B]		2,402	28,827
C. Performance Linked Incentive (PLI)			
Total CTC [Fixed Pay + Retirals and Bonus + PLI]		29,168	3,50,000

1. The income tax calculation is provisional and is based on the current Income Tax Rules. Any change in the Rules will impact the Income Tax projections.
2. The insurance premium and coverage amount are subject to revision based on the company policy.
3. For computing Provident Fund Contribution, Basic Salary and other statutorily applicable allowances will be considered. Therefore, the actual provident fund contribution may vary from the illustration in Annexure 1-A.
4. Employees covered under ESIC will not be covered under GHI, GPA and GTLI.
5. PLI is computed based on a combination of individual performance, business / functional performance of the area the employee is assigned to and (or) working for, and company performance.



Komal Shukla

6031/65971354/14735339/131021/1939

A4. Group Hospitalization Insurance (GHI)

GHI provides risk coverage to you and your family members (spouse, dependent children and parents) in event of hospitalization. The coverage and mandatory debits in respect of the same are as follows:

#	Parameter	Description
1	Definition of Family	Self, Spouse, First 3 dependent children up to age of 25 years, 2 dependent parents
2	Floater Coverage (In Lacs)	₹ 5 Lacs
Insurance for family		
1	Family Insurance premium per annum	₹ 29,154
2	Self (insurance premium ₹ per annum)	Included in Family
3	Spouse (insurance premium ₹ per annum)	Included in Family
4	Children (First 3 up to the age of 25 years) (insurance premium ₹ per child per annum)	Included in Family
5	Insurance Top up Type	Optional
6	Top-up coverage for family (In Lacs)	₹ 5 Lacs
7	Top-up Premium for family (₹ per annum)	₹ 12,036
Insurance for Dependent Parents		
1	Floater Coverage (In ₹ Lacs)	Included in Family
2	Insurance Premium for both parents (₹ per annum)	Included in Family
3	Top-up Coverage (In Lacs)	Included in Family
4	Top-up Premium for both parents (₹ per annum)	Included in Family
Eligibility		
1	Hospital Room	Up to Non-deluxe AC Single Room
Additional Benefits		
Not Applicable		

You need to visit Employee Self Service (ESS) portal post joining to declare your dependents for coverage under Group Hospitalization Insurance.

The insurance premium and coverage amount are subject to revision as per Company Policy.



Namrata Ramkrushna Sutane

Date: 13 Oct 2021

6031/65971354/14736142/131021/1937

Dear Namrata Ramkrushna Sutane,

This is with reference to your application and subsequent test / interview you had with us, we are pleased to offer you employment in the **Manager Family** as **Assistant Manager** in the Job Role **Graduate Engineer Trainee** on the following terms and conditions:

01. PLACE OF POSTING

Your initial posting will be at **Mumbai RCP**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

You will join us as soon as possible but not later than **19 October 2021**.

02. COMPENSATION

Cost to Company: ₹ 3,50,000/- (₹ THREE LAKH FIFTY THOUSAND only) per annum.

CTC is the indicative cost to the company that includes following three major components:

A. Fixed Pay: ₹ 3,21,173/- (₹ THREE LAKH TWENTY ONE THOUSAND ONE HUNDRED SEVENTY THREE only) per annum.

This includes Basic Salary and other allowances, benefits, perquisites etc as per the compensation policy of the company.

B. Retirals : ₹ 28,827/- (₹ TWENTY EIGHT THOUSAND EIGHT HUNDRED TWENTY SEVEN only) per annum

This includes Provident Fund, Gratuity/Ex-gratia and Bonus as per applicable rules.

C. Performance Linked Incentive (PLI): ₹ 0/- (₹ NIL only) per annum

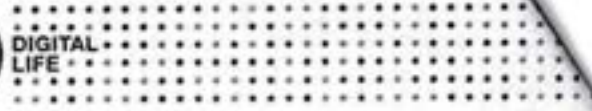
(This is the maximum payout at Performance Level Significantly Exceeds Expectations).

PLI is a performance linked incentive and is the variable component of the compensation. This will be determined on the basis of your individual performance, your business unit performance, and overall Reliance performance as determined by the Central Apex Committee. PLI is payable subject to the employee being on the rolls of the company and not serving notice period on the date of disbursement, notwithstanding any delay on the announcement of such disbursement.

In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company. **The available CTC components along with limits have been detailed in Annexure 1B.** Please note that the components within each category of payments are discretionary and the Company has the right to change these components any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.



DIGITAL
LIFE



Namrata Ramkrushna Sutane

6031/65971354/14736142/131021/1937

03. PROVIDENT FUND SCHEME:

You will become a member of the Provident Fund Scheme, as per the rules in force from time to time. The Company's contribution (including contribution to Central Government Pension Scheme) under this scheme is 12% of your Basic Salary plus personal special allowance (if applicable) with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the HR Department immediately upon joining.

Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Please review, acknowledge and accept the offer cum appointment letter with annexures including "Terms & Conditions of Employment" at Annexure II. These employment terms will be effective from the date of your joining the company and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents as per Annexure II and you being declared medically fit by authorized Medical Officer. We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,
For Jio Platforms Limited.

AUTHORISED SIGNATORY

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____

DIGITAL
LIFE

Namrata Ramkrushna Sutane

6031/65971354/14736142/131021/1937

ANNEXURE 1-A- Compensation Break-up			
Name : Namrata Ramkrushna Sutane			
Components		Amount in ₹	
		Monthly	Annually
A. Fixed Pay			
1.	Basic Salary	12,521	1,50,255
2.	Personal Special Allowance	2,479	29,745
3.	Residual Choice Pay	2,957	35,486
4.	Medical Insurance Premium (For self spouse 3 dependent children and dependent parents)	2,430	29,154
5.	Group Personal Accident Insurance Premium	57	679
6.	Group Term Life Insurance Premium	61	726
7.	House Rent Allowance	6,261	75,128
Total - Fixed Pay [A]		26,766	3,21,173
B. Retirals and Bonus			
1.	PF - Employer's Contribution (12% of [Basic Salary + PSA])	1,800	21,600
2.	Gratuity / Ex-gratia (4.81% of Basic Salary)	602	7,227
3.	Bonus (As per Act)	0	0
Total - Retirals and Bonus [B]		2,402	28,827
C. Performance Linked Incentive (PLI)		0	0
Total CTC [Fixed Pay + Retirals and Bonus + PLI]		29,168	3,50,000

1. The income tax calculation is provisional and is based on the current Income Tax Rules. Any change in the Rules will impact the Income Tax projections.
2. The insurance premium and coverage amount are subject to revision based on the company policy.
3. For computing Provident Fund Contribution, Basic Salary and other statutorily applicable allowances will be considered. Therefore, the actual provident fund contribution may vary from the illustration in Annexure 1-A.
4. Employees covered under ESIC will not be covered under GHI, GPA and GTLI.
5. PLI is computed based on a combination of Individual performance, business / functional performance of the area the employee is assigned to and (or) working for, and company performance.

Namrata Ramkrushna Sutane

6031/65971354/14736142/131021/1937

A4. Group Hospitalization Insurance (GHI)

GHI provides risk coverage to you and your family members (spouse, dependent children and parents) in event of hospitalization. The coverage and mandatory debits in respect of the same are as follows:

#	Parameter	Description
1	Definition of Family	Self, Spouse, First 3 dependent children up to age of 25 years, 2 dependent parents
2	Floater Coverage (In Lacs)	₹ 5 Lacs
Insurance for family		
1	Family Insurance premium per annum	₹ 29,154
2	Self (insurance premium ₹ per annum)	Included in Family
3	Spouse (insurance premium ₹ per annum)	Included in Family
4	Children (First 3 up to the age of 25 years) (Insurance premium ₹ per child per annum)	Included in Family
5	Insurance Top up Type	Optional
6	Top-up coverage for family (In Lacs)	₹ 5 Lacs
7	Top-up Premium for family (₹ per annum)	₹ 12,036
Insurance for Dependent Parents		
1	Floater Coverage (In ₹ Lacs)	Included in Family
2	Insurance Premium for both parents (₹ per annum)	Included in Family
3	Top-up Coverage (In Lacs)	Included in Family
4	Top-up Premium for both parents (₹ per annum)	Included in Family
Eligibility		
1	Hospital Room	Up to Non-deluxe AC Single Room
Additional Benefits		
Not Applicable		

You need to visit Employee Self Service (ESS) portal post joining to declare your dependents for coverage under Group Hospitalization Insurance.

The insurance premium and coverage amount are subject to revision as per Company Policy.

Shriya Wadetwar

Date: 13 Oct 2021

6031/65971354/14736090/131021/1935

Dear Shriya Wadetwar,

This is with reference to your application and subsequent test / interview you had with us, we are pleased to offer you employment in the Manager Family as Assistant Manager in the Job Role Graduate Engineer Trainee on the following terms and conditions:

01. PLACE OF POSTING

Your initial posting will be at Mumbai RCP.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

You will join us as soon as possible but not later than 19 October 2021.

02. COMPENSATION

Cost to Company: ₹ 3,50,000/- (₹ THREE LAKH FIFTY THOUSAND only) per annum.

CTC is the indicative cost to the company that includes following three major components:

A. Fixed Pay: ₹ 3,21,173/- (₹ THREE LAKH TWENTY ONE THOUSAND ONE HUNDRED SEVENTY THREE only) per annum.

This includes Basic Salary and other allowances, benefits, perquisites etc as per the compensation policy of the company.

B. Retirals : ₹ 28,827/- (₹ TWENTY EIGHT THOUSAND EIGHT HUNDRED TWENTY SEVEN only) per annum

This includes Provident Fund, Gratuity/Ex-gratia and Bonus as per applicable rules.

C. Performance Linked Incentive (PLI): ₹ 0/- (₹ NIL only) per annum

(This is the maximum payout at Performance Level Significantly Exceeds Expectations).

PLI is a performance linked incentive and is the variable component of the compensation. This will be determined on the basis of your individual performance, your business unit performance, and overall Reliance performance as determined by the Central Apex Committee. PLI is payable subject to the employee being on the rolls of the company and not serving notice period on the date of disbursement, notwithstanding any delay on the announcement of such disbursement.

In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company. The available CTC components along with limits have been detailed in Annexure 1B. Please note that the components within each category of payments are discretionary and the Company has the right to change these components any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.



Shriya Wadetwar

6031/65971354/14736090/131021/1935

03. PROVIDENT FUND SCHEME:

You will become a member of the Provident Fund Scheme, as per the rules in force from time to time. The Company's contribution (including contribution to Central Government Pension Scheme) under this scheme is 12% of your Basic Salary plus personal special allowance (if applicable) with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the HR Department immediately upon joining.

Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Please review, acknowledge and accept the offer cum appointment letter with annexures including "Terms & Conditions of Employment" at Annexure II. These employment terms will be effective from the date of your joining the company and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents as per Annexure II and you being declared medically fit by authorized Medical Officer. We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,
For Jio Platforms Limited.

AUTHORISED SIGNATORY

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____

Shriya Wadetwar

6031/65971354/14736090/131021/1935

ANNEXURE 1-A- Compensation Break-up			
Name : Shriya Wadetwar			
Components		Amount in ₹	
		Monthly	Annually
A. Fixed Pay			
1.	Basic Salary	12,521	1,50,255
2.	Personal Special Allowance	2,479	29,745
3.	Residual Choice Pay	2,957	35,486
4.	Medical Insurance Premium (For self spouse 3 dependent children and dependent parents)	2,430	29,154
5.	Group Personal Accident Insurance Premium	57	679
6.	Group Term Life Insurance Premium	61	726
7.	House Rent Allowance	6,261	75,128
Total - Fixed Pay [A]		26,766	3,21,173
B. Retirals and Bonus			
1.	PF - Employer's Contribution (12% of [Basic Salary + PSA])	1,800	21,600
2.	Gratuity / Ex-gratia (4.81% of Basic Salary)	602	7,227
3.	Bonus (As per Act)	0	0
Total - Retirals and Bonus [B]		2,402	28,827
C. Performance Linked Incentive (PLI)		0	0
Total CTC [Fixed Pay + Retirals and Bonus + PLI]		29,168	3,50,000

1. The income tax calculation is provisional and is based on the current Income Tax Rules. Any change in the Rules will impact the Income Tax projections.
2. The insurance premium and coverage amount are subject to revision based on the company policy.
3. For computing Provident Fund Contribution, Basic Salary and other statutorily applicable allowances will be considered. Therefore, the actual provident fund contribution may vary from the illustration in Annexure 1-A.
4. Employees covered under ESIC will not be covered under GHI, GPA and GTLI.
5. PLI is computed based on a combination of individual performance, business / functional performance of the area the employee is assigned to and (or) working for, and company performance.



Shriya Wadetwar

6031/65971354/14736090/131021/1935

A4. Group Hospitalization Insurance (GHI)

GHI provides risk coverage to you and your family members (spouse, dependent children and parents) in event of hospitalization. The coverage and mandatory debits in respect of the same are as follows:

#	Parameter	Description
1	Definition of Family	Self, Spouse, First 3 dependent children up to age of 25 years, 2 dependent parents
2	Floater Coverage (In Lacs)	₹ 5 Lacs
Insurance for family		
1	Family Insurance premium per annum	₹ 29,154
2	Self (insurance premium ₹ per annum)	Included in Family
3	Spouse (insurance premium ₹ per annum)	Included in Family
4	Children (First 3 up to the age of 25 years) (Insurance premium ₹ per child per annum)	Included in Family
5	Insurance Top up Type	Optional
6	Top-up coverage for family (In Lacs)	₹ 5 Lacs
7	Top-up Premium for family (₹ per annum)	₹ 12,036
Insurance for Dependent Parents		
1	Floater Coverage (In ₹ Lacs)	Included in Family
2	Insurance Premium for both parents (₹ per annum)	Included in Family
3	Top-up Coverage (In Lacs)	Included in Family
4	Top-up Premium for both parents (₹ per annum)	Included in Family
Eligibility		
1	Hospital Room	Up to Non-deluxe AC Single Room
Additional Benefits		
Not Applicable		

You need to visit Employee Self Service (ESS) portal post joining to declare your dependents for coverage under Group Hospitalization Insurance.

The insurance premium and coverage amount are subject to revision as per Company Policy.



DIGITAL
LIFE

Vaishnavi Chandak

Date: 13 Oct 2021

6031/65971354/13997686/131021/1940

Dear Vaishnavi Chandak,

This is with reference to your application and subsequent test / interview you had with us, we are pleased to offer you employment in the **Manager Family** as **Assistant Manager** in the Job Role **Graduate Engineer Trainee** on the following terms and conditions:

01. PLACE OF POSTING

Your initial posting will be at **Mumbai RCP**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

You will join us as soon as possible but not later than **19 October 2021**.

02. COMPENSATION

Cost to Company: ₹ 3,50,000/- (₹ THREE LAKH FIFTY THOUSAND only) per annum.

CTC is the indicative cost to the company that includes following three major components:

A. Fixed Pay: ₹ 3,21,173/- (₹ THREE LAKH TWENTY ONE THOUSAND ONE HUNDRED SEVENTY THREE only) per annum.

This includes Basic Salary and other allowances, benefits, perquisites etc as per the compensation policy of the company.

B. Retirals : ₹ 28,827/- (₹ TWENTY EIGHT THOUSAND EIGHT HUNDRED TWENTY SEVEN only) per annum

This includes Provident Fund, Gratuity/Ex-gratia and Bonus as per applicable rules.

C. Performance Linked Incentive (PLI): ₹ 0/- (₹ NIL only) per annum

(This is the maximum payout at Performance Level Significantly Exceeds Expectations).

PLI is a performance linked incentive and is the variable component of the compensation. This will be determined on the basis of your individual performance, your business unit performance, and overall Reliance performance as determined by the Central Apex Committee. PLI is payable subject to the employee being on the rolls of the company and not serving notice period on the date of disbursement, notwithstanding any delay on the announcement of such disbursement.

In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company. **The available CTC components along with limits have been detailed in Annexure 1B.** Please note that the components within each category of payments are discretionary and the Company has the right to change these components any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Date: 13 Oct 2021

Page 6 of 20

Jio Platforms Limited: CIN U72900GJ2019PLC110816

Registered Address : 101, Saffron, Nt. Centre Point, Panchwati 5 Rasta, Ambawadi, Ahmedabad 380006, Gujarat, India

Vaishnavi Chandak

6031/65971354/13997686/131021/1940

03. PROVIDENT FUND SCHEME:

You will become a member of the Provident Fund Scheme, as per the rules in force from time to time. The Company's contribution (including contribution to Central Government Pension Scheme) under this scheme is 12% of your Basic Salary plus personal special allowance (if applicable) with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the HR Department immediately upon joining.

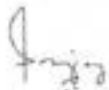
Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Please review, acknowledge and accept the offer cum appointment letter with annexures including "Terms & Conditions of Employment" at Annexure II. These employment terms will be effective from the date of your joining the company and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents as per Annexure II and you being declared medically fit by authorized Medical Officer. We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,
For Jio Platforms Limited.



AUTHORISED SIGNATORY

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____

Vaishnavi Chandak

6031/65971354/13997686/131021/1940

ANNEXURE 1-A- Compensation Break-up			
Name : Vaishnavi Chandak			
Components		Amount in ₹	
		Monthly	Annually
A. Fixed Pay			
1.	Basic Salary	12,521	1,50,255
2.	Personal Special Allowance	2,479	29,745
3.	Residual Choice Pay	2,957	35,486
4.	Medical Insurance Premium (For self spouse 3 dependent children and dependent parents)	2,430	29,154
5.	Group Personal Accident Insurance Premium	57	679
6.	Group Term Life Insurance Premium	61	726
7.	House Rent Allowance	6,261	75,128
Total - Fixed Pay [A]		26,766	3,21,173
B. Retirals and Bonus			
1.	PF - Employer's Contribution (12% of [Basic Salary + PSA])	1,800	21,600
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3.	Bonus (As per Act)	0	0
Total - Retirals and Bonus [B]		2,402	28,827
C. Performance Linked Incentive (PLI)		0	0
Total CTC [Fixed Pay + Retirals and Bonus + PLI]		29,168	3,50,000

1. The income tax calculation is provisional and is based on the current Income Tax Rules. Any change in the Rules will impact the Income Tax projections.
2. The insurance premium and coverage amount are subject to revision based on the company policy.
3. For computing Provident Fund Contribution, Basic Salary and other statutorily applicable allowances will be considered. Therefore, the actual provident fund contribution may vary from the illustration in Annexure 1-A.
4. Employees covered under ESIC will not be covered under GHI, GPA and GTLI.
5. PLI is computed based on a combination of individual performance, business / functional performance of the area the employee is assigned to and (or) working for, and company performance.



Vaishnavi Chandak

6031/65971354/13997686/131021/1940

A4. Group Hospitalization Insurance (GHI)

GHI provides risk coverage to you and your family members (spouse, dependent children and parents) in event of hospitalization. The coverage and mandatory debits in respect of the same are as follows:

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1	Definition of Family	Self, Spouse, First 3 dependent children up to age of 25 years, 2 dependent parents
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1	Family Insurance premium per annum	₹ 29,154
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3	Spouse (insurance premium ₹ per annum)	Included in Family
4	Children (First 3 up to the age of 25 years) (Insurance premium ₹ per child per annum)	Included in Family
5	Insurance Top up Type	Optional
6	Top-up coverage for family (In Lacs)	₹ 5 Lacs
7	Top-up Premium for family (₹ per annum)	₹ 12,036
Insurance for Dependent Parents		
1	Floater Coverage (In ₹ Lacs)	Included in Family
2	Insurance Premium for both parents (₹ per annum)	Included in Family
3	Top-up Coverage (In Lacs)	Included in Family
4	Top-up Premium for both parents (₹ per annum)	Included in Family
Eligibility		
1	Hospital Room	Up to Non-deluxe AC Single Room
Additional Benefits		
Not Applicable		

You need to visit Employee Self Service (ESS) portal post joining to declare your dependents for coverage under Group Hospitalization Insurance.

The insurance premium and coverage amount are subject to revision as per Company Policy.

TAP) 2021/11/



LTI - Offer Of Employment !!!



Inbox



Campbuzz@l... 11:24 am



to me ^

From /Campbuzz@Intinfotech.com

To giteshdeshmukh6767@gmail.com

Date 7 Sep 2021, 11:24 am



Standard encryption (TLS).

See security details

Dear Gitesh Deshmukh,

Congratulations !!!

You have been selected to be a
part of LTI.

Further to your selection, find
attached your Offer of
Employment.

Date: September 7, 2021

Ref: LTI/HR/Campus/EN1/2021

Name: Sakshi Rameshwar Samudre

College: Shri Sant Gajanan Maharaj College of Engineering Sheagon

OFFER OF EMPLOYMENT

Dear Sakshi Rameshwar Samudre,

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.3,52,637/-** 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**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

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.ltininfotech.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
Director - Campus
Recruitment, Learning
& OD

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name	: Sakshi Rameshwar Samudre	Date	: September 7, 2021
Salary Grade	: GE2		
Components	Rs. p.a.	Rs. p.m.	
Basic		15,000	
Bouquet of Benefits		11,300	
A. Base Salary (PA)	315,600	26,300	
Annual Incentive	0		
B. Total Variable (PA)	0		
C. Total Target Cash (A+B)	315,600		
Provident Fund (PF)	21,600	1,800	
Gratuity	8,664	722	
Mediclaime Premium	6,773		
D. Retirals & Other Benefits	37,037		
Cost to Company (CTC) C+D	352,637		

TAP/2021/N/62



Corporate Headquarters: 1700 International Pkwy, Ste 200, Richardson, TX 75081 USA
T: +1 469 916 4393 F: +1 469 916 4397 sales@mavenir.com mavenir.com

Registered Office Address: 7th Floor, MFAR Green Heart-Phase 4, Maryata Embassy Business Park, Outer Ring Road, Nagavara, Bengaluru - 560 045. Tel: +91-80-3368 8200
Corporate Identity Number: U32304KA2007FTC041366

13 May 2022

Welcome to Mavenir Manali Anil Toshniwal

Congratulations and welcome to Mavenir. We are delighted that you have decided to grow your career with us.

Our future success is strongly linked to the quality of talent in our organization; our employees are one of the best and one of the brightest in the industry. We provide our global workforce an environment that fosters a culture of innovation, excellence and continuous learning. Like others before you, you will be able to build your career at Mavenir into a journey of personal growth and success.

To prepare for your employment with Mavenir, we've included an Employee Offer Packet containing the documents you will need to submit to Mavenir before you begin. Please contact your hiring manager or the recruitment team member to firm up your start date.

You have chosen an exciting time to join us. Again, congratulations and welcome aboard!

Malini Ramdev
Senior Director - Human Resources

13 May 2022

Ms. Manali Anil Toshniwal
Anil agency, Gavane Road,
New Mondha, Parbhani- 431401

Dear Manali,

Subsequent to your application and the interview meetings, we are pleased to offer you the position of Graduate Engineer with Mavenir Systems Pvt. Ltd., ("MSPL" or "Company").

- ✓ Annual Fixed Salary: Cost To Company (CTC) is INR.8,00,000 p.a.(Rupees Eight Lakhs Only per annum), subject to applicable deductions as per Income Tax rules
- ✓ Annual Benefit Plan is INR.60,077(Rupees Sixty Thousand Seventy Seven Only)
- ✓ Total Cost To Company (TCTC) INR.8,60,077 p.a.(Rupees Eight Lakhs Sixty Thousand Seventy Seven Only)

The break-up of the annual salary is given in the Annexure 'A'

This offer must be read and accepted in conjunction with Confidentiality agreement. In addition to the terms and conditions stated in the above documents, there are other company policies and procedures which you agree to observe and follow during your employment with MSPL.

Your normal workplace will be at company's offices in India. However, MSPL based on its business needs and/or at its discretion can transfer you to any of its branch offices, subsidiaries, associates/ affiliate companies or client offices, or any other location in India or overseas. In such cases, your employment may be governed by terms and conditions of service applicable at the new location/company.

This offer of employment is contingent upon no adverse information being obtained during reference check with previous employers through background verification and satisfactory completion of MSPL's pre-employment background screening process. By accepting this offer letter you hereby consent to the collection, storage, use, processing and transfer of your data, including sensitive personal data relating to you, by MSPL for legal, administrative and management purposes, including for conduct of such background investigations and/or reference checks that may be carried out in relation to you by MSPL as well as to process payroll information. If you fail any of the above checks, validation or approval, or do not cooperate or provide assistance in undergoing such checks, validation or approval process, this conditional offer will immediately be withdrawn without any claim against, or liability to MSPL.

Once all the information has been obtained and you have satisfactorily completed and cleared MSPL's pre-employment background screening process, the same will be communicated to recruitment department. Upon commencement of your employment with MSPL, a final background check will be undertaken with respect to your former employer as applicable. In the event, if it is found that you have provided incorrect, false or misleading information in relation to your former employment, your employment with MSPL will immediately be terminated without any notice or pay in lieu thereof.

Further, this offer of employment is also contingent upon you having validly terminated any pre-existing employment and having submitted appropriate release letters or such other documentation from the previous employers as may be requested by the Company.

Candidate Name: Manali Anil Toshniwal

Candidate Signature: 

Employee Benefits: You will be covered under Company's employee insurance benefits prevailing during your tenure. Your employment benefits at MSPL would be in accordance with prevailing Human Resources policies and would include Group Medical Cover, Group Accident Cover & Group Life cover.

Full time Work: You shall be in whole time employment with the Company and you shall devote yourself exclusively to the business of the Company. You will not take any other work for remuneration [part-time or otherwise] or work on advisory capacity or be interested directly or indirectly [except as share or debenture holder] in any other trade or business during the employment with the Company.

Probation & Confirmation: You will be on probation for a period of three (3) months from the date of your joining MSPL and receipt of references satisfactory to the Company. Your probation period may be extended, if considered necessary, at the discretion of MSPL. In a situation where your employment at MSPL cannot be confirmed at the end of the probation period, MSPL reserves the right to immediately terminate your services without any notice or consideration, provided the probation period (including any extension) does not exceed 6 months.

You are required to give 2 months notice in writing of your intention to terminate your employment with the company during your probation period. The notice period to be provided by both you and the company shall be 3 months (or pay in lieu thereof) after the confirmation of your services.

No Smoking Policy - MSPL operates a 'No Smoking' Policy throughout its sites.

Collective Agreements - Your terms and conditions of employment are not subject to collective agreements with Trade Unions.

In the event that you have commenced working for MSPL prior to completion of the background screening process, and have subsequently failed any of the checks, validation or approval, or have not co-operated or provided assistance in undergoing such checks, validation or approval process, your employment will be terminated with immediate effect without any claim against, or liability to MSPL.

By accepting this offer you confirm that there are no contractual or other legal impediments which may prevent you from commencing employment with the company. Upon acceptance by you, a formal appointment letter will be issued by the Company on your date of joining.

New employees are inducted every Monday/Thursday beginning 9.00am. You may therefore choose to commence on Monday or Thursday based on prior confirmation from the Company. On the day of your commencement you will be required to execute all pages including the detailed appointment letter and the Confidentiality agreement.

Please note that this letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between you and the Company. Any employer-employee relationship is only meant to arise upon execution of the appointment letter that will be provided to you at the time of joining. Upon execution of the appointment letter, this letter shall form a part of the terms of your employment and shall be read together with the appointment letter and confidentiality agreement.

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

If you have any questions regarding the conditions of your offer, please feel free to contact the recruitment team member.

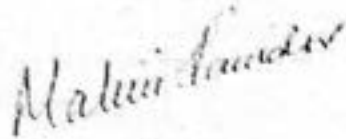
Candidate Name: Manali Anil Toshniwal

Candidate Signature: _____

The letter of offer is valid for 2 days from the date hereof for conveying your acceptance.

We look forward to having you with us in our team.

Sincerely,
For and on behalf of Mavenir Systems Pvt. Ltd.



Malini Ramdev
Senior Director - Human Resources

I, Manali Anil Toshniwal agree with, understand and accept the above terms.

Candidate Signature: 

Date: 14 may 2022

Aug 3, 2021

Mr. Sarvesh Girish KULKARNI,**SUBJECT: LETTER OF OFFER**Dear **Sarvesh Girish,**

Apropos to the discussions held with you, we are pleased to offer you employment designated as "**Executive - Supply Chain - Analyst**" with **Michelin India Pvt Ltd**, on mutually agreed terms and conditions. Your annual Cost To Company will be **INR 650000/-**. The detailed break-up of the salary is attached as per **Annexure 'A'**.

A snapshot of other benefits is attached as **Annexure 'B'**.

The formal letter of appointment will be issued on your confirmation to our offer and will be subject to the satisfactory completion of the reference check, check of relevant documents and to your being found medically fit by the Company. Also, you would be required to sign the Non-Compete and Non-Solicitation Agreement at the time of joining. The offer to appointment shall be automatically withdrawn if you are found unfit on medical examination, or if you fail to clear the reference and documentary check.

Please note that in order to process your application we shall be conducting verification of your resume as well as performing background checks. In case you do not agree to the resume verification and the background checks please inform us immediately that you wish to withdraw your resume"

You will be required to submit the following documents on joining:

1. Copies of certificates testifying your educational qualifications and experience.
2. Certificate of Age proof.
3. Ten copies of recent passport size color photograph.
4. Proof of last drawn salary from your previous employer.
5. Income Tax statement / Certificate from your previous employer in fulfillment of your requirement of statute in force (form 16 A).
6. ID Proof (in specific a Copy of your Passport/PAN & Aadhaar card)
7. Relieving letter from previous employer.
8. Marriage Proof or Wife Passport copy/Child Birth Certificate

The company operates for five days in a week and every employee is expected to work for 9 hours as per the assigned Roster Schedule and the list defined by the company which may be amended by the Company as it may deem fit from time to time. Appropriate flexibility specific to your job function would be required from time to time.

Your initial place of reporting will be at **World Trade Centre, Tower # 4, Floor No # 5, Survey No # 1, MIDC Knowledge Park, Pune - 411014** and you will report for joining services on **August 5, 2021 at 0900 hrs** at the above-mentioned address.

However, you are liable to be transferred to any other offices or branch office of the Company or in any of the joint ventures, affiliates or associated companies as may be required from time to time, whether located in India or abroad. It shall be the Company's sole discretion to decide its necessities and a suitable position for you from time to time, for you to work within the Company.

The terms & conditions applicable to such other place/establishment will apply to you consequent upon your transfer. In the event of your not joining the duty at the place to which you are transferred, within seven days of the date mentioned in the transfer order, you shall be deemed to have relinquished and resigned from your employment and you shall cease to be in our employment.

You are requested to sign and return a copy of this letter as a token of your acceptance of our offer.

Yours faithfully,

for **Michelin India Pvt Ltd**

Laurent LADROYES
Head Site - SP (Pune & Gurgaon)

Annexure 'A' – DETAILED BREAK UP OF SALARY

Name of the Candidate – **Sarvesh Girish KULKARNI**

PARTICULARS		
Salary and Allowances	Monthly (INR)	Yearly (INR)
Basic Salary	21667	260000
Flexible Allowances	29900	358800
Employers' contribution to Provident Fund	2600	31200
Total CTC	INR. 54167	INR. 650000
Yearly CTC (in words)	Rupees Six Lakh Fifty Thousand Only	
Flexible Allowances - Overview*		
House Rent Allowance	30%, 40% or 50% of Basic Salary (30% only in case of car lease program)	
Leave Travel Allowance (LTA)	0 to 10% of CTC, subject to a maximum of 1,00,000 per annum	
Telephone Expense Reimbursement	0 - 36,000 per annum	
Professional Development	0 to 10% of CTC, subject to a maximum of 1,50,000 per annum	
Running & Maintenance reimbursement and/or Driver reimbursement	Car less than 1600 cc: 21,600 per annum Car greater than 1600 cc: 28,800 per annum Two-Wheeler: 10,800 per annum	
Car Lease Program	Up-to 30% of CTC, inclusive of: Car Lease rental Fuel/R&M reimbursement: up-to 1,80,000 per annum Driver reimbursement: up-to 1,80,000 per annum	
National Pension Scheme (NPS)	0%, 2.5%, 5%, 7.5% or 10% of annual basic salary	
Compensatory Allowance	Difference of 'Flexible Allowances' and total value of all the above allowances opted - paid on a monthly basis	

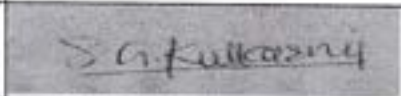
* For more details, please refer "Salary Structure & Reimbursement Guidelines"

for **Michelin India Pvt Ltd**

Laurent LADROYES
Head Site - SP (Pune & Gurgaon)

I confirm and accept the terms and conditions of your offer letter and shall be joining on 5 August 2021.

Note: To be filled by the candidate

Name of the candidate (as per Passport / Aadhar)	Kulkarni Sarvesh Girish
Present Address	Infront of Sharma Hospital ,SBI ROAD , Durga chawk , Jalgaon Jamod PIN-443402 DIST Buldana
Permanent Address	Infront of Sharma Hospital ,SBI ROAD , Durga chawk , Jalgaon Jamod PIN-443402 DIST Buldana
Mobile - 1	7058174002
Mobile - 2 (if any)	
Telephone	
Signature	
Date	04-08-2021
Place	Jalgaon Jamod

Annexure 'B' – OTHER BENEFITS

Category	Component	Value	Remarks
Variable Pay/Bonus	Variable Pay	Upto 5% (depending on the performance) of Fixed Annual Cash (FAC)	Eligibility as per policy
	Festive/Diwali Bonus	INR 10,000/- per annum	Paid on Diwali (to confirmed employees)
Retirals/ Long term Incentives	Gratuity	4.81% of Annual Basic Salary	As per 'Payment of Gratuity Act'
	Long Service Award	INR 21,000/-	Paid on completion of every five years of service
	Employee Shareholder Plan	Allows employee to own Michelin shares at substantially discounted prices	Launched every two years by the Michelin Group
Insurance Benefit	Group Medi-Claim Insurance	INR 400,000 – for self and family	Coverage as per policy terms. Does not include parents
	Group Term Life Insurance	5 times of annual CTC – for employee	Coverage as per policy terms
	Group Personal Accident Insurance	5 times of annual CTC – for employee	
	OPD Benefit	Coverage of INR 10,000 per annum	
	Medical insurance for parents at subsidized cost	-	
Company Tyres	Free Tyres	Free Michelin tyres	Once in two years
	Discounted Tyres	15% discount for a maximum of 20 car/two-wheeler tyres	As per terms of 'Friends & Family' Program, announced each year

Note:

- All policies are subject to change at Management discretion
- "GB" – Group Bonus | "TB" – Team Bonus
- Variable Pay – The percentage of total variable pay is rounded off to the nearest whole number

-end of page

Aug 3, 2021

Mr. Sarvesh Girish KULKARNI,**SUBJECT: LETTER OF OFFER**Dear **Sarvesh Girish,**

Apropos to the discussions held with you, we are pleased to offer you employment designated as "**Executive - Supply Chain - Analyst**" with **Michelin India Pvt Ltd**, on mutually agreed terms and conditions. Your annual Cost To Company will be **INR 650000/-**. The detailed break-up of the salary is attached as per **Annexure 'A'**.

A snapshot of other benefits is attached as **Annexure 'B'**.

The formal letter of appointment will be issued on your confirmation to our offer and will be subject to the satisfactory completion of the reference check, check of relevant documents and to your being found medically fit by the Company. Also, you would be required to sign the Non-Compete and Non-Solicitation Agreement at the time of joining. The offer to appointment shall be automatically withdrawn if you are found unfit on medical examination, or if you fail to clear the reference and documentary check.

Please note that in order to process your application we shall be conducting verification of your resume as well as performing background checks. In case you do not agree to the resume verification and the background checks please inform us immediately that you wish to withdraw your resume"

You will be required to submit the following documents on joining:

1. Copies of certificates testifying your educational qualifications and experience.
2. Certificate of Age proof.
3. Ten copies of recent passport size color photograph.
4. Proof of last drawn salary from your previous employer.
5. Income Tax statement / Certificate from your previous employer in fulfillment of your requirement of statute in force (form 16 A).
6. ID Proof (in specific a Copy of your Passport/PAN & Aadhaar card)
7. Relieving letter from previous employer.
8. Marriage Proof or Wife Passport copy/Child Birth Certificate

The company operates for five days in a week and every employee is expected to work for 9 hours as per the assigned Roster Schedule and the list defined by the company which may be amended by the Company as it may deem fit from time to time. Appropriate flexibility specific to your job function would be required from time to time.

Your initial place of reporting will be at **World Trade Centre, Tower # 4, Floor No # 5, Survey No # 1, MIDC Knowledge Park, Pune - 411014** and you will report for joining services on **August 5, 2021 at 0900 hrs** at the above-mentioned address.

However, you are liable to be transferred to any other offices or branch office of the Company or in any of the joint ventures, affiliates or associated companies as may be required from time to time, whether located in India or abroad. It shall be the Company's sole discretion to decide its necessities and a suitable position for you from time to time, for you to work within the Company.

The terms & conditions applicable to such other place/establishment will apply to you consequent upon your transfer. In the event of your not joining the duty at the place to which you are transferred, within seven days of the date mentioned in the transfer order, you shall be deemed to have relinquished and resigned from your employment and you shall cease to be in our employment.

You are requested to sign and return a copy of this letter as a token of your acceptance of our offer.

Yours faithfully,

for **Michelin India Pvt Ltd**

Laurent LADROYES
Head Site - SP (Pune & Gurgaon)

Annexure 'A' – DETAILED BREAK UP OF SALARY

Name of the Candidate – **Sarvesh Girish KULKARNI**

PARTICULARS		
Salary and Allowances	Monthly (INR)	Yearly (INR)
Basic Salary	21667	260000
Flexible Allowances	29900	358800
Employers' contribution to Provident Fund	2600	31200
Total CTC	INR. 54167	INR. 650000
Yearly CTC (in words)	Rupees Six Lakh Fifty Thousand Only	
Flexible Allowances - Overview*		
House Rent Allowance	30%, 40% or 50% of Basic Salary (30% only in case of car lease program)	
Leave Travel Allowance (LTA)	0 to 10% of CTC, subject to a maximum of 1,00,000 per annum	
Telephone Expense Reimbursement	0 - 36,000 per annum	
Professional Development	0 to 10% of CTC, subject to a maximum of 1,50,000 per annum	
Running & Maintenance reimbursement and/or Driver reimbursement	Car less than 1600 cc: 21,600 per annum Car greater than 1600 cc: 28,800 per annum Two-Wheeler: 10,800 per annum	
Car Lease Program	Up-to 30% of CTC, inclusive of: Car Lease rental Fuel/R&M reimbursement: up-to 1,80,000 per annum Driver reimbursement: up-to 1,80,000 per annum	
National Pension Scheme (NPS)	0%, 2.5%, 5%, 7.5% or 10% of annual basic salary	
Compensatory Allowance	Difference of 'Flexible Allowances' and total value of all the above allowances opted - paid on a monthly basis	

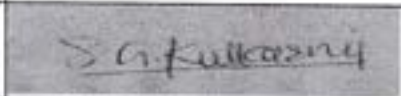
* For more details, please refer "Salary Structure & Reimbursement Guidelines"

for **Michelin India Pvt Ltd**

Laurent LADROYES
Head Site - SP (Pune & Gurgaon)

I confirm and accept the terms and conditions of your offer letter and shall be joining on 5 August 2021.

Note: To be filled by the candidate

Name of the candidate (as per Passport / Aadhar)	Kulkarni Sarvesh Girish
Present Address	Infront of Sharma Hospital ,SBI ROAD , Durga chawk , Jalgaon Jamod PIN-443402 DIST Buldana
Permanent Address	Infront of Sharma Hospital ,SBI ROAD , Durga chawk , Jalgaon Jamod PIN-443402 DIST Buldana
Mobile - 1	7058174002
Mobile - 2 (if any)	
Telephone	
Signature	
Date	04-08-2021
Place	Jalgaon Jamod

Annexure 'B' – OTHER BENEFITS

Category	Component	Value	Remarks
Variable Pay/Bonus	Variable Pay	Upto 5% (depending on the performance) of Fixed Annual Cash (FAC)	Eligibility as per policy
	Festive/Diwali Bonus	INR 10,000/- per annum	Paid on Diwali (to confirmed employees)
Retirals/ Long term Incentives	Gratuity	4.81% of Annual Basic Salary	As per 'Payment of Gratuity Act'
	Long Service Award	INR 21,000/-	Paid on completion of every five years of service
	Employee Shareholder Plan	Allows employee to own Michelin shares at substantially discounted prices	Launched every two years by the Michelin Group
Insurance Benefit	Group Medi-Claim Insurance	INR 400,000 – for self and family	Coverage as per policy terms. Does not include parents
	Group Term Life Insurance	5 times of annual CTC – for employee	Coverage as per policy terms
	Group Personal Accident Insurance	5 times of annual CTC – for employee	
	OPD Benefit	Coverage of INR 10,000 per annum	
	Medical insurance for parents at subsidized cost	-	
Company Tyres	Free Tyres	Free Michelin tyres	Once in two years
	Discounted Tyres	15% discount for a maximum of 20 car/two-wheeler tyres	As per terms of 'Friends & Family' Program, announced each year

Note:

- All policies are subject to change at Management discretion
- "GB" – Group Bonus | "TB" – Team Bonus
- Variable Pay – The percentage of total variable pay is rounded off to the nearest whole number

-end of page



Mindtree

A Larsen & Toubro Group Company

TAP/2021/S/13
Date:07-Jul-2021

To

PRASAD MUKKAWAR
INDIA

Dear PRASAD MUKKAWAR,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an ENGINEER in the Salary Grade C1 subject to the following terms and conditions.
 - 2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining
 - b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:
$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$
$$\text{Aggregate \%} = \text{Aggregate} * 100$$
 - c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.
- 2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme and the training location will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs.
- 2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent emails.



Mindtree

A Larsen & Toubro Group Company

2.4. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.5. The period of Orchard is 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree.

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

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

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

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

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

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited

Rosalee M Kombial
Vice President-People Function



Mindtree

A Larsen & Toubro Group Company

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

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

Your Signature	
Your Name in Capital letters	PRASAD MUKKAWAR

Annexure 1

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

Name : PRASAD MUKKAWAR
Salary Grade : C1
Designation : ENGINEER
Stipend : INR 26,000 per month.

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

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

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for 2021 - 2022 is as follows.

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

More details will be provided at the time of joining.



Mindtree

A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from date of confirmation

Name : PRASAD MUKKAWAR

Salary Grade : C1

Designation : ENGINEER

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

Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	352,008
Bonus / Variable Compensation**	48,000
Annual Cost to Company	400,008

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



Mindtree
A Larsen & Toubro Group Company

Date:08-Jul-2021

To

PRASANNA RATHI
INDIA

Dear PRASANNA RATHI,

Sub: Offer of Training and Employment

- 1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.
- 2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an ENGINEER in the Salary Grade C1 subject to the following terms and conditions.

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

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

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

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

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

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme and the training location will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs.

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

Prasanna Santoshkumar Rathi
Prasanna Santoshkumar Rathi On 8, 2021 11:19 GMT+5:30



Mindtree

A Larsen & Toubro Group Company

2.4. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre-orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.5. The period of Orchard is 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree.

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

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

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

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

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

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited

Rosalee M Kombial
Vice President-People Function

Prasanna Santoshkumar Rathi
Prasanna Santoshkumar Rathi (Jul 8, 2021 21:19 GMT+5.3)



Mindtree

A Larsen & Toubro Group Company

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

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

Your Signature	<i>Prasanna Santoshkumar Rathi</i> <small>Prasanna Santoshkumar Rathi (Jaf 8, 2021 21:29:54T+5:3)</small>
Your Name in Capital letters	PRASANNA RATHI

Annexure 1

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

Name : PRASANNA RATHI
Salary Grade : CI
Designation : ENGINEER
Stipend : INR 26,000 per month.

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

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

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for 2021 - 2022 is as follows.

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

More details will be provided at the time of joining.

Annexure 2

Compensation stack effective from date of confirmation

Name : PRASANNA RATHI
Salary Grade : C1
Designation : ENGINEER

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

Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	352,008
Bonus / Variable Compensation**	48,000
Annual Cost to Company	400,008

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

Prasanna Santoshkumar Rathi
Prasanna Santoshkumar Rathi (Jul 6, 2023 11:19 GMT+5.5)



Date:08-Jul-2021

To
RAKSHADA VIVEK WANKHADE
INDIA

Dear RAKSHADA VIVEK WANKHADE,

Sub: Offer of Training and Employment

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

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

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

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

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

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

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme and the training location will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs.

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

Rakshada Vivek Wankhade
Rakshada Vivek Wankhade (JUL 8, 2021 10:40 GMT+5.30)



Mindtree

A Larsen & Toubro Group Company

2.4. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.5. The period of Orchard is 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree.

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

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

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

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

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

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited

Rosalee M Kombial
Vice President-People Function

Rakshada Vivek Wankhade
Rakshada Vivek Wankhade (Jul 9, 2023 15:45 GMT+5.5)



Mindtree

A Larsen & Toubro Group Company

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, RAKSHADA VIVEK WANKHADE, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	<i>Rakshada Vivek Wankhade</i> <small>Rakshada Vivek Wankhade (Jul 8, 2021 19:48 GMT+5.30)</small>
Your Name in Capital letters	RAKSHADA VIVEK WANKHADE

Annexure 1

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

Name : RAKSHADA VIVEK WANKHADE
Salary Grade : C1
Designation : ENGINEER
Stipend : INR 26,000 per month.

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

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

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for 2021 - 2022 is as follows.

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

More details will be provided at the time of joining.



Mindtree

A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from date of confirmation

Name : RAKSHADA VIVEK WANKHADE

Salary Grade : C1

Designation : ENGINEER

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

Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	352,008
Bonus / Variable Compensation**	48,000
Annual Cost to Company	400,008

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

Rakshada Vivek Wankhade

Rakshada Vivek Wankhade (Jul 8, 2021 19:48 GMT+5:30)



Mindtree

A Larsen & Toubro Group Company

Date:19-Jun-2021

To

Tushar Bendarkar
INDIA

Dear Tushar Bendarkar,

Sub: Offer of Training and Employment

- 1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.
- 2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an ENGINEER in the Salary Grade C1 subject to the following terms and conditions.

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

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

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

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

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

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme and the training location will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs.

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



Mindtree

A Larsen & Toubro Group Company

2.4. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre-orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.5. The period of Orchard is 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree.

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

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

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

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

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

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited

Rosalee M Kombial
Vice President-People Function



Mindtree

A Larsen & Toubro Group Company

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

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

Your Signature	
Your Name in Capital letters	TUSHAR BENDARKAR

Annexure 1

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

Name : Tushar Bendarkar
Salary Grade : C1
Designation : ENGINEER
Stipend : INR 26,000 per month.

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

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

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for 2021 - 2022 is as follows.

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

More details will be provided at the time of joining.



Mindtree

A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from date of confirmation

Name : Tushar Bendarkar

Salary Grade : C1

Designation : ENGINEER

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

Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	352,008
Bonus / Variable Compensation**	48,000
Annual Cost to Company	400,008

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

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

From: **Mphasis - Campus Hiring** <campushires@mphasis.com>
 Date: Tue, 24 Aug 2021, 5:40 pm
 Subject: Mphasis_Letter of Intent!
 To: ankitasontakke1999@gmail.com <ankitasontakke1999@gmail.com>

Ref.No- MPTH_CD2021-0971

Dear Ankitadattatray Sontakke,

College Name: **SSGMCE,Shegaon.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum**, which would be effective 1st of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis - **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2021 passing out candidates anytime between June 1, 2021 to April 30, 2022. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

- a. PAN card
- b. Aadhar card
- c. Passport
- d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campushires@mphasis.com.

Thanks and Regards

Mphasis – Campus Team

17

from: **Ekta Paldiwal** <ektapaldiwal111@gmail.com>
 to: tpoosgmce@gmail.com
 date: Jul 26, 2021, 4:12 PM
 subject: Fwd: Mphasis_Letter Of Intent!

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

From: **Mphasis - Campus Hiring** <campushires@mphasis.com>
 Date: Fri, 23 Jul 2021 at 18:53
 Subject: Mphasis_Letter Of Intent!
 To: ektapaldiwal111@gmail.com <ektapaldiwal111@gmail.com>

Ref.No- MPHTH_CD2021-0796

Dear Ekta sunil Paldiwal,

College Name: **Sant Gadge Baba Amravati University.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Trainee Associate Software Engineer'** in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000 (Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum**, which would be effective 1st of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis - **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- oEqual strengths in APPs, ITO and BPO
- oBeing a flat, open and communicative organization
- oOrganization ethos that encourages, promotes and rewards empowerment
- oFlawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2021 passing out candidates anytime between June 1, 2021 to April 30, 2022. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

- a. PAN card
- b. Aadhar card
- c. Passport
- d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campushires@mphasis.com.

Thanks and Regards

Mphasis – Campus Team

Date: 11th April 2022

Mr. Rohan Agrawal
Lokmanya Chowk, Saraf
line, Telhara 444108, Dist.
Akola

Dear Rohan,

Consequent to the final interview you have had with us on 8th April, 2022 we are pleased to offer you employment in Netcore Cloud Private Limited ("Company") on the following terms and conditions:

1. **Title/Designation: Software Engineer**
2. **Grade: 5**
3. **Work Location: Thane Office.**

During the period of your employment with the Company you shall be bound by the rules and regulations of the Company which are in force at present or which may be brought into force from time to time. You shall be liable to be transferred from one department to another or to any associate company/firm/establishment in which the Company has got any pecuniary interest or otherwise which exists at present or which may be opened or started henceforth anywhere in India or outside India. In case of such transfer, you shall abide by the working hours of the concerned department, office or establishment etc.

4. **Date of Commencement: Your joining date would be 18th April 2022.**

5. **Compensation Package ("Compensation") :**

- 1) **Salary : Rs.4.00 Lacs per annum (Base CTC)**
Refer to Annexure-1 for details

- 5.1 Any further increase in your compensation (**basis Base CTC**) and future prospects in the Company shall entirely depend on your performance and contribution to the organizations goals.
- 5.2 It is a condition of your employment that you do not disclose your Compensation to other employees/personnel of the Company. Any breach of this provision may result in disciplinary action.
- 5.3 Your Compensation will be paid to you on monthly basis on or before *the 7th day of the month* immediately following the month for which it is due, subject to any tax or other deduction provided or permitted by law in force from time to time, such as the withholding tax/TDS, employee's share of provident fund contributions, as well as such other sums as may be agreed with you from time to time.
- 5.4 The Company may during your employment and on its termination as specified in Clauses 19 and 20, deduct from your salary any amounts that you may owe to the Company including, but not limited to, outstanding loans, advances, excess holiday and overpayments of salary, recovery of commission and insurance excesses, except for amounts the Company is by law not entitled to set-off. You agree to make any payment to the Company of any sums owed by you to the Company upon demand by the Company at any time and that any such sums will be recoverable by the Company as a debt. This sub-clause is without prejudice to the right of the Company to recover any sums or balance of the sums owed by you to the Company under the applicable laws.
6. Your appointment is subject to satisfactory reference-check and past employment verification being

Netcore Cloud Private Limited (Formerly known as Netcore Solutions Private Limited)

Corporate Office: 8th Floor, Peninsula Towers, Peninsula Corporate Park, Lower Panel (W), Mumbai - 400013 | Ph: +91 22 6662 8000

Registered Office: 304, Tubiani Chambers, Free Press Journal Marg, 212, Nariman Point, Mumbai - 400021, India. | Ph: +91 22 2202 1835

www.netcorecloud.com

CIN - U72200MH1992P1C065041

undertaken by the Company, and authenticity of all information provided by you to the Company (such as qualification, experience, date of birth, etc.), which is assumed to be true and correct.

7. You will be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of the management. During the period of probation, the appointment is terminable either by the Company or by you by giving one month notice or payment of Compensation (BASIC) in lieu thereof, which will be solely at management discretion. On completion of initial probation period until such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.
8. The Company will expect you to work with high standards of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions as may be assigned or communicated to you by the Company and those in higher authority.
9. You will devote your entire time to the work of the Company and will not undertake any direct/indirect business or work, honorary or remunerative except with the written permission of the Management of the Company in each case.
10. You shall neither divulge nor give out information in respect to the Company and/or its business to any unauthorized person during your tenure with the Company and even thereafter, whether by word of mouth or otherwise.
11. **Past Records And Declaration:** Your employment is contingent upon satisfactory reference checks, and confirmation of prior employment and education. The Company reserves the right to carry out reference checks and verification of your prior employment dates, positions, work history, salary drawn and other compensation and benefits information. You may be required to sign a letter permitting the Company to obtain such information from your previous employers. You represent or warrant that:
 - a) you have no criminal record nor have any criminal or civil actions been initiated against you, at any time;
 - b) you have not breached any security laws or regulations and have not been censured by any regulatory authority;
 - c) you have not breached any contractual obligation under any contract you have previously entered into whether with any former employer or otherwise and whether legally enforceable or not; and
 - d) all personal and business references provided by you are legitimate and the Company is free to contact all references and make other verifications of your character, otherwise, as the Company deems appropriate.
- 11.1 If you have failed to disclose or misrepresented any information deemed by the Company to be material for purposes of the Company's offer of employment to you, the Company will be free to dismiss you immediately, without liability for such dismissal.
12. You shall not, during your employment or at any time thereafter, divulge, disclose or make known to any person any of the secrets of the Company including any of the research, invention, discovery made by you or becomes known to you as an employee of the Company or on account of you being in the employment of the Company at any time either while in the employment of the Company or otherwise except when compelled to do so by the law of the land, and in such eventuality must provide no less than 3 working days' notice to the Company to enable it to obtain suitable reliefs to prevent such disclosure. If at any time the Company comes to know that you are divulging or have divulged the secrets of the Company to others, (i) while in the service then your services shall be terminated without any notice or payment in lieu of such notice besides taking any other action as it may deem fit and/ or (ii) during or after the term of employment, be entitled to take such appropriate action as it deems fit.

13. Any research, invention, discoveries, which you may make either alone or in conjunction with any other employees or persons during your employment with the Company, shall faithfully be communicated to the Company immediately. Such research, invention, discoveries during your employment shall inure and belong exclusively to the Company as 'work for hire'. In so far as such work or inventions is protected by copyright or trade mark or patent or design or other intellectual property rights, you hereby irrevocably transfer and assign to the Company the entire worldwide right, title and interest in and to such work and inventions including, without limitation, all intellectual property rights embodied in such works and inventions, in perpetuity without payment of any consideration. The rights assigned to the Company by you under this clause shall remain valid and subsisting in perpetuity, and shall not lapse, even if the Company does not exercise those rights within any statutory period of time that may be prescribed by law, rule or regulation, and it shall be irrefutably presumed that the Company has exercised the copyright and other intellectual property rights assigned to the Company as of the time that each and every such copyright comes into existence. Further, you shall not make use of such research, invention, discovery either for your own benefit or for the benefit of any other person whether during the continuity of your employment with the Company or otherwise.
- 13.1 You shall transfer to the Company any and all right, title, interest or claim which entitles the Company to register the aforesaid rights including patents, designs, trademarks, copyrights or other intellectual property rights in the Company's own name and for its own account and makes the Company absolute and exclusive owner thereof.
- 13.2 You agree and confirm that the Compensation paid under this offer letter is adequate consideration for the aforesaid assignment and that you shall have no entitlement to any additional remuneration for such transfer and assignments to the Company.
14. You shall not take outside the premises of the Company any documents, drawings, notings or its copies at any time physical or electronic without the prior written permission of the Company even though such documents, drawings, notings are made or prepared by you or otherwise unless the same is required for the work of the Company. You shall also not disclose or publish in any magazines, newspapers, journals, reports etc. any of the researches, inventions, discoveries etc. at any stage either preparatory or otherwise or after its conclusion without the prior written permission of the Company.
15. You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be party to any alteration for any principle or policy of the Company.
16. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of the property of the Company in your possession, the Company will have a right to access on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
17. You will be covered by all the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come in force from time to time.
18. You will be entitled to annual leave and holiday as per the Company's leave rules as may be applicable to the employees of your category.
19. Post your confirmation, in writing, the Company shall, at any time during the course of your tenure with the Company, be entitled to terminate your services by giving One (1) month notice or salary (GROSS) in lieu of the notice period.

In case of resignation/termination of services from your side, you will be liable to give the Company Three (3) months' notice or payment of salary (GROSS) in lieu of notice period, which will be solely at management discretion.

Netcore Cloud Private Limited (Formerly known as Netcore Solutions Private Limited)

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www.netcorecloud.com

CIN - U72200MH1992PTC065041

20. However, your services shall be liable to be terminated by the Company forthwith at any time without giving any notice or payment in lieu of such notice or Compensation, if the Company comes to know of any previous conviction by a Court of Law or you are convicted while in our employment or where the Company is of the view that any of your activities is prejudicial to the interest of the Company and/or at any time that the information given by you while taking up employment with us is incorrect and/or false, you are found guilty of acts of dishonesty, insubordination, or other misconduct or wilful neglect of duty and/or incompetence in the discharge of duty on your part and/or the breach on your part of any of the terms, conditions of service, or any other serious derelictions of duty, which are prejudicial to the interest of the Company.
21. It is agreed and acknowledged that in order to enable you to perform your job role and responsibilities, the company would need to make considerable investment of time and training costs to train you to the expected level. In consequence, you agree to continue your employment for a minimum tenure of **18 months** from the date of joining. In the case of your voluntary exit before the completion of the said agreed period, you will be required to compensate the company equivalent to an amount of **Rs.1 lac** for the amounts expended on your training. You agree that you will also not be entitled to a normal Service experience letter, but will receive a relieving letter at the time of separation, if exit is before the above said agreed period.
22. You shall always keep the Company informed in writing about any change in your local or permanent residential address within 7 (Seven) days from such change. If no written information about the change of your residential address is submitted to the management, the address mentioned in this letter of appointment shall be taken as authentic. Any communication sent to you at the address mentioned in this letter of appointment, or any changed address duly intimated by you to the Company from time to time, by Courier or Registered Post A.D. shall be deemed to have been duly and properly served on you even if such communication is returned by the postal authorities undelivered for any reason whatsoever.
23. You will hand over the charge of letter of Authority issued to you or any property material of the Company including all papers, charts, graphs, documents, noting's, electronic data in your possession, custody or care, relating to the business or affairs of the Company, its branches, associates, subsidiaries etc. and you will not retain any copies or extracts thereof, at the time of cessation of your employment with the Company. Relieving/Service letter as applicable (non-confirmed employees not eligible for service letter) would be issued to you and final settlement discharged, only if you complete the exit formalities, and handover full charge of the work to your reporting manager or any person designated by the Company.
24. During the term of your employment with the Company and for a period of one (1) year following the termination thereof, except with the prior sanction of the Company, you shall not, directly or indirectly, be engaged in or be concerned or interested in any business, affairs or activities of any person, firm, concern, body corporate whether incorporated or not, undertaking or company which is in any way directly or indirectly in competition with or in opposition to any business of the Company. You specifically agree and acknowledge that CleverTap, Webengage, Sendgrid, Resulticks and Moengage are direct competitors of the Company. Any direct or indirect participation by you as an employee, director, manager, shareholder, proprietor, secretary, advisor, consultant, officer, agent, manager or self-employed person or any direct or indirect participation or financial interest in such person or entity or body corporate is hereby prohibited. Any participation in any body corporate or running of your own business shall require the prior written approval of the Company.
- 23.1 During the term of your employment with the Company and for a period of 1 (one) year thereafter, except with the prior sanction of the Company, you shall not, whether by yourself, through your agents or representatives or otherwise howsoever and whether on your own behalf or for any other person, firm, sole proprietary concern, company, organisation or body corporate, directly or indirectly, solicit any business from or canvass or otherwise have dealings with:

- a) any person, concern, firm, company or body corporate with whom or with which you had personal dealings in the course of your employment with the Company; or
 - b) any person who or which at any time was an officer, employee, agent, representative, manager, client, customer or supplier; or
 - c) any person who was to be a prospective client, customer or supplier of the Company.
- 23.2 During the term of your employment with the Company and thereafter, you will not induce any person who is an employee, consultant or associate of the Company (including any of its affiliated companies, sub-contractors, vendors, etc.) at any time to terminate his/her relationship with the Company (or that of any of such affiliated companies, sub-contractors, vendors, etc.).
- 23.3 The Compensation payable to you as stated in this Letter of Appointment [and the training] shall be deemed to include valuable consideration in respect of the non-competition and non-solicitation covenants and undertakings given by you herein and you hereby acknowledge and admit the adequacy and sufficiency of such consideration.
24. **Injunctive Relief:** You understand and agree that breach of this offer letter will cause the Company irreparable harm, for which damages may not be readily determinable or measurable. Accordingly, you agree that the Company shall be entitled to obtain preliminary and permanent injunctive relief as well as an equitable accounting of all profits or benefits arising from such violation, which rights and remedies shall be cumulative and in addition to any other rights or remedies at law or in equity to which the Company may be entitled.
25. **Indemnity:** You agree to indemnify, defend and hold harmless the Company, and its directors, affiliates, officers, representatives, employees and agents from and against any and all losses, liabilities, obligations, claims, demands, actions, suits, judgments, awards, fines, penalties, taxes, costs, expenses, damages (whether or not resulting from third party claims), including reasonable attorneys' and accountants' fees and disbursements, whether suffered or incurred by the Company or its directors, affiliates, officers, representatives, employees and agents to which the Company or its directors, affiliates, officers, representatives, employees and agents may otherwise become subject (regardless of whether or not such losses relate to any third party claim) and which arise out of, or result from or are connected with any misrepresentation in, inaccuracy in or breach by you of any representation, warranty, undertaking, covenants, agreements or obligations contained in this offer letter.
26. All disputes, questions and differences of any nature whatsoever which may arise during your employment with the Company or afterwards between the Company and you as to the interpretation, construction or any matter or thing contained in this letter of offer or the rights, duties and liabilities of either of the Party shall be subject to the jurisdiction of a competent court situated within the limits of the Mumbai.

We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,

for Netcore Cloud Private Limited



Kalpita Jain
Group CEO

ACKNOWLEDGEMENT & ACCEPTANCE

Netcore Cloud Private Limited (Formerly known as Netcore Solutions Private Limited)

Corporate Office: 8th Floor, Peninsula Towers, Peninsula Corporate Park, Lower Parel (W), Mumbai - 400013 | T: +91 22 6662 8000

Registered Office: 304, Tulsiani Chambers, Free Press Journal Marg, 212, Nariman Point, Mumbai - 400021, India. | T: +91 22 2202 1835

www.netcorecloud.com

CIN - U72200MH1992PTC065041



TPO SSGMCE Shegaon <tpossgmce@gmail.com>

Fwd: Results of Placement Online / Virtual Cmapus drive arranged for Mechanical Engg. Students of Shri Sant Gajanan Maharaj College of Engg. Shegaon

1 message

Nilesh Khandare <nilesh.khandare21@gmail.com>
 To: HOD MECH <hod_mech@ssgmce.ac.in>
 Cc: Vinay Thute Tpo Ssgmce Shegaon <tpossgmce@gmail.com>

Fri, Nov 19, 2021 at 1:16 PM

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

From: Subhash Shinde <subhash.shinde@nrb.co.in>

Date: Fri, Nov 19, 2021 at 1:15 PM

Subject: Results of Placement Online / Virtual Cmapus drive arranged for Mechanical Engg. Students of Shri Sant Gajanan Maharaj College of Engg. Shegaon

To: Nilesh Khandare <nilesh.khandare21@gmail.com>

Hello Dr. Nilesh,

This is my immense pleasure to declare the results of the virtual placement drive held on 29 Sept., 30th Sept. and 1st Oct. 2021.

Please find below the list of selected students;

Sr.No.	Student Name
1	Abhay Pidiar - TAP/2021/M/10
2	Akash Shivdas Sardal TAP/2021/M/11
3	Aniket Dnyaneshwar Basole TAP/2021/M/12
4	Aniket Rajendra Lakade TAP/2021/M/13
5	Anmol S Dakhole TAP/2021/M/14
6	Gaurav Prashant Bhatkar TAP/2021/M/15
7	Hrushikesh Ashokkumar Gangane TAP/2021/M/16
8	Khushal Nagmote TAP/2021/M/17
9	Lifendra Gopal Bidkar TAP/2021/M/18
10	Munib Ul Haque TAP/2021/M/19
11	Pooja Anirao Wayse TAP/2021/M/20
12	Pritam Prabhakar Dupare TAP/2021/M/21
13	Priya Shriram Ingle TAP/2021/M/22
14	Vaibhav Dipak Khawshi TAP/2021/M/23
15	Vaibhav Ghatol TAP/2021/M/24

16	Vaishnavi Sahebrao Lande TAP/2011/MA/25
17	Namita Dahake

We request to above student, kindly join under apprenticeship scheme at the earliest.

Regards,

Subhash Shinde

Deputy Manager – HR

NRB Bearings Limited,

C-6, MIDC Industrial Area,

Jalna. 431 213 (MH) India.

Mo. No. 94212 72583

☐ "Safety First Quality Must"

Disclaimer : This communication (including any accompanying documents) is intended only for the use of the addressee (s) and contains proprietary, privileged and confidential information. If, by an addressing or transmission error, this mail has been misdirected to you, you are requested to notify NRB Bearings Ltd immediately on email address and delete this mail and its attachments. Unauthorised reading, dissemination, distribution or copying of this communication is prohibited.

TAP/2021/S/36

One Asia ONE ASIA NETWORK INDIA PRIVATE LIMITED

Manufacturing Unit: C- 9(Part), MIDC, Sutala BK, Khamgaon Dist.: Buldhana-444303

Ref No.: OAN/HR/OFFER/2021-22/91

Date: 25/11/2021

Mr. Dipak Yashwant Wankhade
S/O Yashwant Wankhade
Satav Nagar, Nandura
District Buldhana
Maharashtra - 443404

Sub: Letter of Intent.

Dear Mr. Dipak Wankhade,

This is with reference to your application and the subsequent interview you had with us. We are pleased to offer you position as "GET" in our organization.

You have supposed to join us on or before 01st December 2021 at Khamgaon location. You are offered total CTC amount of Rs. 2,40,000/- (Rupees Two Lakhs Fourty Thousand Only) per annum.

Kindly send all following document before Joining through mail and submit photocopies of the same at the time of Joining.

1. Adhar Card
2. Pan Card
3. Passport Size photo-10 Nos (At the Time of Joining)
4. Canceled bank cheque
5. Last Four-month salary slip
6. Appointment letter/Last increment letter of current company.
7. Experience Letter/ Relieving Letter/ Accepted Resignation Letter
8. Academic qualification certificate
9. Medical fitness certificate with Report (Blood routine & Blood Group, Urine routine, Chest X-Ray, ECG, Eye test report, Audiometry Test Report). Must Carry with you at the time of Joining.

Lodging, Fooding and Transportation born by employee himself.

This offer is valid till 04 days from the date of issued.

Your's Truly

For ONE ASIA NETWORK INDIA PVT. LTD.



For Mr. Rajesh Kumar Sinha
HR Head

Annexure-I

Employee Name		Dipak Yashwant Wankhade	
Designation		GET	
Band/ Cadre		Staff	
W.E.F.		01-December-2021	
SR. NO.	MONTHLY PAYOUT-A	MONTHLY PAYOUT (Rs.)	ANNUAL PAYOUT (Rs.)
Direct Benefits			
1	BASIC	9000	108000
2	HRA	3600	43200
3	CONVEYANCE	3600	43200
4	MEDICAL ALLOWANCE	800	9600
5	LEAVE TRAVEL ALLOWANCES	0	0
6	OTHER ALLOWANCE	178	2136
GROSS SALARY		17178	206136
Yearly Benefits			
7	Statutory Bonus (Payable Annually)	750	9000
8	Gratuity	433	5196
Total Yearly Benefits		1183	14196
Retiral/ Statutory Benefits			
9	PF	1080	12960
10	ESIC	559	6708
Total Retiral		1639	19668
CTC (Rs.)		20000	240000

Read & Understand By

Employee's Signature
Name



Raj Mr. Rajesh Kumar Sinha
One Asia Network India Pvt. Ltd., Khamgaon



6/27/2021

Ms. Janvi Sarode
Mahavir Bhawan, Post Office Road,
Tahsil Ward, Hinganghat, 442301
Maharashtra
India

Dear Janvi,

Thank you for exploring career opportunities with One Smarter, Inc., USA. You have successfully completed our 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 **Digital Media-Trainee**. You will be a part of the digital marketing projects across any of the business units of One Smarter, Inc.

Your gross salary including all benefits will be INR **3,60,000/-** per annum, as per the terms and conditions set out herein. You are responsible for all other deductions and taxes as required by Indian laws and regulations.

After you accept this offer, you will be given a joining letter indicating the details of your joining date. The joining letter will be issued to you only upon successful completion of your academic course. 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.



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 X, Standard XII, 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.

2. **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.

3. **Mobility**

One Smarter, Inc. reserves the right to transfer you at any of its offices, work sites, or or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

4. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per One Smarter, Inc.'s compensation policy from time to time at its sole discretion.

5. **Increments and Promotions**

Your performance and contribution to One Smarter, Inc. will be an important consideration for salary increments and promotions.

6. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of One Smarter, Inc., 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 One Smarter, Inc.

7. **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with One Smarter, Inc., you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of One Smarter, Inc., and its clients which may be revealed to you by One Smarter, Inc., or which may in the course of your engagement with One Smarter, Inc., come into your possession or knowledge unless specifically authorized to do so in writing by One Smarter, Inc. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality



related terms and conditions are set out in Appendix 1.

8. Service Agreement

As One Smarter, Inc. will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve One Smarter, Inc. for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay One Smarter, Inc. INR 50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining One Smarter, Inc.

9. Code of Conduct

You are required to sign the One Smarter Code of Conduct and follow the same in your day-to-day conduct as an employee of One Smarter, Inc.

10. Notice Period

During your tenure with One Smarter, Inc., either you or One Smarter, Inc. may terminate your traineeship / employment under this Agreement by providing 90 days written notice. If your services, behavior and/ or performance are not found satisfactory, One Smarter, Inc. 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.

11. Background Check

Your association with One Smarter, Inc. will be subject to a background check in line with One Smarter Inc.'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 unfavorable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

12. Submission of Documents

Please note that you should initiate and complete the submission of mandatory documents as soon as the offer letter is accepted (subject to availability of the documents).

- a. 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.
- b. Aadhaar Card
- c. Standard X and XII/Diploma mark sheets & Certificate
- d. Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of graduation



- e. Degree certificate and mark sheets for all semesters of your post-graduation (if you are a postgraduate)
- f. An affidavit/notarized undertaking (Non-Criminal Affidavit stating:
 - i. There is no criminal offence registered/pending against you; and
 - ii. There is no disciplinary case pending against you in the university.
- g. If you were employed, a formal Relieving letter & Experience letter from your previous employer.

13. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per One Smarter, Inc. policy.

14. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of One Smarter, Inc., as applicable to you. Any changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect.

15. 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 One Smarter, Inc. to withdraw this offer letter anytime at its sole discretion.



16. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the One Smarter 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 One Smarter, Inc.

(c) After you join One Smarter, Inc, 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 One Smarter 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 One Smarter, Inc., e.g., background check, health insurance, counselling, travel, transport and visa, payroll services, employee engagement activities, and financial and taxation services.

(e) As One Smarter Inc. 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.



Withdrawal of Offer


If you fail to accept the offer from One Smarter Inc. 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 this Offer letter if you fail to join on the date provided in the One Smarter Joining letter, the offer will stand automatically terminated at the discretion of One Smarter, Inc.

We look forward to having you in our global team

Yours Sincerely,

For One Smarter, Inc.

 Recoverable Signature

X Vikram Sethi

Vikram Sethi

President

Signed by: 0002a672-0d9b-484b-a623-1b1ad4aa3789

Vikram Sethi
President

Encl.

Appendix 1 - Confidentiality and IP Terms

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1164037/3.0

Confidential

May 26, 2021

Aditi Motekar
SM 43
Kishore Nagar, Khandwa
Khandwa

Dear Aditi,

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)**.

Job offered 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.

18 -
ence of Offer

offer is valid till the date of joining decided by the Company.

Please send us your acceptance of the offer on or before **June 9, 2021**.

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. Mediciam Insurance Policy

Mediciam 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.

Assignment and Confidentiality Undertaking

During the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.
During the joining process, you will be required to sign 'Code of Conduct'.

Code of Conduct

During 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

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.

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 cutstation 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.- 020-46965038) 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)
-

SALARY BREAK-UP SHEET (Annexure - A)

Date: May 28, 2021

Grade: 3.0

Location: Pune

Name: Aditi Motekar

Designation: Software Engineer

S	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	U/keep 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

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1163880/3.0

Confidential

May 28, 2021

Aishwarya Vyavahare
"Gurukripa", Lane no. 2, Behind Shiv Mandir, Fafadhi
Raipur, Chhattisgarh
Raipur

Dear Aishwarya,

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 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

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: May 28, 2021
 Grade: 3.0
 Location: Pune
 Name: Aishwarya Vyavahare
 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)		36,362
Total for the year (M * 12) (A)		436,344
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

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1164867/3.0

Confidential

May 28, 2021

Aara Gazi
Near Neeta Guest House, Opp. Shastri Stadium,
Kalal Chawl,
Akola

Dear Aara,

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. 451,604. 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.

Invention Assignment and Confidentiality Undertaking

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.- 020-66955038)** 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: May 25, 2021

Grade: 3.0

Location: Pune

Name: Aara Gazi

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)		30,382
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

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Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1285527/3.0

Confidential

July 14, 2021

Gaurav D. Patil
Yerall, Nandura-443404
Nandura

Dear Gaurav,

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.

SALARY BREAK-UP SHEET (Annexure – A)

Date: July 14, 2021

Grade: 3.0

Location: Pune

Name: Gaurav D. Patil

Designation: Software Engineer

S	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

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/11638543.0

Confidential

May 28, 2021

Gurjeet Singh Sahney
211, Namrata Awas, Bajrang Nagar, Police Line
Kota, Rajasthan
Kota

Dear Gurjeet,

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).

Our current 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.

5/28/2021

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1163854/3.0

Confidential

May 28, 2021

Gurjeet Singh Sahney
211, Namrata Awas, Bajrang Nagar, Police Line
Kota, Rajasthan
Kota

Dear Gurjeet,

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.

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.

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.

SALARY BREAK-UP SHEET (Annexure - A)

Date: May 28, 2021

Grade: S-6

Location: Pune

Name: Gurjeet Singh Sahney

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		1,600
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)		38,302
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/12001073.0

Confidential

Jun 16, 2021

Kanishka Mankar
"kanishka" S.B.I Colony
Near Gajanan Maharaj English School
Shegaon

Dear Kanishka,

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.

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.- 020-66865038) 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
Kajjana 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: Karishka Menkar

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 F.P.F./Special Pay I		1,800
4 Superannuation fund/Special Pay B	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* [E]		41,000
Cost To Company (CTC) [A + B + C + D]		451,004

Yours sincerely,

For Persistent Systems

Kalgana Kudlingar

Head - Campus Talent Acquisition



Reference: Persistent/Campus/1162240/3.0

Confidential

May 28, 2021

Krishna Ashok Salampuriya
Agrasen Chowk, Ambika Novelty, Shegaon
Shegaon

Dear Krishna,

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)**.

It 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.

erms –

ance of Offer

Offer is valid till the date of joining decided by the Company.

Please send us your acceptance of the offer on or before **June 9, 2021**.

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.

Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.

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.

Assignment and Confidentiality Undertaking

...pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, be treated as such. In the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

Code of Conduct

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

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)
-

SALARY BREAK-UP SHEET (Annexure - A)

May 28, 2021
 Age: 3.0
 Location: Pune
 Name: Krishna Ashok Salampuriya
 Designation: Software Engineer

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

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

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1200865/3.0

Confidential

Jun 16, 2021

Kshitija Sunil Gawande
Vijay Colony
Rukhmini Nagar
Amravati

Dear Kshitija,

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 CPS 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.

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.

Invention Assignment and Confidentiality Undertaking

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, Hinjewadi, 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)

SALARY BREAK-UP SHEET (Annexure – A)

Date: Jun 16, 2021

Grade: 3.0

Location: Pune

Name: Kshitija Sunil Gawande

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)		30,362
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

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1164013/3.0

Confidential

May 28, 2021

Poonam G Shinde
Gayatri Nagar , Mothi Umri
Akola
Akola

Dear Poonam,

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.

Terms -**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.

Invention Assignment and Confidentiality Undertaking

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)
-

SALARY BREAK-UP SHEET (Annexure - A)

Date: May 28, 2021

Grade: 3.0

Location: Pune

Name: Poonam G Shinde

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)		41,604
III Annual Component		
Provision for your gratuity (C)	4%	5,376
Annual Gross Salary [A + B + C]		410,604
IV Major Benefits [Average cost per person p.a.]		
Insurance* and Food* (D)		41,600
Cost To Company (CTC) [A + B + C + D]		451,604

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/120180703.0

Confidential

/ Jun 16, 2021

Rachita Manoj Patry
7, Mire Lay Out near Deshmukh Hospital Nandanwan road, Nagpur
Nagpur

Dear Rachita,

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. 451,804. Your Annual Gross Salary will be Rs. 418,064. A detailed break up of your salary is given in 'Annexure-K'.

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.

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: Rachita Manoj Patay

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)		39,302
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)		419,004
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

Kalpna Kudlingar

Head - Campus Talent Acquisition

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1164481/3.0

Confidential

May 28, 2021

Sourav Suman
Plot no. 593, Indrapuri Colony
Chira Chas
Bokaro

Dear Sourav,

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.

Invention Assignment and Confidentiality Undertaking

All 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, Hinjewadi, 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:

(Date)

(Signature)

SALARY BREAK-UP SHEET (Annexure - A)

Date: May 28, 2021

Grade: 3.0

Location: Pune

Name: Sourav Suman

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		1,600
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)		36,302
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)		41,604
III Annual Component		
Provision for your gratuity (C)	4%	5,376
Annual Gross Salary [A + B + C]		410,604
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

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1164935/3.0

Confidential

May 28, 2021

Sumitsingh Surendrasingh Rajput
Block no. 15 A
Kisan Nagar ,Ghatpuri Road
Khamgaon

Dear Sumitsingh,

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.

ditional Terms –

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.

Invention Assignment and Confidentiality Undertaking

Matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company. Matters 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
Kajpans 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)
-

SALARY BREAK-UP SHEET (Annexure - A)

Date: May 28, 2021

Grade: 3.9

Location: Pune

Name: Sumitsingh Surendrasingh Rajput
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)		39,382
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)		41,804
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

Kajana Kudlingar

Head - Campus Talent Acquisition

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1164055/3.0

Confidential

May 28, 2021

Vaishnavi Borde
Jawahar Nagar
Gokul Colony, Akola
Akola

Dear Vaishnavi,

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 your 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.

Invention Assignment and Confidentiality Undertaking

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-Samsveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park, Hinjawad, 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)
-

SALARY BREAK-UP SHEET (Annexure – A)

Date: May 28, 2021

Grade: 3.0

Location: Pune

Name: Valshnavi Borde

Designation: Software Engineer

S	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)		30,382
	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



WINSPARK INNOVATIONS LEARNING PVT LTD.
1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
<http://www.planetspark.in>

Letter of Intent

Date: 24/04/2021

To,

Abhay Shrikisan Pidiaar

Employee Code: PS02251

Dear Abhay,

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from 18th May 2021. You will be based out of PlanetSpark office at 1108-1109, 11th Floor, JMD Megapolis, Sohna Road, Gurgaon. Shift Timings- 09:30am to 06:30pm.

Your training period is 14 days, which can be extended if needed. During this period, you would receive a gross of INR 10,000 till the time you get License To Sell. Post successful completion/clearance of training eligible for the gross emoluments and incentives detailed in Annexure – A. The below mentioned revenue has to be generated during 14 days of training.

Shift	Revenue
Domestic:	18,000/-
UAE/ANZ:	\$405
USA-Canada:	\$465

Your employment with us post the training clearance will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.
Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15000	180000
House Rent Allowance	7500	90000
Medical Allowance	2000	24000
Special Allowance	9000	108000
Gross Salary	33500	402000
Variables (At Target Incentives)	20000	240000
Employer PF Contribution	1800	21600
Total CTC	55300	663600

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Probation

You will be in probation period of three month from the date of joining.

3. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Trainee** will be assigned and explained to you from time to time.

4. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the

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company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. Annual Leave:

You will be entitled to 4 annual leaves for every completed quarter at the company.

8. Termination of Service:

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 14 days from the last working date.

9. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,
For and on behalf of WINS PARK INNOVATIONS LEARNING PVT LTD



"I hereby accept this offer and I Confirm that I have signed out of the placement process"

30th June 2021

Krishna Ashok Salampuriya
krishnasalampuriya2000@gmail.com

Dear Krishna,

PubMatic India Pvt. Ltd. (the "Company") is pleased to offer you a position as **Software QA Automation Engineer** in the "QA" Department based at our Pune office. The compensation for this position will include a base salary of **INR 5,40,000** per annum. In addition, you will be eligible for a variable performance bonus of up to **INR 60,000** which is prorated based on start date.

Under the PubMatic, Inc. (the "Parent") 2020 Equity Incentive Plan or any successor equity plan (the "Plan"), and subject to approval by the Parent's Board of Directors (the "Board") or it delegates, the Parent plans to grant you an award of restricted stock units ("RSUs") with an aggregate value of **\$8,000**. If approved, the number of RSUs granted will be determined by using the fair market value of the Parent's Common Stock, based on the methodology adopted by the Board as of your grant date, and rounded to the nearest number of RSUs. RSUs will vest subject to the satisfaction of your continued employment with the Company and on a vesting schedule set forth in your applicable grant agreement. In all cases, the RSUs will be subject to the terms and conditions of the Plan and the applicable grant agreement.

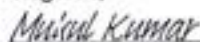
The terms and conditions of the offer are given below:

1. You are expected to join as early as possible, but not later than **1st July 2021**. If your start date differs from this date, please notify PubMatic immediately.
2. On signing the appointment letter you will receive a full employment agreement asking you to, among other things, confirm that any intellectual property developed while as an employee of PubMatic will be the property of PubMatic, and that you will keep PubMatic's business practices and processes confidential.
3. The Bonus payment is subject to the terms and conditions of the Bonus Plan. If you are no longer employed prior to the Bonus Payment Date or you deliver your resignation or notice of resignation prior to the Bonus Payment Date, you will not be entitled to any Bonus.
4. Performance bonus will be paid out yearly on the basis of your achievement of KRAs finalized between you and your manager from time to time and the Company's performance.
5. This offer of employment is contingent upon satisfactory reference and background verification checks. If they are found to be unsatisfactory, this offer shall stand withdrawn automatically and in case you have joined the services of the company then the same shall be treated as terminated with immediate effect.
6. If you cease to be in employment (within two years from the date of Joining) with the company on account of resignation or termination for any reason, then you will be required to pay back the entire amount of the following benefits, as applicable : - Joining Bonus, Re-location expenses including Hotel/Guest house stay, Notice pay buyouts.

Please return the duplicate copy of this letter duly signed indicating your acceptance of our terms and conditions of employment.

We greatly look forward to having you join the PubMatic team!

Regards,



Mukul Kumar (Tel: 53, 2021, 1235-641153)

Mukul Kumar
 Co-Founder and President, Engineering

I, Krishna Ashok Salampuriya, accept this offer on Jul 2, 2021 (date)



Signature

7th June 2021

Shrushti Prashant Jaware
Ganesh Nagar, Akola, 444001.

Subject: Offer for the post of Junior Associate -Technical Sales

Dear Shrushti,

Welcome to Qualitia!

It was pleasure meeting you and appreciate your interest to explore career opportunity with Qualitia.

At Qualitia we believe we are unique in several ways. We have a historic opportunity of building a world class company. We look for professionals like you who would partner the future growth of the organization. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals.

With reference to your application and our subsequent discussions, we are pleased to offer you an employment with **Qualitia Software Private Limited** at the position of **Junior Associate -Technical Sales, II** on the terms and conditions as mentioned below and in the Appointment Letter that will be presented to you upon acceptance of this offer.

Your annual gross salary will be **INR 3,50,000** Per annum. Please refer **Annexure A** for detailed break up of your salary. You are expected to treat this information and any changes made therein from time to time as personal and confidential.

This offer of employment is contingent upon you clearing the **background verification process** that the organisation conducts for every employee.

you will be undergoing a **training from 14th June to 30th June** and during this period you will be paid a **stipend amount of rs. 10,000**.

You are required to report to the Company's office located at **Unit. No 601, 6th Floor, Sai Radhe IT Park, Behind Hotel Sheraton Grande, 100+101 Kennedy Road, Pune, India, Maharashtra 411001** or virtually on **1st July 2021, Thursday** and complete the joining formalities.

You are required to get copies and originals of all the documents as per Annexure-B herein. Should you fail to report to the Company on the Joining Date, this offer shall automatically stand withdrawn, unless the Joining Date is extended with the prior approval of the Company and communicated to you in writing. The Company shall have a right to revoke this offer, at any time, without stating any reason, before the execution of the Appointment Letter by you.

We look forward to you joining us!

Please endorse your acceptance by duly signing the duplicate copy of this letter on all the sheets at the bottom right corner.

For, Qualitia Software Private Limited

Jinny Mathai
Associate Manager -TA

(Shrushti Jaware)

Annexure A
Salary Break Up – Shrushti Jaware

Particulars	Annual	Monthly
Basic	103,496	8,625
HRA	51,748	4,312
Conveyance & Medical Allowance	50,000	4,167
LTA	50,000	4,167
Statutory Bonus	6,996	583
Education Allowance	2,400	200
Mobile Allowance	12,000	1,000
Miscellaneous Allowance	46,784	3,899
Total Gross	323,424	26,952
Benefits		
Employer Provident Fund	21,600	1,800
Gratuity	4,976	0
CTC	350,000	29,167
Standard Deduction		
Employee PF	21,600	1,800
Professional Tax		200
Net Take Home salary per month before TDS deduction	-	24,952

- The company shall provide Group Mediciam insurance policy of Rs.5,00,000/- covering employee, spouse and two children and personal accident insurance of Rs.10,00,000/- covering only employee.
- All above components are subject to Income Tax deduction as per prevailing rules, laws, and regulations.

Annexure B – Documents to be submitted as part of joining formalities

1. 2 Passport size photos
2. Identity proof: Any one of
 - a. Passport
 - b. Voter's card
 - c. Driving License
3. Current and Permanent Address proof – Any one of
 - a. Electricity bill
 - b. Telephone bills
4. Date of Birth Proof – Any one of
 - a. Birth Certificate
 - b. School leaving certificate
 - c. 10th pass Certificate
 - d. Notarized copy of date of birth proof
5. Educational Information: All documents (as applicable)
 - a. SSC mark sheet & certificate
 - b. HSC mark sheet & certificate
 - c. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
 - d. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
6. Professional Information: (as applicable)
 - a. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
 - b. 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)
7. Marriage Certificate (in case of name change for women employees)
8. Pan Card (Mandatory)
9. Aadhar Card (Mandatory)



THIS AGREEMENT MADE this 17th May, 2021

BETWEEN

Saama Technologies (India) Pvt. Ltd. The Company is duly incorporated under the Companies Act 1956 and having its office at **Level 10, Building – IT 8, Qubix Blueridge, SEZ, Phase 1, Rajiv Gandhi Infotech Park, Hinjawadi 411057**, hereinafter referred to as the **COMPANY** (which expression shall unless it be repugnant to the context and meaning thereof include his successors heirs executors administrators and assigns) through its Director / Authorized Signatory.

AND

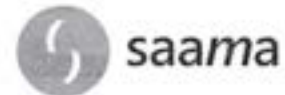
Anjali Sharma age 21 years old, presently residing at **Hari-Har Peth In front of Police Chowki, Near Saptshrungi Mata Mandir Old City, Akola 444002** and having Permanent address at **Hari-Har Peth In front of Police Chowki, Near Saptshrungi Mata Mandir Old City, Akola 444002** of the other part, and Aadhar No. **245913874012** employed with the Company (hereinafter referred to as "the Trainee")

1. **WHEREAS** the Company is engaged in carrying on the activities of doing the business of Software Services in Business Intelligence, IT consulting, system integration and other software development services.
2. **WHEREAS** the Company is engaging several persons in different categories to execute its work.
3. **WHEREAS** the Company has to provide the training materials and the necessary infrastructure at the place of training, engage experienced personnel including industry experts, professionals and technocrats from the Business Intelligence and Analytics industry for training etc.
4. **And whereas** the Company expends substantial sums of money in training personnel as aforesaid.

5. **And Whereas** the Trainee has understood that the Company could be put to a great pecuniary loss in the event of the Trainee leaving during the training and/or after the completion of the training for a period of **6 months** from the date of commencement of training, as the Company would have to train another person in the said place and the work undertaken would suffer for want of well trained and well-equipped personnel, on account of its business commitments.
6. **And Whereas** the Trainee having understood the pecuniary loss which would be sustained by the Company in the event of his/her leaving during the training and/or after the completion of the training for **6 months** from the date of commencement of training, and therefore agrees to indemnify the Company such losses as may be sustained.
7. **And Whereas** the Trainee has understood the importance of the training and the necessity of attending the training regularly without absenting himself/ herself and to have the right attitude to learn and perform without which the employer shall be put to loss on account of production though the employer has put full efforts on all Trainees to train the employees for the said woks.
8. **And Whereas** the parties hereto have agreed to record the terms and conditions on which the Company has agreed to appoint the Anjali Sharma to act as the "Trainee" and the "Trainee" has agreed to accept the said appointment;

1. Definitions:

- a. The word "month" to in this agreement is the month in the English calendar year,
- b. The word "Training" means imparting the knowledge and skill in Database Technologies
- c. The word "Trainee" is person who has offered himself/ herself for training and underwent training from **18th May 2021** to **17th Nov 2021** subject to acceptance of the terms and conditions of this agreement.
- d. The COVID-19 Positive means "the person who has undergone the RT-PCR test of Covid-19, tested by the authorized laboratory and declared to be Covid-19 positive."
- e. The COVID-19 negative means "the person who has undergone the RT-PCR test of Covid-19, tested by the authorized laboratory and declared to be Covid-19 negative."



NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. Description of the Profile

The Company hereby appoints Anjali Sharma as the "Trainee" for any profile to be decided after the training is completed and the assessment of the "Trainee" is satisfactory and suitable to the profile.

2. Pre/Post-joining and joining conditions

- a. The prospective "Trainee" will have to take the "COVID -19" RT-PCR test at his/her native place within three days prior when the associate will be asked to resume office physically and submit the report to the Company. If trainee's tests results are COVID-19 positive, then the "Trainee" will be considered for the subsequent batch or joining date during the next one year depending on the availability of a suitable batch/opening.
- b. When the resource is requested physically come to office, the trainee will sign the undertaking and will follow the **Standard Operating Procedures (SOP)** to take precautionary act/care/ self-care to avoid from any infections, especially "Covid-19" during the tenure of the training program. The **Standard Operating Procedures** is a code of conduct, which directs the acts, and behavior of the Trainee during the training program. If trainee acts willfully against the undertaking / SOP, then it will be considered as misconduct and this agreement will be terminated immediately.
- c. When the resource is requested to resume office physically, at the time of Reporting to office; Trainee will have to undergo the "COVID - 19" RT-PCR test conducted by the Company. If the tests result of the "Trainee" is declared as "COVID - 19 positive", then "Trainee" will not be enrolled in the training program. This agreement will be automatically terminated, and the trainee will not be entitled for any benefits arising out of the agreement.
- d. In case the Trainee gets infected by COVID-19 during the tenure of training program in office premises then the company will bear the cost for Trainee's one month of stipend along and HR Allowance.
- e. The Company will cover the insurance of "Trainee" for the period of 6 months of Training.

3. Training

- a. The "Trainee" has offered himself/ herself for getting trained and subsequent employment on the successful completion of the training and the Company has accepted the same.
- b. The training will be commenced on **19th May 2021** and this shall be the date of commencement of training.

- c. The "Trainee" undertakes to work for a period of **6 months** from the date of commencement of Traineeship.
 - d. On completion of successful 6 months of training the selected trainee, undertake to work with the company for 36 months.
 - e. Upon successful completion of training, the Company chooses the trainee, which will be absorbed by the company for full time employment.
 - f. The Company is not liable for injury sustained or health conditions that may arise to the trainee during the course of this arrangement.
 - g. In addition to the above, the Trainee / Trainee indemnify and agree to keep the Company indemnified against all losses and expenses that the Company may suffer on account of breach of the present agreement.
 - h. The Company will offer training to the "Trainee" for first **Six months**. The company will at regular intervals evaluate and measure the performance of the trainee.
- 4. Structure of Stipend and Perks and Perquisites during the period of training of Six months**
- a. The company will pay "Trainee" **Rs.20,000/-** (Twenty Thousand) as a stipend for the training period of 6 months.
 - b. The Company will reimburse the "Trainee" Travelling Allowance at actual, subject to submission of bills and invoices. The travelling allowance can be reimbursed only of up to **Rs.10,000/-** (Rupees Ten Thousand Only) for the first six months.
 - c. The Company will cover the insurance of "Trainee" for the period of 6 months of Training.
- 5. Indicative Structure of Compensation during the proposed period of Employment for Thirty-Six months (after successful completion of Training)**

The performance of Trainee will be evaluated after 6 months and based on Trainee's performance during the training period, the Company will offer selected candidates the opportunity to work for the Company on employment basis. A three year indicative total package of **Rs.14,36,000** (Fourteen Lakhs Thirty-Six Thousand) will be offered as per below table:c

Component	1st Year In INR	2nd Year In INR	3rd Year In INR	Total In INR
Joining / Retention Bonus	1,20,000	1,00,000	1,00,000	3,20,000
Compensation	2,40,000	3,00,000	4,32,000	9,72,000
Performance Linked Incentives	-	36,000 to 72,000	36,000 to 72,000	72,000 to 1,44,000
Total	3,60,000	4,36,000 to 4,72,000	5,68,000 to 6,04,000	13,64,000 to 14,36,000

- a. The employment of the selected Trainee will commence after successful completion of 6 months' Training and he/she will be offered an annual compensation of **Rs.2,40,000/-** (Two Lakh Forty Thousand) and he/ she will be eligible to get one-time Joining Bonus of **Rs.1,20,000/-** (One Lakh Twenty Thousand) in the first month of the commencement of employment.
- b. For the 2nd year of employment the annual compensation will be revised to **Rs.3,60,000/-** (Three Lakh Sixty Thousand) and Employee will be paid the one time retention bonus of **Rs.1,00,000/-** (One lakh Only) in the 13th month. There will be additional performance linked incentive and based on performance evaluation Employee will be eligible to receive this yearly incentive ranging between Rs.36,000/- to Rs.72000.
- c. For the 3rd year of employment the annual compensation will be revised to **Rs.4,32,000/-** (Four Lakh Thirty Two Thousand) and Employee will be paid the one time retention bonus of **Rs.1,00,000/-** (One lakh Only) in the 25th month. There will be additional performance linked incentive and based on performance evaluation Employee will be eligible to receive this yearly incentive ranging between Rs.36,000/- to Rs.72000.
- d. All Retention and Joining bonus will be deducted in case Employee leaves within 3 years of joining.
- e. All the details of the above 3 years Employment will be shared in a separate Agreement after successful completion of 6 months of Training.

6. Tenure of the Agreement

The effective period of the Agreement will be Six Months from the date of effective joining.

7. Code of Conduct

- a. The "Trainee" hereby agrees to comply with all the rules, regulations, and policies of the Company from time to time in force.
- b. The "Trainee" shall not, directly or indirectly, engage in any conduct adverse to the best interest of the Company.

8. Clause of Confidentiality

- a. The "Trainee" should understand that the information regarding the Company will be shared such as policies, customer information, business related information, business secrets, technical information, softwares, designs, licenses, information related to vendors, suppliers, agents, models, formulae, intellectual properties licensed by party of the first part and such other information.
- b. The "Trainee" shall maintain full secrecy and shall not disclose any confidential matter or communication between the Company and him/her to anybody else during or after the appointment. The "Trainee" will not divulge or allow divulging any such information to any other person outsider to the Company.
- c. In the event of termination or resignation of the "Trainee", the "Trainee" will hand over all such confidential information in a manner that will be prescribed by the Company. In the event of the breach of this confidentiality clause; the Company will be entitled to claim liquidated damages including the costs for such litigation.
- d. The "Trainee" shall not act in any matter entrusted to him/her for any other party concerned or connected with such matter.

9. Termination

- a. Company may at any time in its sole discretion, terminate the training agreement for an individual without giving notice or cause. If company terminate the agreement due to the misconduct of a trainee, then the trainee will not eligible for any benefits offered by the company.
- b. The Trainee may terminate this Agreement by returning the equivalent amount of Stipend received till the date of termination.
- c. The trainee shall not leave or conduct him /her in such manner as to make himself / herself unavailable for work during the period of the training and the period covered by this agreement.



- d. In case the trainee does not report to the work station / company/ on site without any valid reason and if remain absent for more than 3 days then the trainee will be declared as absconding. In this case, the company will terminate this agreement and will be entitled to recover expenses occurred in the recovery proceedings.
- e. In addition to the above, the Trainee indemnifies and agrees to keep the Company indemnified against all losses and expenses that the Company may suffer on account of breach of the present agreement.
- f. In addition to aforementioned clause of termination company may terminates the contract which is mentioned in clause No. 2.
- g. In case of non-selection of the "Trainee" as an "Employee", the clause No.5 contract stands to be ceased on the day of completion of the training.

10. Notices:

All notices to be served on the trainee shall be termed as served even if returned undelivered or with any other remark if the same is sent either by Registered Post Acknowledgement Due or Under Certificate of Posting at the addresses mentioned hereinabove.

11. Governing law and Jurisdiction:

The validity, construction, and performance of this agreement shall be governed by the Law of India, and shall be subject to the exclusive jurisdiction of the courts in Pune, Maharashtra.

IN WITNESS WHEREOF THE PARTIES HERETO SIGN HEREIN AS UNDER: Signed, Sealed and Delivered by the Employer.

For: Saama Technologies (India) Private Limited

[Trainee]

Signature: *Upasana Talukdar*

Signature: _____

Name: Upasana Talukdar

Name: Anjali Sharma

Head – HCM India

Date: _____

Date: 17th May 2021

Place: _____

Witness:

Witness:

1.

1.



Ref: SOF/ 5109
01 October 2021

(Confidential)

Divya Gulhane
Pune

Sub: - Offer Letter

Dear Divya,

We are pleased to extend an offer of employment to you with us, one of the largest pure-play data science solutions and services company, Saama Technologies (India) Pvt. Ltd. (The Company).

We loved knowing about you and felt that you can be a great addition to the team. Considering our conversations and your fitment, you are offered the role of "Associate Software Engineer" at "P1" Level.

The terms & conditions of the Employment offer are as follows:

1. Date And Location of Commencement:

- a) **Date of Joining:** Your employment with the company shall commence not later than **18 October 2021**.
- a) **Location of Joining:** Your joining location will be **Pune- Saama Technologies** , IT -8, 10th Floor, Blue-Ridge Township, Near Rajiv Gandhi InfoTech Park-Phase-I, Hinjewadi, Pune 411 057

2. Compensation:

Your total salary expressed as Cost to Company (CTC) will be **INR. 300000/- per annum**, which includes a **Performance Variable Pay of INR 60000/-** This has been detailed in the Compensation sheet in Annexure A. In addition to your CTC you will be eligible for a **Joining Bonus of Rs.100000/-**

- a) Your compensation/benefits details are as per the annexure. Your compensation consist of Basic Salary, House Rent Allowance, Transport Allowance, Medical Reimbursement, and other allowances as per Company's prevailing policies. PF and Gratuity deductions will be made from your compensation, as per statutory compliances. Your compensation is confidential and shall not be discussed or disclosed to anyone within or outside the company without the prior written permission from the company.
- b) The total annual compensation includes certain variable component which is based on overall company performance, the group/divisional performance and individual performance and will be announced separately. The amount mentioned in the annexure is average possible quantum.

3. Service Agreement:

You and your surety, who should be a person of substantial means, will have to execute a Service Agreement on a ₹ 500/- Stamp Paper (non - judicial) to complete 18 months and to remain in the service of Saama Technologies .You and your surety shall jointly and severally compensate the company for Salary paid during these 18 months and training expenses incurred by it on account of and in connection with your training and this amount will be recovered from you if you leave the Organization within two years from your joining date.

During the period of 18 months from the date of joining if you resign or violate the terms of Service Agreement, you will be liable to pay liquidated damages amounting to Rs. One Lakh excluding taxes as applicable.

Further you will be required to serve on one month notice while on probation and three months' notice on regularization after successful completion of probation, or pay salary (notice pay) in lieu thereof in addition to fulfilling the obligation stipulated in the Service Agreement.

You undertake not to dispute the amount, and shall pay the amount, before requesting for formal relieving from the organization & at the same time organization has full right to initiate appropriate legal proceedings against you in case of breach of this employment agreement.

4. Leaves and Holidays :

Saama believes in that associate should never run out of leaves. Hence, you will be eligible for 21 paid leaves in a year. In addition to that, you will be also eligible for additional leaves whenever needed like Study Leaves, Emergency Support Leaves, Bereavement Leaves and also we have leave donation and leave in advance policy. You will also be eligible for 10 Holidays as per prevailing Company's Rules and public holidays as declared by the Company.

5. Salary Review:

Your salary reviews and re-fittments will always be subject to the schedules as may be implemented by the company from time to time. Your annual increments will be based on Companies performance, your performance and existing market conditions. Candidates joining on or after 1st Oct will not be eligible for appraisal in the current cycle.

6. Location:

Your services are liable to be transferred to any other establishment, office, branch, department of the Company or subsidiary, associate or affiliate of the Company in India or abroad/existing or to be established - at a later date- at the discretion of the Company. In the event of your transfer to any of other establishment, office, branch, department of the Company or subsidiary, associate or affiliate of the Company in India or abroad/existing or to be established - at a later date- , your remuneration and emoluments will not be adversely affected. However, you will be governed by the rules and regulations of service applicable to the new assignment or prevailing in those establishments/offices/branches/departments

7. Confirmation:

You will be on Probation for the period for 6 months; during this period the Company will progressively assess your performance. After successful completion of that, you will be treated as full time permanent employee from the date of joining. If the employee is deemed unsuitable while on the probationary period, employee may be terminated by giving a notice of 30days. If an employee wishes to terminate employment during the probationary period, then employee needs to abide by the notice period mentioned in point 7 of this letter.

8. Separation :

If you wish to resign from the services of the company, you may do so by giving pre-defined notice period in writing. The notice period for Delivery and Engineering Team is 90 days' and the notice period for Support Functions is 60 days. You can also make payment in lieu of serving the notice period equivalent to your notice period provided you do not have any business dependency. Similarly,

the Company may terminate your services either by giving the respective notice period in writing or payment in lieu of serving the notice period equivalent to your notice period.

Should you leave the Company's service without notice, you will be liable to pay to the Company a sum equivalent to your notice period's consolidated salary and also be liable to be sued for damages. The company reserves the right to decide upon the early relieving date without any compensation or obligation whatsoever. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

If at any time you are found guilty of misconduct or if your performance or conduct is not satisfactory, your services are liable to be terminated without notice or without payment in lieu of notice. The decision of the company shall be final and binding on you.

On termination or acceptance of the separation notice, you shall immediately, before you are relieved, hand over the papers, documents, keys, all software's, correspondence, specifications, books, data, drawings and any other belongings of the company as part of separation formalities and shall not make or retain any copies of these items.

In case if you leave within One Year, the additional amount paid to you other than CTC (like Joining Bonus, Retention Bonus, and Relocation Bonus etc) will be recovered from your Full and Final Settlement.

9. Working Hours:

The normal working hours of the company are from Monday - Friday (8.30 AM to 5.30 PM). However your working hours may vary according to the operational needs of different clients and projects and you may be required to work in shifts, the details of which will be provided to you in advance. The Company reserves the right to amend hours of work as necessary to meet the requirements of the business and you hereby agree to the same.

10. Confidentiality :

During your employment with the company, you shall not engage in any of the following activities. Breach of any of these rules will call for immediate termination without any notice or compensation or obligation whatsoever besides which legal action as deemed necessary

- a) You shall fully devote your time to the work of the company and shall promote its interest.
- b) You shall not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade, business, during the employment with the Company without permission in writing of the Directors of the Company.
- c) You shall not act or indulge in any activity harmful to the interest of the company or its business, or its reputation.
- d) The records and information of the company in respect to its development processes, trade secrets and dealings with the customer accounts and business transactions which may come to your knowledge shall not be divulged to any one without prior consent/sanction in writing.
- e) During the employment with the company, you shall not engage in or be concerned with or be interested in any business or profession other than your employment with the company.
- f) You shall at all times conduct yourself in a manner befitting your position and show civility and strictly obey and carry out all lawful orders and instructions of persons placed by the company in authority over you.
- g) You are required to sign an Intellectual Property, Non-Disclosure and Confidentiality Agreement effective from the date of joining. The employee shall ensure that all proprietary and confidential information, documents, literature, and invention made or obtained during his/her tenure with the

Company shall not be utilized by him/her for an indefinite period to undermine the interests of the Company.

- h) It is agreed that during the period of the employment, there under, and for two years following the termination of your employment for any reason, you shall not directly or indirectly provide any services to any of Saama's client or to any other Company doing similar business without written consent from the company. You further agree that you will not solicit or entertain offers from any of the existing or former clients of Saama, whether for yourself or on behalf of any other entity or in any manner attempt to induce any of the clients of Saama withdraw their business from Saama. You further agree that you will not solicit any Saama employee or Consultant to terminate their contractual agreements with Saama.
- i) Both the parties hereby agree and confer jurisdiction of the courts situated at Pune city for resolving any disputes or instituting any suit or proceedings for the disputes arising out of this Agreement.
- j) This letter of employment has been issued to you on the basis of the information furnished by you about yourself in your resume. If any of the details and information furnished in your resume is found to be incorrect, or if it is found that you have concealed or withheld any essential details, your employment is liable to be terminated without any notice.
- k) The employment is subject to satisfactory reference and the same shall be withdrawn in case of adverse references
- l) The above terms and conditions are subject to Company's Service Rules and Regulations. You may refer to the Company' Rules and Regulations available in the Employee Handbook for all the other details and seeks clarifications, if necessary with Head HCM for all the HR related matters.

11. Advance Payments Recovery Clause:

Amount paid in terms of Joining Bonus, Retention Bonus, Relocation Bonus, Accommodation is treated as an advance payment and nullified at the year end from the date of joining. However If the employee who has availed above benefits, resigns from the Company within one year from their date of joining, the amount paid towards advance payment will be recovered.

12. Social Media Guidelines:

Social media use shouldn't interfere with your responsibilities at the company. Computer systems at the company and related infrastructure are to be used for business purposes only. When using the company's computer systems and /or infrastructure, use of social media for business purposes is allowed (ex: Facebook, Twitter, Saama blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged. Also, you are solely and personally responsible for any legal and/or financial obligations that arise out of using the social media, if such usage is not pre-authorized be aware that your actions on social media will impact your image, as well as the Company's image. The information that is posted or published online may remain public for a long time. Never represent yourself or the company in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated. Stick to your area of expertise and do feel free to provide unique, individual perspectives on non-confidential activities at the company. Post meaningful, respectful comments, do not share any remarks that are off-topic or offensive.

Use your judgment in posting material that is neither inappropriate nor harmful to the company or its employees, customers/clients, vendors or any other stake holders of the company. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, and libelous or that can create a hostile work environment.

Check before referring to or post images of current or former employees, their job titles, their roles and responsibilities from the authorized members. It is not allowed to post about clients/customers,

vendors or suppliers. It is also prohibited to post any information about internal operations of the company on the web. Get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

13. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details, and details of your prior work experience, if any, and to conduct any criminal checks for Civil and Criminal proceedings in District, Lower, Civil Court, Magistrate Court, Session Court, High Court, and Supreme Court. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India."

If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. You will be required to submit to our HR department, the documents as mentioned in the below checklist mandatorily at the time of your joining.

Scanned copies of the following documents are to be submitted on the date of joining -
1. Four Passport sized Photographs
2. Highest Degree/Diploma certificate along with the mark sheets
3. Appointment/Offer Letter from your last employer
4. Experience or Release Letter from your last employer
5. Salary slips of the last three months from your last employer.
6. PAN Card
7. Valid Passport (In case you do not have a valid passport, you need to apply for one within 15 days of joining the company).
Please bring originals of all the above mentioned documents for verification. The originals will be returned to you immediately after the verification.

Employee Confirmation:

1. I accept the offer and confirm that there have been no other commitments made during the hiring process other than specified in the offer letter. (Example - on site opportunity, compensation, promotion and salary)
2. I accept the offer but would like to mention that the following discussion had during the hiring process (please mention the comments): _____

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions.

Kindly signify your acceptance on the duplicate copy of this letter as a token of acceptance.

Sincerely,
For Saama Technologies (India) Pvt. Ltd.,



Upasana Talukdar
Head - HCM, India

Accepted

Divya Gulhane

**Private and Confidential
ANNEXURE - A
COMPENSATION STRUCTURE**

Employee Name: Divya Gulhane
Level: P1
Designation: Associate Software Engineer

COMPENSATION STRUCTURE	MONTHLY EARNING (INR)	ANNUAL EARNING (INR)
Basic	7614	91368
House Rent Allowance	3807	45684
FEP	5813	69756
Gross Salary (INR)	17234	206808
Employer's Contribution to PF	1800	21600
Contribution based Performance Pay*	5000	60000
Gratuity	-	4392
Mediclaim	-	7200
Cost to Company (CTC) (INR)	19034	300000

Notes:

1. Employer/Employee Contribution to PF will be as per "The Employees' Provident Funds Scheme 1952".
2. Employer/Employee Contribution to ESIC will be as per "Employees State Insurance Act, 1948".
3. Gratuity accruals shall apply as per the "The Gratuity Act 1972".
4. Income Tax will be as per the latest Income Tax rules.
5. Your compensation details are strictly personal and confidential and should not be disclosed to others.
6. *Your NET Salary is based on your investment, taxation and statutory deductions.
7. Annexure A - Non-Disclosure Acknowledgment: Critical Financial Information
8. Annexure B - Please refer to understand our Employee Benefits and Your CTC Components.

Your compensation details are strictly personal and confidential and should not be disclosed to others.

For Saama Technologies (India) Pvt. Ltd.



Upasana Talukdar

Accepted

Divya Gulhane

Annexure - B
CTC Components

FIXED COMPONENT:

- 1) **Basic:** Basic Salary means monthly fixed salary excluding all the allowance, perks and benefits payable to an employee. It would be fully taxable in the hands of the employee.
- 2) **House Rent Allowance (HRA):** 50 % of basic would be paid to employee towards HRA. Tax exemption can be availed on this component as per rules of HRA in the Income tax act.

FLEXIBLE BENEFIT PLAN (FEP):

This component gives flexibility to the employee to choose the below options as reimbursement under this basket.

- a. **Car Reimbursement:** This component covers petrol reimbursement, maintenance and insurance. This component can be opted as taxable or as reimbursement per month. Reimbursement is possible minimum **Rs.21,600** and maximum up to **Rs.96,000** per year.
- b. **Leave Travel Allowance:** This component serves as subsidy on travel when an employee proceeds on vacation. Minimum 3 days leaves to be taken to claim such benefit. As per the Income Tax Rules, exemption in respect of LTA is allowed to employee, twice in a block of four calendar years, to the extent of and subject to the satisfaction of conditions prescribed under the Act. You can claim a maximum up to **1.5 times** of your monthly basic salary.
- c. **Telephone/Internet Reimbursement:** One telephone number (either mobile or landline) can be chosen by employee for claiming the reimbursement. Actual amount of bill will be treated as non-taxable. Pre-paid & postpaid bills or internet bills are accepted for such reimbursement. You can claim maximum of **Rs. 36,000** per year
- d. **Child Education:** This component covers the tuition fees that you pay towards your child's education. As per the law you can claim a maximum of **Rs. 2,400** per year (for two children) or **Rs. 1,200** per year (for single child).
- e. **Food Card:** You can opt for HDFC food card which will cover a maximum of **Rs. 26,400** per year.
- f. **Books and Periodicals:** This covers all books and reading you have bought which is related to your role. You can claim a maximum of **Rs. 12,000** per year.
- g. **National Pension Scheme:** You can opt for upto 10% of your basic salary which will be deducted from your monthly salary and contributed to NPS.

The balance amount will be adjusted under other allowance.



CONTRIBUTION-BASED PERFORMANCE VARIABLE PAY:

Contribution-based Performance Pay is your Contribution driven Performance Pay, which will be paid to you Quarterly. You can earn upto 110% of your CPP for Hi-Performance. For associates from P5 and above a part of the CPP will be BU/Organization based, which ranges from 10% to 20% considering your level and role, which will be disbursed annually.

Over and above the CPP, you will also be eligible for an extra EARNING POTENTIAL from 10% to 35% of your Performance Pay, based on your individual and company performance.

Performance Pay (CPP and Extra Earning Potential) is a discretionary component and is subjected to the prevailing company policies from time to time. The amount of pay, payout calculation criteria, and the payout date(s) are at the sole discretion of the company and may change from time to time. You will be eligible for Individual Performance Pay till your last working day with Saama. However, you will have to be on the payroll and not serving the notice period for earning the EXTRA earning potential component and BU/Org Performance Pay.

STATUTORY PAYMENTS:

- 1) **Provident Fund (PF):** Employer's contribution towards PF is capped to Rs. 1800/- per month.
- 2) **Gratuity:** Gratuity is payable on separation after completion of continuous service of 5 years as per government rules.
Formula for calculating gratuity: $\text{-Gratuity} = (((\text{Last Drawn Basic})/26)*15)*\text{Number of years of service.}$

EMPLOYEE BENEFITS:

- 1) **Medical Insurance*:** Saama extends the Basic Health Insurance cover to you, your spouse and your children (upto 2 Nos) under the Insurance Policy. Floater amount of Rs.3,00,000/- per annum can be utilized under this policy.
- 2) **Group Accident Policy (GPA)*:** Through GPA you are covered by way of round-the-clock risk coverage against any accident occurring while at work or outside work resulting in partial or total disablement or casualty. Even of Temporary Disability due to accident you get compensated for loss of wages on account of leave due to accident up to Rs.5,000/- per week. In case of death due to accident, your total cover would be Rs.10,00,000/-.
- 3) **Group Term Life Policy*:** This benefit is in addition to Group Accident Policy. This policy provides coverage 24*7 worldwide to an employee in case of death to provide financial assistance to his / her immediate dependents provided at the time of joining. Amount up to three times of annual CTC or maximum of Rs. 20,00,000 lacs will be given in such cases.
* Terms & conditions of Insurance Policy will be applicable.
- 4) **Transport:** HIA(Hinjawadi Industries Association) member companies avail a common transport service named Shuttl, S-ride, Office Ride, Quick ride Uber & Ola which connects to Hinjewadi from all areas across Pune City, this service is provided at special subsidized rate for all Saama Employees. Employees working in the second and night shift please refer to the employee handbook.
- 5) **Cafeteria:** Breakfast, Lunch and snacks are provided to all employees at Saama at a Subsidized rate from Monday to Friday. Employees working in second or night shifts will be provided Free dinner from Monday to Friday.



- 6) **Wedding Gift:** All unmarried employees are eligible for a onetime payment of Rs. 3,500/- for their first marriage as a gift from Saama .
- 7) **New Born Baby Gift:** All employees are eligible for a one-time payment of Rs.1,500/- for their new born baby. Only the first two children are covered under this scheme.
- 8) **Relocation Benefits:** (applicable for candidate relocating from outside Pune)
Relocation benefits can be reimbursed* up to INR 50,000 (paid as per actuals).
This includes -
 - a. Reimbursement towards taxi fare
 - b. Reimbursement of air fare / train fare
 - c. Movement of goods from current location Pune

*Kindly note that the above are to be reimbursed based on submission of actual invoices paid through credit card or online payment (No Cash Transaction will be allowed).

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1. Salary Information (CTC).
1. Other Salary components including Merit Increments, Annual/Quarterly Bonuses, Options allocations, Equity etc
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Any unauthorized disclosure of confidential information by you stated above will be a violation of the company rules and policies, and appropriate corrective action will be taken which may be through the disciplinary procedure.

You are also requested to bring it to the notice of HCM team if you find anyone discussing/sharing any financially sensitive information as mentioned above.

Ref: 5889
Date: 22nd February 2022

(Confidential)

Vaishnavi Helode
Amravati

Sub: - Offer Letter

Dear Vaishnavi,

We are pleased to extend an offer of employment to you with us, one of the largest pure-play data science solutions and services company, Saama Technologies (India) Pvt. Ltd. (The Company).

We loved knowing about you and felt that you can be a great addition to the team. Considering our conversations and your fitment, you are offered the role of "Associate Software Engineer" at "P1" Level.

The terms & conditions of the Employment offer are as follows:

1. Date And Location of Commencement:

- a) Date of Joining: Your employment with the company shall commence not later than 7th March 2022
- b) Location of Joining: Your joining location will be Pune- Saama Technologies , IT -8, 10th Floor, Blue-Ridge Township, Near Rajiv Gandhi InfoTech Park-Phase-I, Hinjewadi, Pune 411 057

2. Compensation:

Your total salary expressed as Cost to Company (CTC) will be INR. 4,20,000/- per annum. The components of your salary structure are detailed out in Annexure A.

- a) Your compensation consists of Basic Salary, House Rent Allowance, Transport Allowance, and Medical Reimbursement, Joining Bonus and Retention Bonus and other allowances as per Company's prevailing policies. PF, Gratuity and Income Tax deductions will be made from your compensation, as per statutory compliances. Your compensation is confidential and shall not be discussed or disclosed to anyone within or outside the company without the prior written permission from the company.
- b) The total annual compensation may include a certain variable component which is based on overall company performance, the group/divisional performance and individual performance and will be announced separately. The amount mentioned in the annexure is the average possible quantum.

3. Service Agreement:

The Employee, as part of the consideration for the training efforts and costs involved, agreed for not leaving the services of the company for a minimum period of **Three years** from the date of his/her joining. The Employer has full rights to terminate the employee from his/her service due to any violation actions, low performance, misconduct by giving notice as per the clause no. 8

The Employee agrees that during the Employment Period he/she shall devote his/her full business time to the business affairs of the Company and shall perform his/her duties faithfully and efficiently subject to the direction of them management team of the Company.

In case, The Employee for any reason leaves the services of the Company before the signed period of Three years from the date of joining, then he/she shall forthwith pay a sum of **Joining bonus and retention bonus paid by company for one year and six months (or as per the calculation done by company)** being the indemnification of the cost of training to the Company.

Further you will be required to serve on one month notice while on probation and three months' notice on regularization after successful completion of probation, or pay salary (notice pay) in

lieu thereof in addition to fulfilling the obligation stipulated in the clause no. 8

You undertake not to dispute the amount, and shall pay the amount, before requesting for formal relieving from the organization & at the same time organization has full right to initiate appropriate legal proceedings against you in case of breach of this employment agreement.

4. Leaves and Holidays:

Saama believes in that associate should never run out of leaves. Hence, you will be eligible for 21 paid leaves in a year. In addition to that, you will be also eligible for additional leaves whenever needed like Study Leaves, Emergency Support Leaves, Bereavement Leaves and also we have leave donation and leave in advance policy. You will also be eligible for 10 Holidays as per prevailing Company's Rules and public holidays as declared by the Company.

5. Salary Review:

Your salary reviews and re-fitments will always be subjected to the schedules as may be implemented by the company from time to time. Your annual increments will be based on Companies performance, your performance and existing market conditions. Your next salary review will be at the completion of your 1st year and 2nd year from your date of joining and post that it will follow the company's review cycle.

6. Location:

Your services are liable to be transferred to any other establishment, office, branch, department of the Company or subsidiary, associate or affiliate of the Company in India or abroad/existing or to be established - at a later date- at the discretion of the Company. In the event of your transfer to any other establishment, office, branch, department of the Company or subsidiary, associate or affiliate of the Company in India or abroad/existing or to be established - at a later date- , your remuneration and emoluments will not be adversely affected. However, you will be governed by the rules and regulations of service applicable to the new assignment or prevailing in those establishments/offices/branches/departments

7. Confirmation:

You will be on Probation for the period for 6 months; during this period the Company will progressively assess your performance. After successful completion of that, you will be treated as a full time permanent employee from the date of joining. If the employee is deemed unsuitable while on the probationary period, employee may be terminated by giving a notice of 30 days. If an employee wishes to terminate employment during the probationary period, then employee needs to abide by the notice period mentioned in point 8 of this letter.

8. Separation :

If you wish to resign from the services of the company, you may do so by giving a pre-defined notice period in writing. The notice period for Delivery and Engineering Team is 90 days' and the notice period for Support Functions is 60 days. You can also make payment in lieu of serving the notice period equivalent to your notice period provided you do not have any business dependency.

Similarly, the Company may terminate your services either by giving the respective notice period in writing or payment in lieu of serving the notice period equivalent to your notice period. Should you leave the Company's service without notice, you will be liable to pay to the Company a sum equivalent to your notice period's consolidated salary and also be liable to be sued for damages. The company reserves the right to decide upon the early relieving date without any compensation or obligation whatsoever. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

If at any time you are found guilty of misconduct or if your performance or conduct is not satisfactory, your services are liable to be terminated without notice or without payment in lieu of notice. The decision of the company shall be final and binding on you.



saama



On termination or acceptance of the separation notice, you shall immediately, before you are relieved, hand over the papers, documents, keys, all software's, correspondence, specifications, books, data, drawings and any other belongings of the company as part of separation formalities and shall not make or retain any copies of these items.

In case if you leave within One Year, the additional amount paid to you other than CTC (like Joining Bonus, Retention Bonus, and Relocation Bonus etc) will be recovered from your Full and Final Settlement as per agreement.

9. Working Hours:

The normal working hours of the company are from Monday - Friday (8.30 AM to 5.30 PM). However your working hours may vary according to the operational needs of different clients and projects and you may be required to work in shifts, the details of which will be provided to you in advance. The Company reserves the right to amend hours of work as necessary to meet the requirements of the business and you hereby agree to the same. You should be flexible to work in shifts as required by the company.

10. Confidentiality :

During your employment with the company, you shall not engage in any of the following activities. Breach of any of these rules will call for immediate termination without any notice or compensation or obligation whatsoever besides which legal action as deemed necessary

- a) You shall fully devote your time to the work of the company and shall promote its interest.
- b) You shall not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade, business, during the employment with the Company without permission in writing of the Directors of the Company.
- c) You shall not act or indulge in any activity harmful to the interest of the company or its business, or its reputation.
- d) The records and information of the company in respect to its development processes, trade secrets and dealings with the customer accounts and business transactions which may come to your knowledge shall not be divulged to any one without prior consent/sanction in writing.
- e) During the employment with the company, you shall not engage in or be concerned with or be interested in any business or profession other than your employment with the company.
- f) You shall at all times conduct yourself in a manner befitting your position and show civility and strictly obey and carry out all lawful orders and instructions of persons placed by the company in authority over you.
- g) You are required to sign an Intellectual Property, Non-Disclosure and Confidentiality Agreement effective from the date of joining. The employee shall ensure that all proprietary and confidential information, documents, literature, and invention made or obtained during his/her tenure with the Company shall not be utilized by him/her for an indefinite period to undermine the interests of the Company.
- h) It is agreed that during the period of the employment, there under, and for Two years following the termination of your employment for any reason, you shall not directly or indirectly provide any services to any of Saama's client or to any other Company doing similar business without written consent from the company. You further agree that you will not solicit or entertain offers from any of the existing or former clients of Saama, whether for yourself or on behalf of any other entity or in any manner attempt to induce any of the clients of Saama withdraw their business from Saama. You further agree that you will not solicit any Saama employee or Consultant to terminate their contractual agreements with Saama.
- i) Both the parties hereby agree and confer jurisdiction of the courts situated at Pune city for resolving any disputes or instituting any suit or proceedings for the disputes arising out of this Agreement.
- j) This letter of employment has been issued to you on the basis of the information furnished by you about yourself in your resume. If any of the details and information furnished in your resume is found to be incorrect, or if it is found that you have concealed or withheld any essential details, your employment is liable to be terminated without any notice.
- k) The employment is subject to satisfactory reference and the same shall be withdrawn in case of adverse references

- l) The above terms and conditions are subject to Company's Service Rules and Regulations. You may refer to the Company' Rules and Regulations available in the Employee Handbook for all the other details and seeks clarifications, if necessary with Head HCM for all the HR related matters.

11. Advance Payments Recovery Clause:

Amount paid in terms of Joining Bonus, Retention Bonus, Relocation Bonus, Accommodation is treated as an advance payment and nullified at the year end from the date of joining. However If the employee who has availed above benefits, resigns from the Company within 3 years from their date of joining, the amount paid towards advance payment will be recovered for the last 1.6 years from the date of resignation.

12. Social Media Guidelines:

Social media use shouldn't interfere with your responsibilities at the company. Computer systems at the company and related infrastructure are to be used for business purposes only. When using the company's computer systems and /or infrastructure, use of social media for business purposes is allowed (ex: Facebook, Twitter, Saama blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged. Also, you are solely and personally responsible for any legal and/or financial obligations that arise out of using the social media, if such usage is not pre-authorized be aware that your actions on social media will impact your image, as well as the Company's image. The information that is posted or published online may remain public for a long time. Never represent yourself or the company in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated. Stick to your area of expertise and do feel free to provide unique, individual perspectives on non- confidential activities at the company. Post meaningful, respectful comments, do not share any remarks that are off-topic or offensive.

Use your judgment in posting material that is neither inappropriate nor harmful to the company or its employees, customers/clients, vendors or any other stake holders of the company. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, and libelous or that can create a hostile work environment. Check before referring to or post images of current or former employees, their job titles, their roles and responsibilities from the authorized members. It is not allowed to post about clients/customers, vendors or suppliers. It is also prohibited to post any information about internal operations of the company on the web. Get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

13. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details, and details of your prior work experience, if any, and to conduct any criminal checks for Civil and Criminal proceedings in District, Lower, Civil Court, Magistrate Court, Session Court, High Court, and Supreme Court. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India."

If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. You will be required to submit to our HR department, the documents as mentioned in the below checklist mandatorily at the time of your joining.

Scanned copies of the following documents are to be submitted on the date of joining -

1. Four Passport sized Photographs

- | |
|--|
| 2. Highest Degree/Diploma certificate along with the mark sheets |
| 3. Appointment/Offer Letter from your last employer |
| 4. Experience or Release Letter from your last employer |
| 5. Salary slips of the last three months from your last employer. |
| 6. PAN Card |
| 7. Valid Passport (In case you do not have a valid passport, you need to apply for one within 15 days of joining the company). |
| Please bring originals of all the above mentioned documents for verification. The originals will be returned to you immediately after the verification. |

Employee Confirmation:

1. I accept the offer and confirm that there have been no other commitments made during the hiring process other than specified in the offer letter. (Example - on site opportunity, compensation, promotion and salary)
2. I accept the offer but would like to mention that the following discussion had during the hiring process (please mention the comments): _____

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions.
Kindly signify your acceptance on the duplicate copy of this letter as a token of acceptance.

Sincerely,
For Saama Technologies (India) Pvt. Ltd.,



Upasana Talukdar
Head - HCM, India

Accepted

Vaishnavi Helode

Indicative Salary structure for First Three Years of employment

Indicative Salary Structure			
	1st Year	2nd Year	3rd Year
(A) Joining Bonus <i>(To be paid in the first month of joining and subsequently on 2nd and 3rd year)</i>	1,20,000	1,00,000	1,00,000
Monthly CTC	20,000	25,000	36,000
Monthly Retention Bonus	5,000	10,000	10,000
Total Monthly CTC	25,000	35,000	46,000
(B) Total Annual - CTC	3,00,000	4,20,000	5,52,000
I - Performance Linked Incentive : Min (Annual)	-	36,000	36,000
II - Performance Linked Incentive : Max (Annual)	-	72,000	72,000
Total Annual CTC (Minimum) - (A+B+I)	4,20,000	5,56,000	6,88,000
Total Annual CTC (Maximum) - (A+B+II)	4,20,000	5,92,000	7,24,000

Notes:

- You will be eligible for Performance Linked Incentive, which will be paid to you annually.

**Private and Confidential
ANNEXURE - A
COMPENSATION
STRUCTURE for First Year**

Employee Name: Vaishnavi Helode
Level: P1
Designation: Associate Software Engineer

<u>COMPENSATION STRUCTURE</u>	<u>MONTHLY EARNING (INR)</u>	<u>ANNUAL EARNING (INR)</u>
Basic	7,614	91,368
House Rent Allowance	3,807	45,684
FEP	5,813	69,756
Retention Bonus	5,000	60,000
<u>Gross Salary (INR)</u>	22,234	2,66,808
Employer's Contribution to PF	1,800	21,600
Gratuity	-	4,392
Mediclaim	-	7,200
Joining Bonus	-	1,20,000
<u>Cost to Company (CTC) (INR)</u>	24,034	4,20,000

Notes:

1. Employer/Employee Contribution to PF will be as per "The Employees' Provident Funds Scheme 1952".
2. Employer/Employee Contribution to ESIC will be as per "Employees State Insurance Act, 1948".
3. Gratuity accruals shall apply as per the "The Gratuity Act 1972".
4. Income Tax will be as per the latest Income Tax rules.
5. Your compensation details are strictly personal and confidential and should not be disclosed to others.
6. *Your NET Salary is based on your investment, taxation and statutory deductions.
7. Annexure A - Non-Disclosure Acknowledgment: Critical Financial Information
8. Annexure B - Please refer to understand our Employee Benefits and Your CTC Components.
9. Joining Bonus will be paid to you in your first salary.

Your compensation details are strictly personal and confidential and should not be disclosed to others.

For Saama Technologies (India) Pvt. Ltd.

Accepted



Upasana Talukdar

Vaishnavi Helode

Annexure - B

CTC

Components

FIXED COMPONENT:

- 1) **Basic:** Basic Salary means monthly fixed salary excluding all the allowance, perks and benefits payable to an employee. It would be fully taxable in the hands of the employee.
- 2) **House Rent Allowance (HRA):** 50 % of basic would be paid to employees towards HRA. Tax exemption can be availed on this component as per rules of HRA in the Income tax act.

FLEXIBLE BENEFIT PLAN (FEP):

This component gives flexibility to the employee to choose the below options as reimbursement under this basket.

- a. **Car Reimbursement:** This component covers petrol reimbursement, maintenance and insurance. This component can be opted as taxable or as reimbursement per month. Reimbursement is possible minimum **Rs.21,600** and maximum up to **Rs.96,000** per year.
- b. **Leave Travel Allowance:** This component serves as subsidy on travel when an employee proceeds on vacation. Minimum 3 days leaves to be taken to claim such benefit. As per the Income Tax Rules, exemption in respect of LTA is allowed to employee, twice in a block of four calendar years, to the extent of and subject to the satisfaction of conditions prescribed under the Act. You can claim a maximum up to **1.5 times** of your monthly basic salary.
- c. **Telephone/Internet Reimbursement:** One telephone number (either mobile or landline) can be chosen by employee for claiming the reimbursement. Actual amount of bill will be treated as non-taxable. Pre-paid & postpaid bills or internet bills are accepted for such reimbursement. You can claim maximum of **Rs. 36,000** per year
- d. **Child Education:** This component covers the tuition fees that you pay towards your child's education. As per the law you can claim a maximum of **Rs. 2,400** per year (for two children) or **Rs. 1,200** per year (for single child).
- e. **Food Card:** You can opt for HDFC food card which will cover a maximum of **Rs. 26,400** per year.
- f. **Books and Periodicals:** This covers all books and reading you have bought which is related to your role. You can claim a maximum of **Rs. 12,000** per year.
- g. **National Pension Scheme:** You can opt for upto 10% of your basic salary which will be deducted from your monthly salary and contributed to NPS.

The balance amount will be adjusted under other allowance.

STATUTORY PAYMENTS:

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5. The salary and other Salary components (specified in 1 & 2 above) information of your team members are confidential and not be disclosed to anyone unauthorized or without prior approval.
6. The salary and financial information of the associates working under your leadership and management are confidential and not be disclosed to anyone unauthorized or without prior approval.

Any unauthorized disclosure of confidential information by you stated above will be a violation of the company rules and policies, and appropriate corrective action will be taken which may be through the disciplinary procedure.

You are also requested to bring it to the notice of HCM team if you find anyone discussing/sharing any financially sensitive information as mentioned above.

Acknowledgment and Agreement

I **Vaishnavi Helode**, acknowledge that I have read and understand the Non-Disclosure of Critical Financials of Saama Technologies India Pvt. Ltd. I understand that if I violate the rules/procedures outlined in this agreement, I may face corrective action, up to and including termination of employment.

Name: **Vaishnavi Helode**

Signature: _____

Date: _____



26th March 2021

Dear Ms Manasi Ingole

Welcome to Tata Electronics Private Limited family.

We thank you for your decision to be part of our family and start your professional career here. We Wish you a bright future in both your personal and professional life.

TATA's are committed to providing continuous learning and growth opportunities to their employees. We hope you will be able to make the maximum of use of these. We invite you to participate in the enriching experience of building a world class organization and build an empowered future for yourself.

Your engagement with **Tata Electronics Private Limited (TEPL)** will be governed by the following terms and conditions.

We request you to read these conditions carefully and accord your acceptance by signing and returning the duplicate copy of this letter.

1. Employment

- 1.1 You will be joining as "**Graduate Engineer Trainee (GET)**" in **Tata Electronics Private Limited**
Your training period shall be of one-year duration from your date of joining.
- 1.2 On completion of your training period and your performance being satisfactory, you will be offered an employment at equivalent levels of "Assistant Manager" / "Senior Engineer - I" as per your deployment in the plant.
- 1.3 You will retire from the services of the Company on completion of 60 (Sixty) years of age.
- 1.4 This contract can be mutually terminated by giving 1-month notice period or 1-month salary in lieu of notice period.
- 1.5 The Company reserves the right to terminate your employment at any time, without any notice period or payment of Salary in lieu thereof, if you are found to be in breach of any of the terms of the Offer letter, Appointment Letter, Tata Code of Conduct or the Company Policies.
- 1.6 In case your performance during the training period of one year is not found satisfactory, the management may (a) terminate the training during the training period or at the end of the same, without any notice (b) extend the training period. In case of continued unsatisfactory performance even during the extended period, the training may be terminated either during or at the end of such extended period

TATA ELECTRONICS PRIVATE LIMITED

(Formerly known as TRIL BENGALURU REAL ESTATE FOUR PRIVATE LIMITED)

Registered office: Corniche Al-Latheef Ground Floor A Wing No 25 Cunningham Road Vasanthnagar Bengaluru Karnataka India 560 052

Work office: Uddanapalli Village Shoolegiri Taluk Hosur 635 119 Krishnagiri District Tamil Nadu India

CIN U31100KA2020PTC133739



2. Compensation & Benefits

2.1 Your annual Cost to the Company ("CTC") is INR 5,25,000 (Rs Five Lacs Twenty-Five Thousand Only). The detailed split-up is given below...

Compensation Break up	Annual Amount
Basic Salary	2,58,000
House Rent Allowance	1,03,200
Fixed Allowance	1,20,430
Total Gross	4,81,630
Contribution to Provident Fund	30,960
Gratuity	12,410
Total Cost to Company (CTC)	5,25,000

- 2.2 You will be eligible for PF, and Gratuity from the day of your joining
- 2.3 You will be eligible for Superannuation as per company policy. However, contribution will be part of your CTC.
- 2.4 You and your dependents will be covered under medical insurance as per company policy.
- 2.5 You will be eligible for leave and Holidays as per company policy
- 2.6 Please keep the details of your compensation confidential.

3. Location

You will be initially posted at Hosur. However, based on business exigencies you may be relocated by the company anywhere in India or abroad. You may be transferred to a different position or unit/department of the company either in existence or which may come up pursuant to the requirement of the company. In addition, your services may be deputed to any of our client companies for work pertaining to or incidental to the client's business. You may be transferred to one of the company's subsidiaries or affiliates, pursuant to the requirements of the company and/or its subsidiary/affiliates at the sole discretion of Company.

4. Tata Code of Conduct

At Tata Electronics Pvt Ltd, the Tata Code of Conduct ("TCOC") serves as a guide to each employee on the values, ethics and principles expected of them in both personal and professional conduct. Prior to your joining, you will be given a booklet on the Tata Code of Conduct ("TCOC"). You should go through the TCOC thoroughly and you will also need to sign an acknowledgment that you have received and read the terms of TCOC. We at TEPL, expect all our employees to be in strict compliance of TCOC during their term of employment and no exceptions, whatsoever, are entertained.

TATA ELECTRONICS PRIVATE LIMITED

(Formerly known as TRIL BENGALURU REAL ESTATE FOUR PRIVATE LIMITED)

Registered office Corniche AI-Latheef Ground Floor A Wing No 25 Cunningham Road Vasanthnagar Bengaluru Karnataka India 560 052

Work office Urdanapalli Village Shoolagiri Taluk Hosur 635 119 Krishnagiri District Tamil Nadu India

CIN U31100KA2020PTC133739



5. **Company Policies**

At TEPL, our Company policies are based on our vision, mission and values. Understanding the policies will help you settle into the Company and will continue to be of support during your tenure with us. The Company policies, regulations, rules or terms, as drawn up from time-to-time will apply to you ("**Company Policies**") right from the day you join us. You are expected to comply strictly with the Company Policies at all times. The periodical revisions made to the Company Policies will also apply to you.

6. **Joining**

Your Joining date at TEPL will be **15th June 2021 (15/06/2021)**. You will be intimated of the location and the reporting time along with other joining requirements on acceptance of this offer.

You will be eligible for company paid accommodation and meals for one month from the day of joining.

7. **Other Conditions**

By accepting this offer letter, you agree that all Intellectual Property Rights (as defined in the Company Policy) originated, conceived, written, made or discovered by you during the course of your employment with the Company or using the resources of the Company shall be deemed to be "work made for hire" for the Company (under the applicable law) and all such Intellectual Property Rights shall automatically vest with the Company from the very beginning. You will be required to sign the undertaking for assignment of Intellectual Property Rights which will be issued to you on your joining date. You are expected to be aware of the same and be in strict compliance of the same.

You agree to indemnify and hold the Company and its officers, directors and shareholders harmless against any and all losses, liabilities, actions, suits, claims, proceedings, damages, penalties, demands, costs or expenses (including reasonable legal fees) of whatsoever nature suffered or sustained by the Company as a result of or pursuant to the Liabilities, a breach of any of the terms of the Appointment Letter/ Company Policies, or as a result of your activities in violation of the scope specifically authorized in this Appointment Letter

8. **Terms of Employment**

- 8.1 Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- 8.2 It is a condition of your service to ensure secrecy and confidentiality of all documents, process and techniques of Company and Company's client.
- 8.3 During the period of employment with this Company, you will not engage yourself in any other work either paid or in honorary capacity.
- 8.4 Your appointment is being made on the basis of the information furnished by you to the Company and in case any information as given by you is found false or incorrect or by committing any act amounts to loss of confidence etc., your appointment will be deemed void and liable for termination without any notice or salary in lieu of such notice.

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- 8.5 Your address, as indicated in the office record of the Company shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you and in case there is any change in your residential address, you will intimate the same within 3 days of such change of address or else the address as appearing on the record of the company will be taken as your address.
- 8.6 You will be responsible for carrying out your work as assigned to you to the entire satisfaction of the Company.
- 8.7 You will actively participate in the Training & Development process organised by the company from time to time.
- 8.8 You will be punctual and regular in your duties and will not absent yourself or overstay your sanctioned leave without prior permission of the Company.
- 8.9 The Company reserves the right not to accept the resignation in case of any proceedings/action pending against you or that there are commitments for completion or other exigencies of work.
- 8.10 You will abide by the Conduct, Discipline of the Company and will abide by the Rules & Regulations of the Company which may be in force or introduced or amended from time to time.
- 8.11 Your appointment and continued employment shall be subject to be found physically, medically and mentally fit for carrying out your work as per requirement of the Company. You are to present yourself for medical examination as & when required by the Company.
- 8.12 Absence for a continuous period of twenty days without prior approval of your superior (including overstay) would be deemed to be abandonment of employment by you whereby you have relinquished your rights and claims on your employment your services would automatically come to an end without any notice or intimation.
- 8.13 In case of any breach of the terms and conditions stipulated in this appointment letter, the Company reserves its right to terminate your engagement with immediate effect without further notice to you.
- 8.14 At the end of your tenure of the period as specified above or on termination of employment with the Company for any reason, you must return all items and documents, if any, failing which you will be held guilty and suitable legal action can be taken against you.
- 8.15 In case the above terms and conditions are acceptable to you, you are requested to sign the duplicate of this letter for having understood and having accepted the same and return the same.

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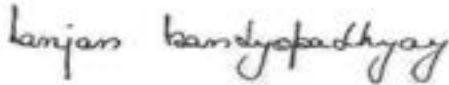


This offer is made in accordance with Indian laws and the courts of Bangalore will have exclusive jurisdiction with respect to all matters arising in relation to this offer letter.

We look forward to having you with us at Tata Electronics Pvt Ltd and wish you a successful and rewarding career with us.

Yours Sincerely,

For Tata Electronics Private Limited.



Ranjan Bandyopadhyay
Chief Human Resources Officer

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature:

Name:

Date:

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CIN U31100KA2020PTC133739



HR Ref: HR/PVBU/GAT/ 2021-22/1966

Date: 8th September 2021

Mr. Hritik Omprakash Sharma
SSGMCE, Shegaon
Branch: Electrical Engineering

Sub: Offer Letter - Graduate Apprentice Trainee (GAT)

Dear Mr. Hritik,

This has reference to the selection process of **Graduate Apprentice Trainee in TATA Motors PVBU Car Plant, Chikhali, Pune**, which you have completed.

We are glad to inform you that you are selected for 1-year Apprenticeship Training under the Government Apprentices Act 1961. Your training period will start from the joining date 13th September 2021.

Benefits and facilities:

1. Monthly stipend Rs. 19000/- per month
2. Leave – as per company rules on pro-rata basis + 8 Public Holidays

Working Hours:

General shift - 8.30 am to 5.40 pm (First Shift- 6.30 am to 3.00 pm, Second Shift-3.00 to 11.30 pm)

Reporting for joining:

Please report for joining at 08.30 a.m. on the date of joining at the following address:

TATA Motors Car Plant dispatch gate, Spine Road, Chikhali, Pune 411062

Documents for Joining & important

- ❖ All Original documents with 3 Attested Photocopies.
- ❖ Candidate should not have signed apprenticeship contract (after completing BE) with any other company. If so, the candidate would not be able to generate apprentice contract with Tata Motors & hence would be ineligible
- ❖ Nationalized bank account details since stipend amount will be deposited in Bank only.
- ❖ Aadhar Card is compulsory. Your name on Aadhar Card should be same as in SSC Board Certificate. If not, please get it corrected.

Please acknowledge by signing the acceptance of this letter and send a Photocopy or Scanned copy immediately from the received date on below mail ID OR reply to this mail your confirmation.

We look forward to your joining,
For Tata Motors Ltd.,

Gaurav Jhala
Corporate Human Resources
Tata Motors Limited

I acknowledge the terms & conditions and accept the offer to join on the joining date given above.
Signature of the candidate: _____

TATA MOTORS LIMITED

Geetanil 13-19 Nagindas Master Road, Hatetrua Chivik, Mumbai-400 001
Tel: 91 22 6656 1600 Fax: 91 22 6656 1645 www.tatamotors.com CIBIL28920MR1945PLC004520
Registered Office: Bombay House 24 Horni Mudy Street, Mumbai 400 001

TATA MOTORS LIMITED



Passenger Vehicle Business Unit - Pune

TATA

Yogesh Ravindra Nehete

P. No. : 591777



Blood Group : A +ve

CC



TAP/2021/N/01

Offer: Computer Consultancy
Ref: TCSL/DT20184514174/Pune
Date: 10/01/2021

Mr. Abhishek Rajendra Kakade
86, New Subhedar LayoutRukhmini Nagar,
Rahate Jewellers,
Nagpur-440024,
Maharashtra.
Tel# -

Dear Abhishek Rajendra Kakade,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS-1995, Nagar Road, Yerwada, Pune-411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



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.



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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TCSL/DT20184514174

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TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Abhishek Rajendra Kakade
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single, If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



TAP/2021/R/01

Offer: Computer Consultancy
Ref: TCSSL/CT20203461228/Pune
Date: 10/01/2021

Ms. Aditi Motekar
Sm-43Kishore Nagar,
Manushree,
Khandwa-450001,
Madhya Pradesh.
Tel# 91-9826475010

Dear Aditi Motekar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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:

TCS Confidential

TCSL/CT20203461228

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



R/2021
/

GROSS SALARY SHEET

Annexure 1

Name	Aditi Motekar
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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/CT20203309260/Pune
Date: 10/01/2021

Ms. Archana Ravindra Mawale
18Azad Nagar,
Ganesh Dham Mandir,
Khandwa-450001,
Madhya Pradesh.
Tel# 91-9516089000

Dear Archana Ravindra Mawale,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/CT20203309260

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

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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.

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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.

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You will be eligible for loans, as per TCSL's loan policy.

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You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



Withdrawal of Offer

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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	Archana Ravindra Mawale
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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
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Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
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**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



TAP/2021/11/02

Offer: Computer Consultancy
Ref: TCSL/DT20195274897/Pune
Date: 10/01/2021

Mr. Divyansh Sanjay Maheshwari
39Bada Bum,
In Front Of Nupur Computers,
Khandwa-450001,
Madhya Pradesh.
Tel# 91-8770540346

Dear Divyansh Sanjay Maheshwari,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/DT20195274897

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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.

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You will be eligible for a basic salary of ₹14,784/- per month.

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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.

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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 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.

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You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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.

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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.

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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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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.

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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



Withdrawal of Offer

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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Click [here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
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N-20-21

GROSS SALARY SHEET

Annexure 1

Name	Divyansh Sanjay Maheshwari
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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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/CT20203493224/Pune
Date: 10/01/2021

Ms. Gayatri Ravindrasingh Thakur
Sai Darshika AppartmentNear Akashwani,
Sai Kirana,
Chandrapur-442401,
Maharashtra.
Tel# 91-7218517141

Dear Gayatri Ravindrasingh Thakur,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/CT20203493224

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune-411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



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.



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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Click here or use a QR code scanner from your mobile to validate the offer letter

- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



11/2023

GROSS SALARY SHEET

Annexure 1

Name	Gayatri Ravindrasingh Thakur
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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
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Provident Fund	1,774	21,289
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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.

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Component Category	Monthly	Annual
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Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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TCSL/CT20203493224

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



TAP/2021/S/01

Offer: Computer Consultancy
Ref: TCSL/CT20192655799/Pune
Date: 10/01/2021

Mr. Gopal Sharad Jadhao
Central Jail Quarter ,NagpurWardha Road,
Near Clock Tower,
Nagpur-440012,
Maharashtra.
Tel# 91-7972093062

Dear Gopal Sharad Jadhao,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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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TCSL/CT20192655799

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Click here or use a QR code scanner from your mobile to validate the offer letter

- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Gopal Sharad Jadhao
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
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Component Category	Monthly	Annual
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Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



TAP/2021/N/04

Offer: Computer Consultancy
Ref: TCSL/CT20202984295/Pune
Date: 24/06/2021

Mr. Gurjeet Singh Sahney
211, Namrata Awas, Bajrang Nagar, Police Line, Kota, Rajasthan,
Namrata Awas,
Kota-324001,
Rajasthan.
Tel# 91-90355111312

Dear Gurjeet Singh Sahney,

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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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



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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TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹4,300/-. 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 ₹3,100/- 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 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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TATA CONSULTANCY SERVICES

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Registered Office Narmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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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TATA CONSULTANCY SERVICES

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Gurjeet Singh Sahney
Designation	Systems Engineer
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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	4,300	51,600
Quarterly Variable Allowance*	3,100	37,200
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	400	4,800
TOTAL GROSS	51,844	7,00,022
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)



Offer: Computer Consultancy
Ref: TCSL/DT20206845053/Kolkata
Date: 03/08/2021

Mr. Harsh Sanjay Jaiswal
4-Ram Nagar Ram Nagar, Telhara,
Near Bus Station,
Telhara-444108,
Maharashtra.
Tel# -

Dear Harsh Sanjay Jaiswal,

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

Building 1A, EcoSpace, Plot - 1B/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com



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.



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



GROSS SALARY SHEET

Annexure 1

Name	Harsh Sanjay Jaiswal
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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



TAP/2021/4/01

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13

Offer: Computer Consultancy
Ref: TCSL/CT20203309492/Pune
Date: 10/01/2021

Ms. Janhvi Bhawin Bhimjiyani
145 Godhani Road,
Near Swami Samarth Mandir, Bajoriya Nagar,
Yavatamal-445001,
Maharashtra.
Tel# 91-9527472537

Dear Janhvi Bhawin Bhimjiyani,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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.



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



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



U/2021

GROSS SALARY SHEET

Annexure 1

Name	Janhvi Bhawin Bhimjiyani
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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



TAP/2021/L/52

Offer: Computer Consultancy
Ref: TCSL/CT20203312694/Bangalore
Date: 27/08/2021

Mr. Jitendra Hasanand Balwani
Sindhi ColonyGurunanak Ward,
Shastri Square,
Bhandara-441904,
Maharashtra.
Tel# 91-9403422255

Dear Jitendra Hasanand Balwani,

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

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



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	Jitendra Hasanand Balwani
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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



TAP/2021/R/04

Offer: Computer Consultancy
Ref: TCSL/CT20203348848/Pune
Date: 10/01/2021

Mr. Kanishka Chandrashekhar Mankar
"Kanishka" Sbi Colony,
Near Ssgmce,
Shegaon-444203,
Maharashtra.
Tel# 91-7083089879

Dear Kanishka Chandrashekhar Mankar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Tata Consultancy Services Limited

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Tel: 91 20 6608 7777 Fax 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



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.



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	Kanishka Chandrashekhar Mankar
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Tata Consultancy Services Limited

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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



TAP/2021/R/09

Offer: Computer Consultancy
Ref: TCSL/CT20203320767/Pune
Date: 10/01/2021

Ms. Kasturi Vinayak Anjankar
VidyanagriWard No. 3,
Near Kali Mandir,
Amgaon-441902,
Maharashtra.
Tel# 91-7276321303

Dear Kasturi Vinayak Anjankar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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.

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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, Yerwada, Pune-411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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



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	Kasturi Vinayak Anjankar
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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/CT20203347215/Pune
Date: 10/01/2021

Ms. Kaushiki Girish Kothari
Shri Sant Gajanan Maharaj College Of Engineering Khamgaon Road,
Opposite Krishna Cottage,
Shegaon-444203,
Maharashtra.
Tel# 91-7387161373

Dear Kaushiki Girish Kothari,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/CT20203347215

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune-411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



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.



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



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



R/2021

GROSS SALARY SHEET

Annexure 1

Name	Kaushiki Girish Kothari
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



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19-2

Offer: Computer Consultancy
Ref: TCSL/CT20203314771/Ahmedabad
Date: 23/08/2021

Mr. Ketan Jitendra Kshirsagar
House No 572At Post Silli Ta Dist Bhandara,
Ward No 2,
Bhandara-441924,
Maharastra.
Tel# 91-9834580969

Dear Ketan Jitendra Kshirsagar,

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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TCSL/CT20203314771

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



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.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India

Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



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 Lead 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	Ketan Jitendra Kshirsagar
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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**		
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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/CT20192690762/Pune
Date: 10/01/2021

Mr. Krishna Ashok Salampuriya
Agrasen Chowk, Ambika NoveltyAgrasen Chowkn, Ambika Novelty,
Agrasen Chowk,
Shegaon-444203,
Maharashtra.
Tel# 91-8668503069

Dear Krishna Ashok Salampuriya,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/CT20192690762

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



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.



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

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TATA CONSULTANCY SERVICES

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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

**Withdrawal of Offer**

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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GR-20-21

GROSS SALARY SHEET

Annexure 1

Name	Krishna Ashok Salampuriya
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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/CT20213769497/Chennai
 Date: 13/10/2021

Mr. Krishna Nandkishor Thakare
 Gajanan Maharaj Sansthan Shivaji Maharaj Chowk, Pandharpur,
 Shivaji Chowk,
 Pandharpur-413304
 Maharashtra,
 Tel# -

Dear Krishna Nandkishor Thakare,

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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K.W. Thakare



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

K. W. Jha 2



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 to view a PDF copy of the offer letter
or visit the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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TCS/ICT20213769497

TATA CONSULTANCY SERVICES

K. W. Thakur

12

**GROSS SALARY SHEET**

Annexure 1

Name	Krishna Nandkishor Thakare
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,764	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	3,50,977

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 Xpire / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xpire / 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

K. N. Thakare



TAP/2021/EXTC/53

Offer: Computer Consultancy
Ref: TCSL/CT20192661818/Chennai
Date: 26/08/2021

Mr. Manish Harishchandra Tinkhede
Sai Colony, Morshi,
Near Sai Mandir,
Morshi-444905,
Maharashtra.
Tel# -

Dear Manish Harishchandra Tinkhede,

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.



COMPENSATION AND BENEFITS

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HIS offers the following benefits:

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- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.



ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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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



GROSS SALARY SHEET

Annexure 1

Name	Manish Harishchandra Tinkhede
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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Component Category	Monthly	Annual
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Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Offer: Computer Consultancy
Ref: TCSL/CT20203462274/Pune
Date: 10/01/2021

Ms. Manasi Subhashrao Ingole
00Ramnagar,
Near Prashnat High School,
Amravati-444606,
Maharashtra.
Tel# 91-8600186803

Dear Manasi Subhashrao Ingole,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

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Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel. 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nimal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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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TATA CONSULTANCY SERVICES

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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.



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

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TATA CONSULTANCY SERVICES

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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M-20-21

GROSS SALARY SHEET

Annexure 1

Name	Manasi Subhashrao Ingole
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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



TAP/2021/R/08

Offer: Computer Consultancy
Ref: TCSL/CT20203311366/Pune
Date: 10/01/2021

Mr. Mayur Nandkishor Gujar
Plot No 9 Vikas Nagar, Wardha Road,
Behind Sai Mandir,
Nagpur-440015,
Maharashtra.
Tel# 91-9767888326

Dear Mayur Nandkishor Gujar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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.



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.

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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.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



R/2021

GROSS SALARY SHEET

Annexure 1

Name	Mayur Nandkishor Gujar
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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/DT20184304807/Pune
Date: 10/01/2021

Ms. Mayuri Kishor Kharche
Plot No 14a Dwarka Nagar,
Near Shivchaitanya Temple,
Malkapur-443101,
Maharashtra.
Tel# 91-8830641918

Dear Mayuri Kishor Kharche,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/DT20184304807

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune-411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



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.



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.



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

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Withdrawal of Offer

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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



R-21

GROSS SALARY SHEET

Annexure 1

Name	Mayuri Kishor Kharche
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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



TAP/2021/S/02

Offer: Computer Consultancy
Ref: TCSL/CT20182605554/Pune
Date: 10/01/2021

Mr. Mithilesh Sharad Joshi
Bhingaon ,ShegaonShegaon,
Bhingaon,
Shegaon-444203,
Maharashtra.
Tel# -

Dear Mithilesh Sharad Joshi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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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.

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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.

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In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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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



Withdrawal of Offer

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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



5-21

GROSS SALARY SHEET

Annexure 1

Name	Mithilesh Sharad Joshi
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
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Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Offer: Computer Consultancy
Ref: TCSL/CT20203224687/Pune
Date: 10/01/2021

Mr. Pawan Sanjabrao Wagh
Badere StudioKaulkhed Road,
Hingna Phata,
Akola-444001,
Maharashtra.
Tel# 91-7757813227

Dear Pawan Sanjabrao Wagh,

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.

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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.



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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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune-411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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.

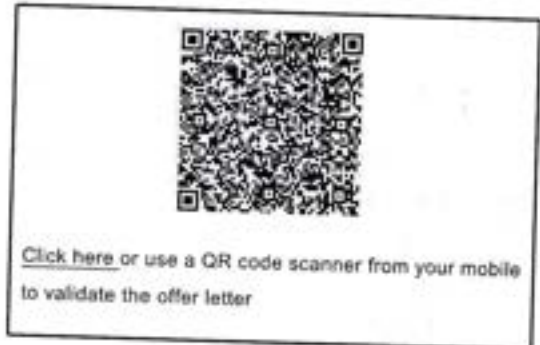
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

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

TCS Confidential
TCSL/CT20203224687

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



IT-21 ✓

GROSS SALARY SHEET

Annexure 1

Name	Pawan Sanjabrao Wagh
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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/CT20203349108/Pune
Date: 10/01/2021

Ms. Prachi Dilip Tatarkar
Nibandhe Plot Lahan Umari, AkolaGalli No 2,
Lahan Umari,
Akola-444005,
Maharashtra.
Tel# 91-8999606241

Dear Prachi Dilip Tatarkar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CT5 1995, Nagar Road, Yerwada, Pune 411 006 India

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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



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.



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.



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



IT-21

GROSS SALARY SHEET

Annexure 1

Name	Prachi Dilip Tatarkar
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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



TAP/2021/0/54

19-4

Offer: Computer Consultancy
Ref: TCSL/CT20203310545/Chennai
Date: 26/08/2021

Ms. Pragati Shivshankar Wankhade
S.B.I.Colony, ShegaonSbi Colony, Shegaon,
Near Datta Mandir,
Shegaon-444203,
Maharashtra.
Tel# 91-9307938976

Dear Pragati Shivshankar Wankhade,

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

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office: Nirmai Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

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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.

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3

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumbakonam Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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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.

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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



GROSS SALARY SHEET

Annexure 1

Name	Pragati Shivshankar Wankhade
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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
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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



TAP/2021/N/07

Offer: Computer Consultancy
Ref: TCSL/CT20192655856/Pune
Date: 10/01/2021

Mr. Pranav Anilrao Kshirsagar
Ward No. 16, Prashant Colony,
Prashant Colony,
Morshi-444905,
Maharashtra.
Tel# -

Dear Pranav Anilrao Kshirsagar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



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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TATA CONSULTANCY SERVICES

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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



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.



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.



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



N/2021

GROSS SALARY SHEET

Annexure 1

Name	Pranav Anilrao Kshirsagar
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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/CT20213634635/Ahmedabad
Date: 26/08/2021

Ms. Pranita Anna Wankhade
New Iti Saat Bangla, Tapovan ,Amravati,
Tapovan,
Amravati-444602,
Maharashtra.
Tel# -

Dear Pranita Anna Wankhade,

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

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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.

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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.



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.

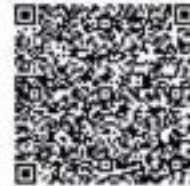
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

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	Pranita Anna Wankhade
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
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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.

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**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.

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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/DT20195180273/Pune
Date: 10/01/2021

Mr. Prasad Vinay Mukkawar
Anikat Road, Shikshak Colony ,KhamgaonAnikat Road Shikshak Colony Khamgaon,
Near To Hare Ram Hare Krishna Apartment,
Khamgaon-444303,
Maharashtra.
Tel# -

Dear Prasad Vinay Mukkawar,

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.

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i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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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)

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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.



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.

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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

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Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS-1995, Nagar Road, Yerwada, Pune-411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209-3111 Email: careers@tcs.com



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.

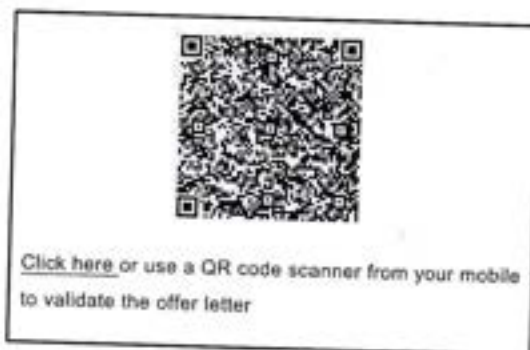
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

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	Prasad Vinay Mukkawar
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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/DT20218651300/Chennai
Date: 13/10/2021

Mr. Prasad Ravindra Navghare
Tahsil Road, Near Nagar Parishad School No. 1 AkotTahsil Street,
Tahsil Area,
Akot-444101,
Maharashtra.
Tel# -

Dear Prasad Ravindra Navghare,

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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TCSL/DT20218651300

1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
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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



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / 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.

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3

TATA CONSULTANCY SERVICES
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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

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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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



GROSS SALARY SHEET

Annexure 1

Name	Prasad Ravindra Navghare
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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



TAP/2021/L/03

Ref: TCSL/DT20207199044/1444901/Pune

Date: 19 August 2021

MR. PRATIK RAMESHWAR AWACHAR

Joshi Nagar Ghatpuri Naka,
Near Hanuman Temple, Khamgaon,
Maharashtra-444303.
Tel# 919518942981

Sub: Joining Letter

Dear Mr. Pratik Rameshwar Awachar,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **08th September 2021**, your joining location is **Pune**, work location is **Pune** and your stream is **CBO**. This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining**.

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

Private and Confidential

Page | 1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Ltd

Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : www.tcs.com

Registered Office : Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021

Corporate Identification Number (CIN): L22210MH1995PLCOB4781



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter



TAP/2021/N/51

Offer: Computer Consultancy
Ref: TCSL/CT20203494527/Chennai
Date: 19/08/2021

Mr. Rajesh Subhash Chinchole
Ramkrushna Gayakwad, Old Village Malsoor Tehsil Patur,
Near Masjid,
Akola-444501,
Maharashtra.
Tel# -9322600370

Dear Ra'esh Subhash Chinchole,

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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1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kottarar Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office: Hiral Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



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 annu.n.

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3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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12

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai, 600 115 Tamil Nadu India

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

Name	Rajesh Subhash Chinchole
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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 provided 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 HRA upto Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 20000 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 Allowance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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TCS/UCT: 20345/202

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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



Offer: Computer Consultancy
Ref: TCSL/CT20203028748/Pune
Date: 10/01/2021

Mr. Roopam Santosh Dhoot
C58Shantinagar Colony,
Near Kutte Wale Baba Aashram,
Nagpur-440002,
Maharashtra.
Tel# 91-9421741281

Dear Roopam Santosh Dhoot,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/CT20203028748

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Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CT5 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



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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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/1 29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TCSL/CT20203028748

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Tata Consultancy Services Limited

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

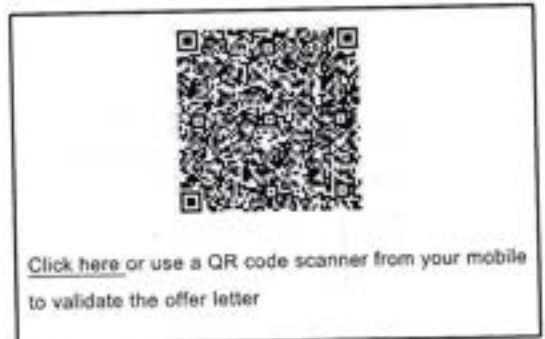
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- 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	Roopam Santosh Dhoot
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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/CT20192661538/Pune
Date: 10/01/2021

Ms. Roshani Samadhan Palve
18Buldana,
Dadawadi,
Malkapur-443101,
Maharashtra.
Tel# 91-8766948740

Dear Roshani Samadhan Palve,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

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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.

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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.

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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.

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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.

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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.

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Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

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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.



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



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



EE/2021

GROSS SALARY SHEET

Annexure 1

Name	Roshani Samadhan Palve
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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.

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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/DT20206843333/Bangalore
Date: 27/08/2021

Ms. Rutuja Gajanan Kaikade
 Flat No: 102b, Gurukripa Apartment Near Atul Mangalam, Joglekar Plot,
 Rukmini Nagar,
 Amravati-444606,
 Maharashtra.
 Tel# 91-9921675624

Dear Rutuja Gajanan Kaikade,

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

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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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.

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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.

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TCSL/DT: 0206843333

3

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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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



TAP/2021/N/09

Offer: Computer Consultancy
Ref: TCSL/CT20203504138/Pune
Date: 10/01/2021

Mr. Sagar Purushottam Bhoyar
Sk Hostel, Ssgmce Campus.,
Ssgmce,
Shegaon-444203,
Maharashtra.
Tel# 91-9765189522

Dear Sagar Purushottam Bhoyar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

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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.



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



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



N-20-21

GROSS SALARY SHEET

Annexure 1

Name	Sagar Purushottam Bhoyar
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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



1-4

Offer: Computer Consultancy
Ref: TCSL/DT20195178484/Pune
Date: 10/01/2021

Ms. Sakshi Sharad Chaudhari
206, Satefal,
Satefal,
Chandur Railway-444904,
Maharashtra.
Tel# 91-7709322467

Dear Sakshi Sharad Chaudhari,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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.



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action

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Withdrawal of Offer

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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



U/2021

GROSS SALARY SHEET

Annexure 1

Name	Sakshi Sharad Chaudhari
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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.

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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



TAP/2021/m/07

Offer: Computer Consultancy
Ref: TCSL/CT20192650564/Chennai
Date: 19/08/2021

Ms. Sampada Ramdas Thombare
At Bhosa Post Kandhali Ta Samudrapur District Wardha,
Wardha,
Wardha-42001,
Maharashtra.
Tel# -8768180977

Dear Sampada Ramdas Thombare,

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

415/21-24, Kamaraj Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



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.

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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.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Sampada Ramdas Thombare
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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



TAP/2021/0156

Offer: Computer Consultancy
Ref: TCSL/DT20206847462/Chennai
Date: 19/08/2021

Ms. Sanjana Yugeshwar Kuhikar
Plot 80, Shivaji Colony Hudkeshwar Road, Nagpur,
Behind Nasre Sabhagruh,
Nagpur-440034,
Maharashtra.
Tel# 91-7276452610

Dear Sanjana Yugeshwar Kuhikar,

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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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.

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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.

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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.

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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.

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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.

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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

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Withdrawal of Offer

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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



GROSS SALARY SHEET

Annexure 1

Name	Sanjana Yugeshwar Kuhikar
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 HIA - Note that Rs. 7000 if the employee is Single. If the employee is married or married with Children then Rs. 2,000 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



TAP/2021/M/02

Offer: Computer Consultancy
Ref: TCSL/CT20203533538/Pune
Date: 10/01/2021

Mr. Saurabh Sanjay Rohankar
Flat No. 301, Shri Maulikrupa ApptChandan Nagar,
Sainagar,
Amravati-444607,
Maharashtra.
Tel# 91-7558371955

Dear Saurabh Sanjay Rohankar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

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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



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)

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PERFORMANCE PAY

Monthly Performance Pay

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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.

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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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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



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



M/2021

GROSS SALARY SHEET

Annexure 1

Name	Saurabh Sanjay Rohankar
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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



TAP/2021/A/10

Offer: Computer Consultancy
Ref: TCSL/CT20182384405/Pune
Date: 10/01/2021

Mr. Shailesh Khote
At.Post Keshavnagar, Tq. Risod, Dist. Washim,
Keshavnagar,
Risod-444504,
Maharashtra.
Tel# 91-9518375354

Dear Shailesh Khote,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Tata Consultancy Services Limited

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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



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.



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.



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

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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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Click here or use a QR code scanner from your mobile to validate the offer letter

- Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



N-20-21

GROSS SALARY SHEET

Annexure 1

Name	Shailesh Khote
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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



TAP/2021/N/11

Offer: Computer Consultancy
Ref: TCSL/DT20184304728/Pune
Date: 10/01/2021

Mr. Shantanu Arunkumar Nashine
Room No Gn Hostel Ssgmce College RoadSbi Colony,
Ssgmce,
Shegaon-444203,
Maharashtra.
Tel# -

Dear Shantanu Arunkumar Nashine,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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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TCSL/DT20184304728

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TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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



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.

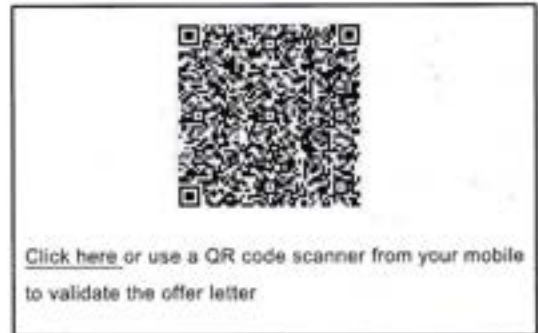
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

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	Shantanu Arunkumar Nashine
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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/CT20203351671/Pune
Date: 10/01/2021

Mr. Shubham Rajeshwar Potdukhe
Phule Nagar,
Malipura,
Shegaon-444203,
Maharashtra.
Tel# -

Dear Shubham Rajeshwar Potdukhe,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/CT20203351671

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



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.



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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Shubham Rajeshwar Potdukhe
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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/CT20192619844/Pune
Date: 10/01/2021

Mr. Sourav Suman
Room No. 203, Gn Hostel , Ssgmce,
Ssgmce,
Shegaon-444203,
Maharashtra.
Tel# 91-8986828003

Dear Sourav Suman,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



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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Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

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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



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.



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

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



R/2021

GROSS SALARY SHEET

Annexure 1

Name	Sourav Suman
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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



TAP/2021/S/05

Offer: Computer Consultancy
Ref: TCSL/DT20195180204/Pune
Date: 10/01/2021

Mr. Suraj Raju Avatar
Gajanan Nagari,
Ghatpuri Road,
Khamgaon-444303,
Maharashtra.
Tel# 91-9156132965

Dear Suraj Raju Avatar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/DT20195180204

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



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.



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



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	Suraj Raju Avatar
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single, If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



TAP/2011/1/61

Offer: Computer Consultancy
Ref: TCSL/CT20203347179/Chennai
Date: 11/11/2021

Ms. Swati Purushottam Bajode
At Post Umali, Malkapur, Buldhana,
Malkapur,
Malkapur-443102,
Maharashtra.
Tel# 91-9011236001

Dear Swati Purushottam Bajode,

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

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.

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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.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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Registered Office Nimal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



GROSS SALARY SHEET

Annexure 1

Name	Swati Purushottam Bajode
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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
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Monthly Performance Pay	1,700	20,400
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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.

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**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

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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/CT20192650469/Ahmedabad
Date: 26/08/2021

Ms. Tanvi Mahendra Shelokar
Plot No. 24bTuljai Nagar,
Near Tuljai Temple,
Dhamangaon Rly-444709,
Maharashtra.
Tel# 91-9423425495

Dear Tanvi Mahendra Shelokar,

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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TCSL/CT20192650469

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
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Registered Office Nirmai Building, 9th Floor, Nariman Point, Mumbai 400 021
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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

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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)

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3. Food Card

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PERFORMANCE PAY

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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.

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TATA CONSULTANCY SERVICES

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5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India

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ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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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.



GROSS SALARY SHEET

Annexure 1

Name	Tanvi Mahendra Shelokar
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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/CT20203268187/Pune
Date: 10/01/2021

Mr. Tushar Dasare
Room No. Sk 201 Sant Kabir Hostel Shri Sant Gajanan Maharaj College Of Engineering,
Shegaon,
Buldhana-444203,
Maharashtra.
Tel# 91-8805298712

Dear Tushar Dasare,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/CT20203268187

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



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.



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.



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



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	Tushar Dasare
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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/CT20203309613/Pune
Date: 10/01/2021

Ms. Vrinda Satyendra Vyas
Purwar GalliSarafa,
Infront Of Kalinka Mata Mandir,
Khamgaon-444303,
Maharashtra.
Tel# 91-9422882055

Dear Vrinda Satyendra Vyas,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/CT20203309613

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune-411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



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.



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.



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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Vrinda Satyendra Vyas
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

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
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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

Ref: 862651/2045303/ELTP

23-MAR-2022

Ms. Prajka Onkar Tayade
Jalgaon Jamod (Mah) - 443402
Mobile: 9604401524

Subject: Offer of Appointment

Dear Ms. Prajka Onkar Tayade

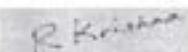
It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer at Band 'U' and Sub Band 'U1'** under **ELTP Scheme**. However, in the current COVID situation, the Company hereby allows you to work from your hometown or any other place in India. However you shall be required to report to your base location as and when required by the Company. Any travel for official work must be in strict compliance with the prevailing travel policy of the Company. While you are working from home, if you wish to travel outside India in your personal capacity, you shall inform in advance in writing to your reporting manager and Business HR SPOC. You may be permitted to travel outside India only after approval of your reporting Manager and BHR lead.
2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement (ELITE)**" will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - Submission of all necessary legal documentation pertaining to your employment.



7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.
9. You are required to join on **30-MAR-2022** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **Nilesh Waghmare** at **9:00 AM** through Virtual Joining Process to complete the joining formalities at **TECH MAHINDRA LTD, PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE, SPECIAL ECONOMIC ZONE, PUNE-411057(MAHARASHTRA), INDIA.**, You are required to submit soft copies of the original documents as per **Annexure D** to the recruiter and HR Team respectively.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per Annexure ?D. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 7 hours of joining whichever is earlier, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
13. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **30-MAR-2022**.

For Tech Mahindra Limited


Krishna Ramaswami

Page 2 of 29

Head - Resource Management Group

Encl: Annexure-A & B(Salary Structure, Annexure-C Important / Indicative Terms & Conditions of Employment, Annexure-D Check List of Documents, Annexure-E Confidentiality Agreement, Annexure-F Medical Self Declaration, Annexure G Intellectual property Assignment, Annexure-H ? General Covenant, Annexure - I Acknowledgement, Annexure J Indemnity bond

Date:

Signature:
Prajka Onkar Tayade

ANNEXURE - A

NAME	Ms Prajkta Onkar Tayade	
TITLE	Associate Software Engineer	
BAND	U1	
LOCATION	PUNE	
	COMPONENTS	Per Annum (All figures in INR)
	BASIC (@40% OF TOTAL FIXED PAY)	89393
	HRA (@70% OF BASIC)	62575
	BONUS / STATUTORY BONUS	48000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10727
	FLEXIBLE COMPONENTS OF TFP	12787
	TOTAL FIXED PAY..... (A)	223482
	TOTAL VARIABLE PAY (TVP)..... (B)	24831
	ADDITIONAL BENEFITS..... (C)	11687
	GRATUITY	4300
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
	TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	260000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

ANNEXURE - B

NAME	Ms Prajka Onkar Tayade	
TITLE	Associate Software Engineer	
BAND	U1	
LOCATION	PUNE	
	COMPONENTS	Per Annum (All figures in INR)
	BASIC (@40% OF TOTAL FIXED PAY)	112394
	HRA (@70% OF BASIC)	78676
	BONUS / STATUTORY BONUS	48000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	13487
	FLEXIBLE COMPONENTS OF TFP	28428
	TOTAL FIXED PAY.....(A)	280985
	TOTAL VARIABLE PAY (TVP)..... (B)	31221
	ADDITIONAL BENEFITS..... (C)	12794
	GRATUITY	5407
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
	TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	325000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

ANNEXURE B(Contd...)

3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
- b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh**.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

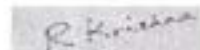
4. Deductions:

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited



Krishna Ramaswami
Head - Resource Management Group

20-2



Cerium Systems Pvt Ltd
No 527, 22nd Main Road, Sector 1
Sector 1, HSR Layout
Bangalore, Karnataka 560102, India
Cerium-systems.com

Date: 8th Feb 2021

Prathamesh S Edne
Near Shri Shani Mandir,
Akot, Dist - Akola, Maharashtra
Phone No: 8888468449

Subject - Offer of Appointment

Dear Prathamesh S Edne,

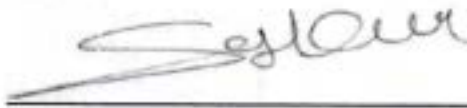
It is our pleasure to welcome you to Cerium Systems Private Limited (referred to as "The Company")

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Engineer** on **U1** band, operating out of our **Bangalore** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 3,10,000 (Indian Rupees Three lakhs ten thousand only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on (**Joining Date will be communicated Later**) at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Bangalore office** at 9:30 AM to complete the joining formalities. At the time of joining, you are expected to carry originals of the documents as per **Annexure - D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to Offers@cerium-systems.com latest by **10th Feb 2021**.

9. For any clarification / further information on:

- Employment terms and conditions, please get in touch with **Bhargav** (E-Mail:Offers@cerium-systems.com)
- On boarding logistics / operations, kindly drop a mail to helpdesk@cerium-systems.com (Please quote the Reference No. as mentioned above in emails)

For Cerium Systems Private Limited,



Authorized Signatory

Enc: Annexure-A (Salary Structure), Annexure-B (Important / Indicative Terms & Conditions of Employment), Annexure-C (Medical Self declaration), Annexure-D (Check List of Documents), Annexure-E (Confidentiality Agreement), Annexure F – Intellectual property Assignment, Annexure-G – General Covenant, Annexure H (Code of Conduct and Ethics), Annexure I (Indemnity Bond with Surety)

Accepted

Date:

Signature of Candidate:

Annexure - A

NAME	Prathamesh S Edne	
TITLE	Associate Engineer	
BAND	U1	
LOCATION	Bangalore	
COMPONENTS	Per Annum (All figures in Indian Rupees)	
BASIC (@40% OF TOTAL FIXED PAY)		117735
HRA (@70% OF BASIC)		82415
BONUS / STATUTORY BONUS		48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND		21600
FLEXIBLE COMPONENTS OF TFP		24587
TOTAL FIXED PAY..... (A)		294337
TOTAL VARIABLE PAY (TVP)..... (B)		0
ADDITIONAL BENEFITS..... (C)		10000
GRATUITY		5663
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)		310000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.
- Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the 'Flexi Benefit Plan' under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	
Meal Card	26400
Residential Telephone Reimbursement	
Car Lease	
Fuel & Maintenance	
Driver Salary	
Superannuation	
National Pension Scheme	

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component.

(Contd...)

Annexure - A (Contd...)

3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates on the unfortunate death of the associate.
- b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of 3 Lakhs applicable to Self.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPA scheme payable in case of permanent disablement arising out of any unfortunate event of an accident.

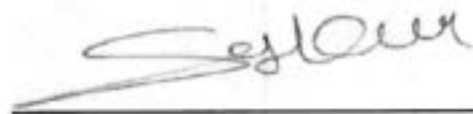
4. Deductions:

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.
- b) **Statutory Deductions:** Cerium Systems Private Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Cerium Systems Private Limited, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance.
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Policy applicable for the Financial Year.
4. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
5. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
6. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

For Cerium Systems Private Limited,



Authorised Signatory

TAP/2021/U/66

Tech Mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081, India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Ref: 832280/1967089/ELTP

04-OCT-2021

Mr. Premkumar Prakash Chandak
Buldana Road (Mah) - 443101
Mobile: 9503392612

Subject: Offer of Appointment

Dear **Mr. Premkumar Prakash Chandak**

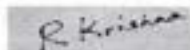
It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at Band 'U' and Sub Band 'U1' under ELTP Scheme.
2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**"(ELITE) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - Submission of all necessary legal documentation pertaining to your employment.



7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.
9. You are required to join on **07-OCT-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **NEHA NAIDU** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD, SEZ UNIT, MIHAN SEZ, NO 1,3,8,40,71,109,152(P), TELHARA VILLAGE, NAGPUR, 441108, MAHARASHTRA, INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **07-OCT-2021**.

For Tech Mahindra Limited



Krishna Ramaswami
Head - Resource Management Group

Enc: Annexure-A & B(Salary Structure, Annexure-C Important / Indicative Terms & Conditions of Employment, Annexure-D Check List of Documents, Annexure-E Confidentiality Agreement, Annexure-F Medical Self Declaration, Annexure G Intellectual property Assignment, Annexure-H ? General Covenant, Annexure - I Acknowledgement, Annexure J Indemnity bond

Date:

Signature:

Premkumar Prakash Chandak

ANNEXURE - A

NAME	Mr Premkumar Prakash Chandak	
TITLE	Associate Software Engineer	
BAND	U1	
LOCATION	NAGPUR	
	COMPONENTS	Per Annum (All figures in INR)
	BASIC (@30% OF TOTAL FIXED PAY)	89393
	HRA (@50% OF BASIC)	62575
	BONUS / STATUTORY BONUS	48000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10727
	FLEXIBLE COMPONENTS OF TFP	12787
	TOTAL FIXED PAY..... (A)	223482
	TOTAL VARIABLE PAY (TVP)..... (B)	24831
	ADDITIONAL BENEFITS..... (C)	11687
	GRATUITY	4300
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
	TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	260000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

ANNEXURE A (Contd...)

3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
- b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh**.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. Deductions:

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,



Krishna Ramaswami
Head - Resource Management Group



Date: 28 July 2021

Ms. Bhavana Rajesh Agrawal
Email: agrawalbhavana13@gmail.com
Phone Number: 7972986664

Dear Bhavana,

We are pleased to offer you the position of **Trainee Consultant** at our organization in Hyderabad. Attached are the specific terms and conditions of our offer. Please read these important details carefully, including your compensation and benefits details.

Acceptance and Commencement

To confirm your acceptance of this offer, you are required to:

- Within 2 days from the receipt of this letter, respond via email to HRIndia@teklink.com to communicate acceptance of the offer and to confirm your joining date. Please note that if you do not send your acceptance to the email ID, the offer shall stand withdrawn. Upon the receipt of your email, we will send you the original paper copy of all the terms and conditions to your address.
- On your joining date, please bring the following Documents:
 1. The original and 1 photocopy of this letter duly signed and dated by you.
 2. 3 self photographs (passport sized, color photos with a white background),
 3. The originals and 2 sets of photocopies of the following documents:
 - Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and backsides of certificate.
 - Proof of identity, please bring your Passport/Aadhar Card/Pan card.

The other terms and conditions of the offer are as follows:

1. Your designation is **Trainee Consultant**. The designation may be changed at the discretion of the company depending on the work assigned to you. Your Joining date will be **16 August 2021**. Any changes in the joining date could be done by mutual agreement.
2. Your home location would be **Hyderabad**. However, your services are transferable, and you may be assigned to any office of **TekLink** a subsidiary, or associate company. In such case, travel and lodging expenses would be reimbursed to you.
3. You will be provided classroom and on the job training for a period of 4 to 6 months effective from your date of joining.
4. You will need to sign 2-year service agreement bond with TekLink on your joining day, agreeing to the terms & conditions.

Manish Maheshwari
Digitally signed by Manish Maheshwari
Date: 2021.08.04 22:45:20 +05'30'

(Signature of TekLink Management)

(Signature of Employee)



5. Successful completion of course is a pre-requisite for joining us.
6. You will retire from the services of the Company on attaining the age of superannuation [58 years].
7. Travel expenses: Travel expenses are only paid for transferee within India.
 - **Reimbursement of Travel Expenses:** Associate is entitled for 3-AC train fare, will be reimbursed, upon submission of expense sheet & supporting receipts.
8. All expenses (if applicable) will be paid on successfully completion of probation period.
9. **Probation Period:** You will be on a probation period for the first 6 months from the date of joining. If your performance is not satisfactory or you get involved in unprofessional ethics, then TekLink management will have full rights to terminate your services without notice or compensation.
10. **Notice Period/Termination** — This contract of employment between you and the Company may be terminated by you by giving 3 months' notice or gross monthly salary in lieu thereof. However, release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you.

In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. In the event of special circumstances, company may terminate your employment without notice.
11. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files, and books etc. (including but not limited to leased properties).
12. Any or all the terms and conditions of service may be modified or changed at the Company's discretion.
13. 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.
14. The benefits as outlined herein and in Company policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
15. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.

Manish
Maheshwari

Digitally signed by
Manish Maheshwari
Date: 2021.08.04
22:45:37 +05'30'

(Signature of TekLink Management)

(Signature of Employee)



16. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
17. Information pertaining to Company operations and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
18. All employees are required to read and comply with TekLink's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
19. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
20. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
21. You may be required to travel on Company work, and you will be reimbursed expenses as per Company policy.
22. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
23. 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 of your previous employers).
24. All terms and conditions of employment will be governed by the company policy.

Our aim is to make working with TekLink an experience, which is rewarding to the client and the consultant. TekLink aims to nurture successful relationship with its clients, which would result in effective and efficient solutions to their IT needs and provide a competitive advantage through strategic use of IT resources. We are excited to have you join TekLink where we provide motivating and energizing environment so that our consultants can deliver their best.

We welcome you to TekLink family. Come grow with us.

Sincerely,

Manish
Maheshwari

Digitally signed by
Manish Maheshwari
Date: 2021.08.04
22:45:50 +05'30'

Manish Maheshwari
India Operation Head
TekLink International Inc.

Bhavana Rajesh Agrawal

Accepted by,

Bhavana Rajesh Agrawal
Place:
Date:

TekLink Software Pvt. Ltd

7th Floor - Block A, Q City, Nanakramguda, Gachibowli, Hyderabad, Telangana - 500032, India.

www.teklink.com



Compensation Details

1. Annual CTC Rs.4,25,000/- (Rupees Four Lakh Twenty Five Thousand Only.) per annum. All applicable taxes shall be deducted from this amount.

Yearly Gross Salary (Total CTC)	Rs.425000
Total Fixed Pay (Per Year)	Rs.375000
Performance based Variable Pay (Per Year)	Rs.50000

2. Note: Your Performance Variable Pay is based on your performance for the year, and you are entitled to a maximum payment as stated above. This amount can vary based on your performance. At the time of reimbursement, you should be a full-time employee of TekLink and should not be serving notice period.

3. Insurance: The Company will provide Group Medical insurance, Group Personal Accidental Insurance and Group Term life Insurance.
 - Group Medical Insurance (GMI): Up to four family members (self, spouse and two dependent children) can be covered. Coverage of expenses subject to maximum of Rs. Five Lakhs per family upon hospitalization. To avail this benefit minimum of 24hours hospitalization is mandate.
 - Group Personal Accidental Insurance (GPA): Only employee is covered for Sum Insurance of Rs. Three Lakhs.
 - Group Term Life Insurance (GTL): Only employee is covered for Rs. Twenty Lakhs.

4. Appraisal Cycle at TekLink is April to March. Your salary will be reviewed after completion of one year from your DOJ.

5. Your salary Break-up is as follows:

Salary Head	Monthly (Rs.)	Yearly (Rs.)
Basic	12264	147168
HRA	4906	58872
Special Allowance	7317	87804
Communication and Internet Expense	2000	24000
Food Allowance	2200	26400
Total (A)	28687	344244
CTC (B)		
PF Contribution	1973	23676
Gratuity		7079
Total (B)	1973	30755
Total Fixed CTC (A+B)	30660	375000
Variable Component (C)		50000
Total(A+B+C)	30660	425000

The above are subject to the policies of the organization, as applicable from time to time.

Digitally signed by
Manish Maheshwari
Date: 2021.08.04

Manish
Maheshwari

(Signature of TekLink Management)

(Signature of Employee)



Date: 28 July 2021

Mr. Sanket Shrikant Vakil
 Email: sanketvakil62@gmail.com
 Phone Number: 9168520780

Dear Sanket,

We are pleased to offer you the position of **Trainee Consultant** at our organization in Hyderabad. Attached are the specific terms and conditions of our offer. Please read these important details carefully, including your compensation and benefits details.

Acceptance and Commencement

To confirm your acceptance of this offer, you are required to:

- Within 2 days from the receipt of this letter, respond via email to HRIndia@teklink.com to communicate acceptance of the offer and to confirm your joining date. Please note that if you do not send your acceptance to the email ID, the offer shall stand withdrawn. Upon the receipt of your email, we will send you the original paper copy of all the terms and conditions to your address.
- On your joining date, please bring the following Documents:
 1. The original and 1 photocopy of this letter duly signed and dated by you.
 2. 3 self photographs (passport sized, color photos with a white background),
 3. The originals and 2 sets of photocopies of the following documents:
 - Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and backsides of certificate.
 - Proof of identity, please bring your Passport/Aadhar Card/Pan card.

The other terms and conditions of the offer are as follows:

1. Your designation is **Trainee Consultant**. The designation may be changed at the discretion of the company depending on the work assigned to you. Your Joining date will be **16 August 2021**. Any changes in the joining date could be done by mutual agreement.
2. Your home location would be **Hyderabad**. However, your services are transferable, and you may be assigned to any office of **TekLink** a subsidiary, or associate company. In such case, travel and lodging expenses would be reimbursed to you.
3. You will be provided classroom and on the job training for a period of 4 to 6 months effective from your date of joining.
4. You will need to sign 2-year service agreement bond with TekLink on your joining day, agreeing to the terms & conditions.

Manish Maheshwari
 Digitally signed by Manish Maheshwari
 Date: 2021.08.04 22:41:25 +0530

 (Signature of TekLink Management)

 (Signature of Employee)



5. Successful completion of course is a pre-requisite for joining us.
6. You will retire from the services of the Company on attaining the age of superannuation [58 years].
7. Travel expenses: Travel expenses are only paid for transferee within India.
 - **Reimbursement of Travel Expenses:** Associate is entitled for 3-AC train fare, will be reimbursed, upon submission of expense sheet & supporting receipts.
8. All expenses (if applicable) will be paid on successfully completion of probation period.
9. **Probation Period:** You will be on a probation period for the first 6 months from the date of joining. If your performance is not satisfactory or you get involved in unprofessional ethics, then TekLink management will have full rights to terminate your services without notice or compensation.
10. **Notice Period/Termination** — This contract of employment between you and the Company may be terminated by you by giving 3 months notice or gross monthly salary in lieu thereof. However, release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you.

In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. In the event of special circumstances, company may terminate your employment without notice.

11. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files, and books etc. (including but not limited to leased properties).
12. All the terms and conditions of service may be modified or changed at the Company's discretion.
13. 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.
14. The benefits as outlined herein and in Company policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
15. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.

Manish
Maheshwari

Digitally signed by
Manish Maheshwari
Date: 2021.08.04
22:41:47 +05'30'

(Signature of TekLink Management)

(Signature of Employee)



16. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
17. Information pertaining to Company operations and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
18. All employees are required to read and comply with TekLink's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
19. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
20. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all the above terms and conditions which shall be binding on you.
21. You may be required to travel on Company work, and you will be reimbursed expenses as per Company policy.
22. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
23. 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 of your previous employers).
24. All terms and conditions of employment will be governed by the company policy.

Our aim is to make working with TekLink an experience, which is rewarding to the client and the consultant. TekLink aims to nurture successful relationship with its clients, which would result in effective and efficient solutions to their IT needs and provide a competitive advantage through strategic use of IT resources. We are excited to have you join TekLink where we provide motivating and energizing environment so that our consultants can deliver their best.

We welcome you to TekLink family. Come grow with us.

Sincerely,

Manish
Maheshwari

Digitally signed by
Manish Maheshwari
Date: 2021.08.04
22:42:00 +05'30'

Manish Maheshwari
India Operation Head
TekLink International Inc.

Sanket Shrikant Vakil

Accepted by,

Sanket Shrikant Vakil
Place:
Date:



Compensation Details

1. Annual CTC Rs.4,25,000/- (Rupees Four Lakh Twenty Five Thousand Only.) per annum. All applicable taxes shall be deducted from this amount.

Yearly Gross Salary (Total CTC)	Rs.425000
Total Fixed Pay (Per Year)	Rs.375000
Performance based Variable Pay (Per Year)	Rs.50000

2. Note: Your Performance Variable Pay is based on your performance for the year, and you are entitled to a maximum payment as stated above. This amount can vary based on your performance. At the time of reimbursement, you should be a full-time employee of TekLink and should not be serving notice period.
3. Insurance: The Company will provide Group Medical Insurance, Group Personal Accidental Insurance and Group Term life Insurance.
 - Group Medical Insurance (GMI): Up to four family members (self, spouse and two dependent children) can be covered. Coverage of expenses subject to maximum of Rs. Five Lakhs per family upon hospitalization. To avail this benefit minimum of 24hours hospitalization is mandate.
 - Group Personal Accidental Insurance (GPA) : Only employee is covered for Sum Insurance of Rs. Three Lakhs.
 - Group Term Life Insurance(GTL): Only employee is covered for Rs. Twenty Lakhs.
4. Appraisal Cycle at TekLink is April to March. Your salary will be reviewed after completion of one year from your DOJ.
5. Your salary Break-up is as follows:

Salary Head	Monthly (Rs.)	Yearly (Rs.)
Basic	12264	147168
HRA	4906	58872
Special Allowance	7317	87804
Communication and Internet Expense	2000	24000
Food Allowance	2200	26400
Total (A)	28687	344244
CTC (B)		
PF Contribution	1973	23676
Gratuity		7079
Total (B)	1973	30755
Total Fixed CTC (A+B)	30660	375000
Variable Component (C)		50000
Total(A+B+C)	30660	425000

The above are subject to the policies of the organization, as applicable from time to time.

Manish
Maheshwari

Digitally signed by
Manish Maheshwari
Date: 2021.08.04
22:42:11 +0530

(Signature of TekLink Management)

(Signature of Employee)



Date: 28 July 2021

Ms. Shruti Ashok Wadhai
 Email: shrutiwadhai7@gmail.com
 Phone Number: 9049965587

Dear Shruti,

We are pleased to offer you the position of **Trainee Consultant** at our organization in Hyderabad. Attached are the specific terms and conditions of our offer. Please read these important details carefully, including your compensation and benefits details.

Acceptance and Commencement

To confirm your acceptance of this offer, you are required to:

- Within 2 days from the receipt of this letter, respond via email to HRIndia@teklink.com to communicate acceptance of the offer and to confirm your joining date. Please note that if you do not send your acceptance to the email ID, the offer shall stand withdrawn. Upon the receipt of your email, we will send you the original paper copy of all the terms and conditions to your address.
- On your joining date, please bring the following Documents:
 1. The original and 1 photocopy of this letter duly signed and dated by you.
 2. 3 self photographs (passport sized, color photos with a white background),
 3. The originals and 2 sets of photocopies of the following documents:
 - Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and backsides of certificate.
 - Proof of identity, please bring your Passport/Aadhar Card/Pan card.

The other terms and conditions of the offer are as follows:

1. Your designation is **Trainee Consultant**. The designation may be changed at the discretion of the company depending on the work assigned to you. Your joining date will be **16 August 2021**. Any changes in the joining date could be done by mutual agreement.
2. Your home location would be **Hyderabad**. However, your services are transferable, and you may be assigned to any office of **TekLink** a subsidiary, or associate company. In such case, travel and lodging expenses would be reimbursed to you.
3. You will be provided classroom and on the job training for a period of 4 to 6 months effective from your date of joining.
4. You will need to sign 2-year service agreement bond with TekLink on your joining day, agreeing to the terms & conditions.

Manish
 Maheshwari

Digitally signed by
 Manish Maheshwari
 Date: 2021.08.04
 22:39:02 +05'30'

(Signature of TekLink Management)

(Signature of Employee)



5. Successful completion of course is a pre-requisite for joining us.
6. You will retire from the services of the Company on attaining the age of superannuation [58 years].
7. Travel expenses: Travel expenses are only paid for transferee within India.
 - **Reimbursement of Travel Expenses:** Associate is entitled for 3-AC train fare, will be reimbursed, upon submission of expense sheet & supporting receipts.
8. All expenses (if applicable) will be paid on successfully completion of probation period.
9. **Probation Period:** You will be on a probation period for the first 6 months from the date of joining. If your performance is not satisfactory or you get involved in unprofessional ethics, then TekLink management will have full rights to terminate your services without notice or compensation.
10. **Notice Period/Termination** — This contract of employment between you and the Company may be terminated by you by giving 3 months notice or gross monthly salary in lieu thereof. However, release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you.

In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. In the event of special circumstances, company may terminate your employment without notice.

11. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files, and books etc. (including but not limited to leased properties).
12. All the terms and conditions of service may be modified or changed at the Company's discretion.
13. 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.
14. The benefits as outlined herein and in Company policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
15. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.

Manish
Maheshwari

Digitally signed by
Manish Maheshwari
Date: 2021.08.04
12:39:17 +05'30'

(Signature of TekLink Management)

(Signature of Employee)



16. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
17. Information pertaining to Company operations and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
18. All employees are required to read and comply with TekLink's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
19. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
20. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all the above terms and conditions which shall be binding on you.
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Our aim is to make working with TekLink an experience, which is rewarding to the client and the consultant. TekLink aims to nurture successful relationship with its clients, which would result in effective and efficient solutions to their IT needs and provide a competitive advantage through strategic use of IT resources. We are excited to have you join TekLink where we provide motivating and energizing environment so that our consultants can deliver their best.

We welcome you to TekLink family. Come grow with us.

Sincerely,

Manish
Maheshwari

Digitally signed by
Manish Maheshwari
Date: 2021.08.04
22:29:30 +05'30'

Manish Maheshwari
India Operation Head
TekLink International Inc.

Shruti Ashok Wadhai

Accepted by,

Shruti Ashok Wadhai

Place:

Date:

Page 3 of 4



Compensation Details

1. Annual CTC Rs.4,25,000/- (Rupees Four Lakh Twenty Five Thousand Only.) per annum. All applicable taxes shall be deducted from this amount.

Yearly Gross Salary (Total CTC)	Rs.425000
Total Fixed Pay (Per Year)	Rs.375000
Performance based Variable Pay (Per Year)	Rs.50000

2. Note: Your Performance Variable Pay is based on your performance for the year, and you are entitled to a maximum payment as stated above. This amount can vary based on your performance. At the time of reimbursement, you should be a full-time employee of TekLink and should not be serving notice period.

3. Insurance: The Company will provide Group Medical Insurance, Group Personal Accidental Insurance and Group Term life Insurance.
 - Group Medical Insurance (GMI): Up to four family members (self, spouse and two dependent children) can be covered. Coverage of expenses subject to maximum of Rs. Five Lakhs per family upon hospitalization. To avail this benefit minimum of 24hours hospitalization is mandate.
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 - Group Term Life Insurance(GTL): Only employee is covered for Rs. Twenty Lakhs.

4. Appraisal Cycle at TekLink is April to March. Your salary will be reviewed after completion of one year from your DOJ.

5. Your salary Break-up is as follows:

Salary Head	Monthly (Rs.)	Yearly (Rs.)
Basic	12264	147168
HRA	4906	58872
Special Allowance	7317	87804
Communication and Internet Expense	2000	24000
Food Allowance	2200	26400
Total (A)	28687	344244
CTC (B)		
PF Contribution	1973	23676
Gratuity		7079
Total (B)	1973	30755
Total Fixed CTC (A+B)	30660	375000
Variable Component (C)		50000
Total(A+B+C)	30660	425000

The above are subject to the policies of the organization, as applicable from time to time.

Manish
Maheshwari

Digitally signed by
Manish Maheshwari
Date: 2021.08.04
22:39:48 +05'30'

(Signature of TekLink Management)

(Signature of Employee)



TPL/BHR/21-22/474

19th July 2021

Ms Komal Dwarkadas Changal
 Shrikrishna Nagar, Shegaon,
 Buldhana, District- Buldhana,
 Maharashtra-444303

Dear Komal,

Sub: Offer of facility of Training as Graduate Engineer Trainee – 2021

This has reference to your application and the subsequent interview you had with us recently. We are pleased to offer you the facility of on the job training as "Graduate Engineer Trainee" on stipend equivalent to Rs. 3,25,000/- (Rupees Three Lakh Twenty Five Thousand Only) (Cost to Company) Per Annum.

The terms and conditions of the offer are as follows:

1. This offer of training is for a fixed term of one year from the date of your joining. You shall note that this facility for training and / or your appointment on regular basis shall be co-terminus in accordance with Distribution Franchisee Agreement (DFA) which has been executed between the Company and Maharashtra State Electricity Distribution Co. Ltd. (MSEDCL) for a period of ten years i.e upto 25/01/2027.
2. On successful completion of the training for a period of one year as stated in clause 1 above, you may be communicated in writing of confirmation of your employment in the position of "Executive". The same shall not be automatic and shall be subject to your successful completion of training.
3. The offer of training is provisional and subject to your passing in the final examination (B.E Electrical) and obtaining an Engineering degree with First Class or its equivalent. This offer of training and / or your appointment is further subject to you been found medically fit by our Chief Medical Officer.
4. You will be given a detailed appointment letter on your joining and the terms and conditions set out there in shall be applicable and binding upon you.
5. You shall adapt/accept/train for the new technology/gadgets/ equipment, etc., leading to improvement in and/or productivity, efficiency, Customer service & elimination of wasteful and unproductive practices / processes.
6. Using Smart mobile phone is pre-requisite and necessary aspect of the job. Therefore, you shall have your own smart mobile phone with internet data facility and use it for official purpose.
7. Travel within franchisee area is pre-requisite and necessary aspect of the job. Therefore, you shall use your own two-wheeler as directed by the Company. You shall ensure proper compliance of all RTO rules for your vehicle.



- 8. Notice period for resignation from training facility is one month.
- 9. You will be governed by the rules and regulations of the Company.
- 10. Please note that during the period of facility for training you are liable to transferred to any unit / undertaking or establishment / division / department / branch / office of the company or to any other Company of Torrent Group.

Please sign and return the copy of this letter as a token of acceptance of our offer.

You are required to report on 26th July 2021 at 9:30am as per the address mentioned in Annexure-A

With best wishes for a fruitful career in Torrent Power Limited.

Yours faithfully
For TORRENT POWER LIMITED

NARESH KUMAR MEHTA
VICE PRESIDENT - HR

Accepted _____
Date _____



TPL/BHR/21-22/473

19th July 2021

Ms Maheshwari Ramdas Wakode
 Joharie Lay Out,
 Khamgaon, D P Road,
 Buldhana, District- Buldhana,
 Maharashtra-444303

Dear Maheshwari,

Sub: Offer of facility of Training as Graduate Engineer Trainee – 2021

This has reference to your application and the subsequent interview you had with us recently. We are pleased to offer you the facility of on the job training as "Graduate Engineer Trainee" on stipend equivalent to Rs. 3,25,000/- (Rupees Three Lakh Twenty Five Thousand Only) (Cost to Company) Per Annum.

The terms and conditions of the offer are as follows:

1. This offer of training is for a fixed term of one year from the date of your joining. You shall note that this facility for training and / or your appointment on regular basis shall be co-terminus in accordance with Distribution Franchisee Agreement (DFA) which has been executed between the Company and Maharashtra State Electricity Distribution Co. Ltd. (MSEDCL) for a period of ten years i.e upto 25/01/2027.
2. On successful completion of the training for a period of one year as stated in clause 1 above, you may be communicated in writing of confirmation of your employment in the position of "Executive". The same shall not be automatic and shall be subject to your successful completion of training.
3. The offer of training is provisional and subject to your passing in the final examination (B.E Electrical) and obtaining an Engineering degree with First Class or its equivalent. This offer of training and / or your appointment is further subject to you been found medically fit by our Chief Medical Officer.
4. You will be given a detailed appointment letter on your joining and the terms and conditions set out there in shall be applicable and binding upon you.
5. You shall adapt/accept/train for the new technology/gadgets/ equipment, etc., leading to improvement in and/or productivity, efficiency, Customer service & elimination of wasteful and unproductive practices / processes.
6. Using Smart mobile phone is pre-requisite and necessary aspect of the job. Therefore, you shall have your own smart mobile phone with internet data facility and use it for official purpose.
7. Travel within franchisee area is pre-requisite and necessary aspect of the job. Therefore, you shall use your own two-wheeler as directed by the Company. You shall ensure proper compliance of all RTO rules for your vehicle.



TPL/BHR/21-22/477

19th July 2021

Mr Prajwal Balu Range
House No : 54-A, Rajhil Nagar,
Amravati, District : Amravati,
Maharashtra-444607

Dear Prajwal,

Sub: Offer of facility of Training as Graduate Engineer Trainee – 2021

This has reference to your application and the subsequent interview you had with us recently. We are pleased to offer you the facility of on the job training as "Graduate Engineer Trainee" on stipend equivalent to Rs. 3,25,000/- (Rupees Three Lakh Twenty Five Thousand Only) (Cost to Company) Per Annum.

The terms and conditions of the offer are as follows:

1. This offer of training is for a fixed term of one year from the date of your joining. You shall note that this facility for training and / or your appointment on regular basis shall be co-terminus in accordance with Distribution Franchisee Agreement (DFA) which has been executed between the Company and Maharashtra State Electricity Distribution Co. Ltd. (MSEDCL) for a period of ten years i.e upto 25/01/2027.
2. On successful completion of the training for a period of one year as stated in clause 1 above, you may be communicated in writing of confirmation of your employment in the position of "Executive". The same shall not be automatic and shall be subject to your successful completion of training.
3. The offer of training is provisional and subject to your passing in the final examination (B.E Electrical) and obtaining an Engineering degree with First Class or its equivalent. This offer of training and / or your appointment is further subject to you been found medically fit by our Chief Medical Officer.
4. You will be given a detailed appointment letter on your joining and the terms and conditions set out there in shall be applicable and binding upon you.
5. You shall adapt/accept/train for the new technology/gadgets/ equipment, etc., leading to improvement in and/or productivity, efficiency, Customer service & elimination of wasteful and unproductive practices / processes.
6. Using Smart mobile phone is pre-requisite and necessary aspect of the job. Therefore, you shall have your own smart mobile phone with internet data facility and use it for official purpose.
7. Travel within franchisee area is pre-requisite and necessary aspect of the job. Therefore, you shall use your own two-wheeler as directed by the Company. You shall ensure proper compliance of all RTO rules for your vehicle.

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5-2021



8. Notice period for resignation from training facility is one month.
9. You will be governed by the rules and regulations of the Company.
10. Please note that during the period of facility for training you are liable to be transferred to any unit / undertaking or establishment / division / department / branch / office of the company or to any other Company of Torrent Group.

Please sign and return the copy of this letter as a token of acceptance of our offer.

You are required to report on 26th July 2021 at 9:30am as per the address mentioned in Annexure-A

With best wishes for a fruitful career in Torrent Power Limited.

Yours faithfully
For TORRENT POWER LIMITED


NARESH KUMAR MEHTA
VICE PRESIDENT - HR

Accepted _____
Date _____



TPL/BHR/21-22/476

19th July 2021

Mr Pranit Satish Gulhane
House No : 101, Old City,
Ward no -10, Murtuzapur,
Akola, District - Akola,
Maharashtra-444107

Dear Pranit,

Sub: Offer of facility of Training as Graduate Engineer Trainee – 2021

This has reference to your application and the subsequent interview you had with us recently. We are pleased to offer you the facility of on the job training as "Graduate Engineer Trainee" on stipend equivalent to Rs. 3,25,000/- (Rupees Three Lakh Twenty Five Thousand Only) (Cost to Company) Per Annum.

The terms and conditions of the offer are as follows:

1. This offer of training is for a fixed term of one year from the date of your joining. You shall note that this facility for training and / or your appointment on regular basis shall be co-terminus in accordance with Distribution Franchisee Agreement (DFA) which has been executed between the Company and Maharashtra State Electricity Distribution Co. Ltd. (MSEDCL) for a period of ten years i.e upto 25/01/2027.
2. On successful completion of the training for a period of one year as stated in clause 1 above, you may be communicated in writing of confirmation of your employment in the position of "Executive". The same shall not be automatic and shall be subject to your successful completion of training.
3. The offer of training is provisional and subject to your passing in the final examination (B.E Electrical) and obtaining an Engineering degree with First Class or its equivalent. This offer of training and / or your appointment is further subject to you been found medically fit by our Chief Medical Officer.
4. You will be given a detailed appointment letter on your joining and the terms and conditions set out there in shall be applicable and binding upon you.
5. You shall adapt/accept/train for the new technology/gadgets/ equipment, etc., leading to improvement in and/or productivity, efficiency, Customer service & elimination of wasteful and unproductive practices / processes.
6. Using Smart mobile phone is pre-requisite and necessary aspect of the job. Therefore, you shall have your own smart mobile phone with internet data facility and use it for official purpose.
7. Travel within franchisee area is pre-requisite and necessary aspect of the job. Therefore, you shall use your own two-wheeler as directed by the Company. You shall ensure proper compliance of all RTO rules for your vehicle.



- 8. Notice period for resignation from training facility is one month.
- 9. You will be governed by the rules and regulations of the Company.
- 10. Please note that during the period of facility for training you are liable to transferred to any unit / undertaking or establishment / division / department / branch / office of the company or to any other Company of Torrent Group.

Please sign and return the copy of this letter as a token of acceptance of our offer.

You are required to report on 26th July 2021 at 9:30am as per the address mentioned in Annexure-A

With best wishes for a fruitful career in Torrent Power Limited.

Yours faithfully
For TORRENT POWER LIMITED

NARESH KUMAR MEHTA
VICE PRESIDENT - HR

Accepted _____

Date _____

C3

C



TPL/BHR/21-22/475

19th July 2021

Mr Tushar Dnyaneshwar Hingne
Warkhed Bk, Shegaon,
Buldhana, District- Buldhana,
Maharashtra-444303

Dear Tushar,

Sub: Offer of facility of Training as Graduate Engineer Trainee – 2021

This has reference to your application and the subsequent interview you had with us recently. We are pleased to offer you the facility of on the job training as "Graduate Engineer Trainee" on stipend equivalent to Rs. 3,25,000/- (Rupees Three Lakh Twenty Five Thousand Only) (Cost to Company) Per Annum.

The terms and conditions of the offer are as follows:

1. This offer of training is for a fixed term of one year from the date of your joining. You shall note that this facility for training and / or your appointment on regular basis shall be co-terminus in accordance with Distribution Franchisee Agreement (DFA) which has been executed between the Company and Maharashtra State Electricity Distribution Co. Ltd. (MSEDCL) for a period of ten years i.e upto 25/01/2027.
2. On successful completion of the training for a period of one year as stated in clause 1 above, you may be communicated in writing of confirmation of your employment in the position of "Executive". The same shall not be automatic and shall be subject to your successful completion of training.
3. The offer of training is provisional and subject to your passing in the final examination (B.E Electrical) and obtaining an Engineering degree with First Class or its equivalent. This offer of training and / or your appointment is further subject to you been found medically fit by our Chief Medical Officer.
4. You will be given a detailed appointment letter on your joining and the terms and conditions set out there in shall be applicable and binding upon you.
5. You shall adapt/accept/train for the new technology/gadgets/ equipment, etc., leading to improvement in and/or productivity, efficiency, Customer service & elimination of wasteful and unproductive practices / processes.
6. Using Smart mobile phone is pre-requisite and necessary aspect of the job. Therefore, you shall have your own smart mobile phone with internet data facility and use it for official purpose.
7. Travel within franchisee area is pre-requisite and necessary aspect of the job. Therefore, you shall use your own two-wheeler as directed by the Company. You shall ensure proper compliance of all RTO rules for your vehicle.



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8. Notice period for resignation from training facility is one month.
9. You will be governed by the rules and regulations of the Company.
10. Please note that during the period of facility for training you are liable to be transferred to any unit / undertaking or establishment / division / department / branch / office of the company or to any other Company of Torrent Group.

Please sign and return the copy of this letter as a token of acceptance of our offer.

You are required to report on 26th July 2021 at 9:30am as per the address mentioned in Annexure-A

With best wishes for a fruitful career in Torrent Power Limited.

Yours faithfully
For TORRENT POWER LIMITED


NARESH KUMAR MEHTA
VICE PRESIDENT - HR

Accepted _____

Date _____

7/17/2021/1/77

From: Dhanashri Tejkar <dhanashri.tejkar@vyomlabs.com>
Date: Sat, 29 Jan, 2022, 3:15 pm
Subject: Congratulations-Devashri Gote...!!!
To: Devashri gote <gotedevashri07@gmail.com>

Hi Devashri,

As per our discussion, after a series of interviews, we are pleased to let you know that we are going ahead with the offer confirmation for you.

Attached is the CTC break-up and other details below.

1. Your CTC will be **Rs.3,00,000** per annum. You should be ready for 2.5 years of service agreement and 2.5 Lakhs zero balance salary account cheque.
2. Your joining date with **AutomationEdge Pvt. Ltd** will be **1st February 2022**.
3. You will be eligible for a yearly appraisal cycle. The first appraisal will be in **April- 2023**.
4. Your designation will be a **Trainee Engineer**. Your base location will be **Pune**.
5. You should be flexible to travel across India or International locations as per project needs, which can be for the short and long term.
6. You should be flexible to work in shifts, including night shifts.
7. Allowances applicable as per policy -
 - Outstation allowance – Applicable as per company policy.
 - Weekend allowance - Applicable as per company policy.
 - If deployed at an international location you will be eligible for per diem and other benefits as per company policy.
 - 2 lakhs medical insurance.

Please send a soft copy of your Adhar Card as soon as possible.

Attached is the –











1. The checklist of required joining Documents-
 - To be uploaded on receiving a mail with the link, user ID and pwd for document upload
 - ***Keep all the listed Self attested soft copies of documents ready for document upload on receiving the link.
2. Share your complete Name in below format to create your IT login credentials while confirming the joining details.

First Name	Last Name

Please be available for a call to complete joining formalities between 10:00 AM to 11 AM on the day of your joining.

Please send a soft copy of your Adhar Card as soon as possible.

Thanks and Regards,
Dhanashri Tejkar,
HR- Talent Acquisition,
Contact no|| 8956272187||
Vyom Labs Pvt. Ltd.

3:25               55% 

Wipro Campus Update_LOI



Inbox



Campus HR Team 1:30 PM

to me 

August 18, 2021

Dear Abhinay Thakare,
Resume Number - 21019115

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

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	

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

From: **Campus HR Team** <wipro+email+194pw-637e8ead1f@talent.icims.com>
Date: Thu, 27 May 2021, 1:37 pm
Subject: Wipro Campus Update_LOI
To: <gurjeetsingh2112@gmail.com>

May 27, 2021

Dear Gurjeet Sahney,
Resume Number - 21000790

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

6/15/2021

LOI.png

TAP/2021/R/10

Dear Hassan Ahmed
Resume Number - 20200162

Based on our discussion with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in Career Band **TEB-02** of the organization.

The salary pack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (SAR)
Basic	11,675
Allowance	5,035
Bonus	7,534
Legal Benefits Paid (LBP)	4,545
Total Fixed Cash	28,829
SP (Company) Contribution	1,800
Security of 17% of Basic	200
Total Fixed Compensation	31,729
Other Compensation Benefits	
Health benefit (AMCCG)	400
Variable Pay	
Target Variable Pay	1,439
Target Cost to Company per month	26,167
Total Cost to Company per annum	3,13,994

Kindly note this offer of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on the link [Click to Accept](#) and accepting the contents of the communication within 15 calendar days. Your verification of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,
For OQSD Limited

Jwatha Shukla
General Manager - Human Resources

ACTA
6/15/21



Mithilesh Joshi <mithileshjoshi100@gmail.com>

Wipro Campus Update_LOI

1 message

Campus HR Team <wipro+email+1tq1i-c6bc394a38@talent.icims.com>
 Reply-To: Campus HR Team <wipro+email+1tq1i-c6bc394a38@talent.icims.com>
 To: mithileshjoshi100@gmail.com

18 August 2021 at 13:33

August 18, 2021

Dear MITHILESH JOSHI ,
 Resume Number - 20462196

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,



TPO SSGMCE Shegaon <tpossgmce@gmail.com>

Fwd: Wipro Campus Update_LOI

1 message

Neha Mitkari <neha.mitkari317@gmail.com>
 To: TPO SSGMCE Shegaon <tpossgmce@gmail.com>

Thu, Dec 23, 2021 at 12:34 PM

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

From: **Campus HR Team** <wipro+email+2ubm5-1f2b06ff1e@talent.icims.com>
 Date: Mon, Dec 13, 2021, 10:46
 Subject: Wipro Campus Update_LOI
 To: <neha.mitkari317@gmail.com>

December 13, 2021

Dear Neha Mitkari,
 Resume Number - 20979725

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,635
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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25,000 – 75,000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
6. You shall keep the contents of this letter confidential

Note: The above shall be applicable from your joining date with Wipro.

Your's Sincerely,
For Wipro Limited



Aparna Shailen
General Manager - Human Resources

This message was sent to neha.milkari317@gmail.com. If you don't want to receive these emails from this company in the future, please go to: <https://wipro.icims.com/icims2/?r=178B20979725&contactId=15795735>

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

May 27, 2021

Dear Payal Binnod ,
Resume Number - 21055538

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,



Fwd: Wipro Campus Update_LOI

1 message

Poonam Shegokar <poonamshgokar0@gmail.com>
To: tpossgmce@gmail.com

Fri, Nov 19, 2021 at 3:34 PM

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

From: **Campus HR Team** <wipro+email+2ncs8-4e536fd2d7@talent.icims.com>
Date: Fri 19 Nov, 2021, 11:00 AM
Subject: Wipro Campus Update_LOI
To: <poonamshgokar0@gmail.com>

November 19, 2021

Dear Poonam Shegokar ✓
Resume Number - 20941442

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25,000 – 75,000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
6. You shall keep the contents of this letter confidential

Note: The above shall be applicable from your joining date with Wipro.

Your's Sincerely,
For Wipro Limited



Aparna Shailen
General Manager - Human Resources

This message was sent to poonamshegokar0@gmail.com. If you don't want to receive these emails from this company in the future, please go to: <https://wipro.icims.com/icims2/?r=392A20941442&contactId=14655416>

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Wipro Campus Update_LOI 

Campus HR Team <wipro+email+tor32-7de22551ce@talent.icims.com> Unsubscribe

Fri, 11 Jun, 20:50 ☆ ↶

to me +

June 11, 2021

Dear Poonam Shinde
Resume Number - 21001322

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,545
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108

Activate Windows
Go to Settings to activate

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

From: **Campus HR Team** <wipro+email+1vkv0-ea4470ef76@talent.icims.com>
Date: Wed, 25 Aug, 2021, 2:44 pm
Subject: Wipro Campus Update_LOI
To: <shivamsable.ss@gmail.com>

August 25, 2021

Dear SHIVAM SABLE,
Resume Number - 20914828

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click Here](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

Aparna Kulkarni

General Manager-HR



APPOINTMENT LETTER

August 27, 2021

Dear Sumol Agrawal,

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 and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 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 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 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, 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 Sumol Agrawal, 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: Sumol Agrawal

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



APPOINTMENT LETTER

August 27, 2021

Dear Vedant Joshi,

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 and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI" of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Vedant Joshi, 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: Vedant Joshi

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE - IV



YRC Software India LLP

The Address Commercia Building
Suite 426, Near Wakad Hinjewadi Bridge
Wakad 411057

Phone- 91-7378321321
Email- info@yrconsultinginc.com
PAN- AABFY9517D
GST - 27AABFY9517D1Z1

TAP/2021/1/63

LETTER OF OFFER OF EMPLOYMENT

Dear Ms Rutuja Kadu,

We are pleased to offer you employment with YRC Software India (hereinafter referred as "YRC") as an **Associate Developer/Trainee**. The following is designed to serve as a record of the essential terms and conditions of your employment, which, I trust, are in accordance with our discussions.

Designation : Associate Software Developer

Start date : Sep13, 2021

Yearly CTC Details

Period	Monthly CTC	Retention Bonus (Period)	Annual CTC
Sep' 21-Mar 22	12,000		84,000 (7months)
Apr' 22-Mar 23	25,000		3,00,000
Apr'23-Mar 24	30,333.33	1,50,000	4,00,000+150,000=5,50,000

1. All entitlements given above are applicable after you have joined YRC. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time.
2. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
3. These entitlements shall cease upon the termination of your employment with YRC. These entitlements may also cease if you need to take long-termed personal leave of absence.
4. Retention Bonus will be paid after completion of year. The Retention bonus will be divided into 3 equal parts to be paid in following 3 months of completion of Retention period in addition to monthly agreed compensation.
5. You are required to complete one year of you service exclusive of notice periods and any long term unpaid leave to be eligible for Retention bonus. The performance of employee is required in the best interest of company throughout the year.
6. The Company, at any time, reserves the right to review and restructure its Compensation Package.

Location: Your location of work will be The Address Commercia Building, Suite 426, Near Wakad Hinjewadi Bridge, Wakad 411057, where the candidate would be working-. You could be asked to relocate to other locations in India or abroad as per requirement of the company. Your



YRC Software India LLP

The Address Commercia Building
Suite 426, Near Wakad Hinjewadi Bridge
Wakad 411057

Phone- 91-7378321321
Email- Info@yrconsultinginc.com
PAN- AABFY9517D
GST - 27AABFY9517D1Z1

at law to take recourse to such action as appropriate against errant employee and / or claim damages for any injury or damage property or person sustained owing to lapses / negligence by the concerned employee.

The above rules and regulations are subject to change / amendment / alteration from time to time at the sole discretion of the management without any notice, except what is mandatory under the statutory requirements. Any such changes shall also apply to you.

You will abide by verified Standing Orders, Rules and Regulations, Conditions of Services as applicable from time to time, governing the conduct and disciplinary matter pertaining to the employee of the Management. You will retire at the age of 58 years or earlier if found unfit.

The Terms and Conditions of this Appointment Letter are subject to exclusive jurisdiction of District Court, Pune (M.S).

We hope that during your employment you will diligently and conscientiously devote your full and exclusive time and attention and your best efforts to the discharge of your duties under the above terms and conditions. I am certain that you will find your career with YRC to be both challenging and rewarding, and I look forward to you joining us.

Please sign on each page of the duplicate copy of this Appointment Letter as token of acceptance of above Terms and Conditions.

Sincerely,
For YRC Software India LLP

Agreed to and accepted with
the express intent to be legally bound

Authorized Signatory
Designation of signatory
Date: _____

Rutuja Kadu
PAN:



YRC Software India LLP

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TAP/2021/52/N

LETTER OF OFFER OF EMPLOYMENT

Dear Ms Shraddha Kadu,

We are pleased to offer you employment with YRC Software India (hereinafter referred as "YRC") as a **Software Developer**. The following is designed to serve as a record of the essential terms and conditions of your employment, which, I trust, are in accordance with our discussions.

Designation : Software Developer

Start date : Sep15, 2021

Yearly CTC Details

Period	Monthly CTC	Retention Bonus (Period)	Annual CTC
Sep' 21-Mar 22	12,000		84,000 (7months)
Apr' 22-Mar 23	25,000		3,00,000
Apr'23-Mar 24	33,333.33	1,50,000	4,00,000+150,000=5,50,000

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reference to specific terms and conditions noted hereinabove, the company expressly reserves its right at law to take recourse to such action as appropriate against errant employee and / or claim damages for any injury or damage property or person sustained owing to lapses / negligence by the concerned employee.

The above rules and regulations are subject to change / amendment / alteration from time to time at the sole discretion of the management without any notice, except what is mandatory under the statutory requirements. Any such changes shall also apply to you.

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Please sign on each page of the duplicate copy of this Appointment Letter as token of acceptance of above Terms and Conditions.

Sincerely,
For YRC Software India LLP

Agreed to and accepted with
the express intent to be legally bound

Authorized Signatory
Designation of signatory
Date: _____

Shraddha Kadu
PAN: