Date: 30-May-2024

Chetan Ashokrao Ambalkar
Mobile: 9021247824

Dear **Chetan,**

We thank you for your career interest in ABB. It was a pleasure interacting with you during the selection process and we are pleased to offer you a position with us as **Production Supervisor** at **Grade 15** in **EL - Distribution Solutions**. You will report to **Rohan Ghogare** assigned by ABB as your supervisor.

Your location of will be in **ABB, Plot No. 79, Street 17, MIDC Industrial Area, Satpur, Nashik – 422007.**

Your total cost to company is **INR 8,50,000/-** per annum, please find the compensation breakup sheet and General Terms and Conditions of employment attached with this letter.

Please go through the Joining Guidelines. This lists down the documents you are required to submit for our records.

You are requested to join us on **01-Jul-24** at **ABB, 7th Floor, Brigade Magnum, Amruthahalli Village, Kodigehalli Post, Yelahanka Hobli, Bengaluru-560092, Karnataka** for undergoing the Induction Program and to complete your joining formalities. Your appointment with ABB will commence from the date of your reporting and after completion of your joining process.

This offer is valid subject to your joining us on or before **01-Jul-24** post which, we will have to regretfully assume that you are not accepting our offer and pursuing other options. In such a case the offer will be considered automatically withdrawn.

Please note that the Offer will be automatically withdrawn on non – fulfilment of any of the below mentioned conditions.

1. Completion of graduation (BE) with the aggregate of minimum 60%.
2. Joining ABB on or before 01-Jul-2024.

We look forward to a mutually productive association and wish you a successful career ahead with ABB.

Thanking you.

Yours faithfully,
For **ABB India Limited,**

SOMASEKHARAN TK NAIR

Digitally signed by SOMASEKHARAN TK NAIR
DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.06.04 18:25:32 +05'30'

Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager – ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGEMENT CADRE

1. REMUNERATION

You will be eligible to receive compensation and facilities basis the following details.

Flexible Pay

A) House Rent Allowance (maximum 100% of Base salary). HRA is paid monthly and tax exemption shall be subject to submission of relevant documents as per Income Tax Rules.

B) Other Allowance (covering Education allowance, Hostel allowance, Conveyance allowance etc.).

C) Leave Travel Assistance can be claimed as per Company policy.

Retirals

A) You will be covered as a member under the ABB India Employees Provident Fund Trust and remain a contributor and member of the fund during your employment with us, subject to the rules of the provident fund scheme as are in force for the present or as may be amended from time to time.

B) You will become a member of the Employees' Pension Scheme as applicable, in accordance with the statutory requirements.

C) You will be eligible for Gratuity as per The Payment of Gratuity Act.

Performance Bonus

Apart from the fixed cost, you are also entitled to a performance linked bonus as per the prevalent scheme.

Retention Bonus

On completion of employment of **24** months from the date of joining, you shall be paid a sum of **INR 100000/-** (**Rupees 1 Lakh only)** in the subsequent payroll. On completion of **36** months of continuous service with ABB another sum of **INR 100000/-** (**Rupees 1 Lakh only)** will be paid to you in the subsequent payroll. Both these amounts will be paid to you subject to you being active and not serving notice period at the time of payment. The above payment is subject to Income Tax rules.

SOMASEKHARAN TK NAIR

Digitally signed by SOMASEKHARAN TK NAIR
DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.06.04 18:25:44 +05'30'

Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager – ELC AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

Other Social Security Schemes

A) Group Personal Accident Insurance – As per the company policy.
B) Group Term Life Insurance - In case of death of an employee, while in service, his/her family will be entitled for compensation as per the prevalent scheme.
C) Coverage under Mutual Family Assistance as per the prevalent contributory scheme.
D) Hospitalization Expenses – You and your family (spouse and children up to 25yrs) are covered under company's group medical insurance scheme.

Please note that your compensation and its details are confidential. We request you to ensure that you maintain all such information, including your Terms of Employment and Compensation package as "**Strictly Confidential**". You shall not use or divulge or disclose any such 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.

2. RELOCATION EXPENSES

You would be entitled to claim the relocation expenses in case you are required to relocate to any of ABB offices or work as per the existing rules and/or polices of the company in this regard.

3. PLACE OF WORK

Your services will be transferable to any department, office or establishments of the Company within the Republic of India or to any other Company in ABB Group (either in India or overseas) as may be required by the management from time to time.

4. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the prevalent working hours, weekly off and paid holidays of the department, office or establishment wherever you are posted from time to time.

5. LEAVE

On joining the services of the Company, you will be eligible for Advance Paid Leave and Emergency Leave which will be credited to your Leave account effective your date of joining. This will be calculated on pro-rata basis.

SOMASEKHARAN TK NAIR

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DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.06.04 18:26:20 +05'30'

Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager – ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

6. SUPERANNUATION

You shall retire from the services of the company upon completion of the age of 60 years. The company's decision regarding your date of birth as per company's records shall be final and binding.

7. NOTICE OF TERMINATION

In the course of your service, either party may terminate this contract by giving to the other three months' notice of termination or three months' salary in lieu thereof. If adequate notice as aforesaid is not given by an employee while resigning from the services of the company, appropriate deduction will be made to cover the notice period by the company in the final settlement of accounts. However, the decision on adjusting the notice period will be based on the sole discretion of the Management. Only basic salary will be considered for payment of salary in lieu of notice period. In the event of you being found to have violated the Company's Code of Conduct, depending upon the gravity of the violation, the Company at its discretion may take disciplinary action which includes demotion, reprimand, suspension, termination, detraction of benefits for a definite or indefinite time, without any further obligation on the Company, including payment of salary in lieu of notice period

8. INTELLECTUAL PROPERTY RIGHTS

If you, alone or jointly with any other person or persons, make, acquire or device any inventions, patents, trade / service marks, industrial designs, matters relating to copyrights or its related rights, discovery, process or improvement or compile any data relating to any plant, machinery, system, appliance or apparatus or device or product, project, model, process, technique or method of manufacture or constructions, data, source codes, compilation, know-how, formula, calculations, patterns, drawings, business model, explanations and demonstrations and any other form of intellectual property thereof, arising out of and in the course of your employment shall become the property of any of the ABB Group Companies or its affiliates (herein in this context referred to as Company). The Company be the owner of the entire rights, title and interest vested, contingent or in future in and to the said intellectual property in any country. If so required by the Company, you will sign and execute all documents and papers free of charge any time i.e. either during employment or any time thereafter, to protect the Company's ownership relating to intellectual property in any form.

9. CONFIDENTIALITY

In consideration of the opportunities, training, communications / correspondences and access to techniques, know-how, trade secret that include but not limited to data, source codes, compilation, formula, calculations, designs, patterns, drawings, product, methods, processes, techniques, systems, business model, financial data, explanations and demonstrations etc. that will be made available to you or generated by you or accessed by you, you will be required to comply with the confidentiality norms of the company. Therefore, you shall maintain as secret and confidential all information, including proprietary information of any of the ABB Group company or its affiliates (herein in this context referred to as company), Terms of Employment and Compensation package except as may be required under obligation of law or as may be required by the company in the course of your employment or any time thereafter.

SOMASEKHARAN TK NAIR

Digitally signed by SOMASEKHARAN TK NAIR
DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.06.04 18:26:36 +05'30'

Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager - ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

10. GENERAL

A) You will be responsible for the safe keeping and return in good condition and order of all our/company's property such as tools, equipment's, instruments, books, etc., which may be in your custody, use, care or charge. We shall have the right to deduct the money value of all such things from your dues and take such action as we deem proper in the event of your failure to account for such property to our satisfaction.

B) You will safeguard, protect and preserve all data/literature/information developed or acquired by the Company in visual, audio-visual, magnetic, written or any other form, which is to be construed as the intellectual property of the Company and will ensure that such information will not be communicated, divulged, parted with or removed from the precincts of the Company by any means whatsoever.

C) You will keep us informed of any change in your residential address or civil status.

D) You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force as on date and as amended from time to time or that may be framed in future.

E) You shall abide by the Company's Code of Conduct and Business Ethics and to that effect you would provide an undertaking, or such declaration / acknowledgement as would ensure strict compliance thereof on your part.

F) Your appointment shall be subject to Company rules and regulations in force now and as amended from time to time and those that may come into force from time to time.

G) You will not, without prior written permission carry out any business or enter into contract with any one or carry out any part-time work or work in any capacity, or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization and will not utilize or divulge to any person or persons any of our trade secrets or affairs. You will not divulge or part with any drawings, quotations, specifications, manufacturing information, etc.

H) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India or as per the email ID provided by you and available in the company records.

SOMASEKHARAN TK NAIR

Digitally signed by SOMASEKHARAN TK NAIR
DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.06.04 18:26:48 +05'30'

Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth

HR Operations Manager - ELC AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

****

Date: 31-May-2024

Harsh Shalikrao Sontakke
Mobile: 8830598483

Dear **Harsh ,**

We thank you for your career interest in ABB. It was a pleasure interacting with you during the selection process and we are pleased to offer you a position with us as **Project Specialist** at **Grade 15** in **EL - Distribution Solutions**. You will report to **Sunil Ajitkumar Bokil** assigned by ABB as your supervisor.

Your location of will be in **ABB, Plot No. 79, Street 17, MIDC Industrial Area, Satpur, Nashik – 422007.**

Your total cost to company is **INR 8,50,000/-** per annum, please find the compensation breakup sheet and General Terms and Conditions of employment attached with this letter.

Please go through the Joining Guidelines. This lists down the documents you are required to submit for our records.

You are requested to join us on **01-Jul-24** at **ABB, 7th Floor, Brigade Magnum, Amruthahalli Village, Kodigehalli Post, Yelahanka Hobli, Bengaluru-560092, Karnataka** for undergoing the Induction Program and to complete your joining formalities. Your appointment with ABB will commence from the date of your reporting and after completion of your joining process.

This offer is valid subject to your joining us on or before **01-Jul-24** post which, we will have to regretfully assume that you are not accepting our offer and pursuing other options. In such a case the offer will be considered automatically withdrawn.

Please note that the Offer will be automatically withdrawn on non – fulfilment of any of the below mentioned conditions.

1. Completion of graduation (BE) with the aggregate of minimum 60%.
2. Joining ABB on or before 01-Jul-2024.

We look forward to a mutually productive association and wish you a successful career ahead with ABB.

Thanking you.

Yours faithfully,
For **ABB India Limited,**

SOMASEKHARAN TK NAIR
Digitally signed by SOMASEKHARAN TK NAIR
DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.06.06 11:11:54 +05'30'

Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager – ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGEMENT CADRE

1. REMUNERATION

You will be eligible to receive compensation and facilities basis the following details.

Flexible Pay

A) House Rent Allowance (maximum 100% of Base salary). HRA is paid monthly and tax exemption shall be subject to submission of relevant documents as per Income Tax Rules.

B) Other Allowance (covering Education allowance, Hostel allowance, Conveyance allowance etc.).

C) Leave Travel Assistance can be claimed as per Company policy.

Retirals

A) You will be covered as a member under the ABB India Employees Provident Fund Trust and remain a contributor and member of the fund during your employment with us, subject to the rules of the provident fund scheme as are in force for the present or as may be amended from time to time.

B) You will become a member of the Employees' Pension Scheme as applicable, in accordance with the statutory requirements.

C) You will be eligible for Gratuity as per The Payment of Gratuity Act.

Performance Bonus

Apart from the fixed cost, you are also entitled to a performance linked bonus as per the prevalent scheme.

Retention Bonus

On completion of employment of **24** months from the date of joining, you shall be paid a sum of **INR 100000/-** (**Rupees 1 Lakh only)** in the subsequent payroll. On completion of **36** months of continuous service with ABB another sum of **INR 100000/-** (**Rupees 1 Lakh only)** will be paid to you in the subsequent payroll. Both these amounts will be paid to you subject to you being active and not serving notice period at the time of payment. The above payment is subject to Income Tax rules.

SOMASEKHARAN TK NAIR

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DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.06.06 11:12:07 +05'30'

Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager – ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

Other Social Security Schemes

A) Group Personal Accident Insurance – As per the company policy.
B) Group Term Life Insurance - In case of death of an employee, while in service, his/her family will be entitled for compensation as per the prevalent scheme.
C) Coverage under Mutual Family Assistance as per the prevalent contributory scheme.
D) Hospitalization Expenses – You and your family (spouse and children up to 25yrs) are covered under company's group medical insurance scheme.

Please note that your compensation and its details are confidential. We request you to ensure that you maintain all such information, including your Terms of Employment and Compensation package as "**Strictly Confidential**". You shall not use or divulge or disclose any such 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.

2. RELOCATION EXPENSES

You would be entitled to claim the relocation expenses in case you are required to relocate to any of ABB offices or work as per the existing rules and/or polices of the company in this regard.

3. PLACE OF WORK

Your services will be transferable to any department, office or establishments of the Company within the Republic of India or to any other Company in ABB Group (either in India or overseas) as may be required by the management from time to time.

4. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the prevalent working hours, weekly off and paid holidays of the department, office or establishment wherever you are posted from time to time.

5. LEAVE

On joining the services of the Company, you will be eligible for Advance Paid Leave and Emergency Leave which will be credited to your Leave account effective your date of joining. This will be calculated on pro-rata basis.

SOMASEKHARAN TK NAIR
Digitally signed by SOMASEKHARAN TK NAIR
DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.06.06 11:12:28 +05'30'

Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager – ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

6. SUPERANNUATION

You shall retire from the services of the company upon completion of the age of 60 years. The company's decision regarding your date of birth as per company's records shall be final and binding.

7. NOTICE OF TERMINATION

In the course of your service, either party may terminate this contract by giving to the other three months' notice of termination or three months' salary in lieu thereof. If adequate notice as aforesaid is not given by an employee while resigning from the services of the company, appropriate deduction will be made to cover the notice period by the company in the final settlement of accounts. However, the decision on adjusting the notice period will be based on the sole discretion of the Management. Only basic salary will be considered for payment of salary in lieu of notice period. In the event of you being found to have violated the Company's Code of Conduct, depending upon the gravity of the violation, the Company at its discretion may take disciplinary action which includes demotion, reprimand, suspension, termination, detraction of benefits for a definite or indefinite time, without any further obligation on the Company, including payment of salary in lieu of notice period

8. INTELLECTUAL PROPERTY RIGHTS

If you, alone or jointly with any other person or persons, make, acquire or device any inventions, patents, trade / service marks, industrial designs, matters relating to copyrights or its related rights, discovery, process or improvement or compile any data relating to any plant, machinery, system, appliance or apparatus or device or product, project, model, process, technique or method of manufacture or constructions, data, source codes, compilation, know-how, formula, calculations, patterns, drawings, business model, explanations and demonstrations and any other form of intellectual property thereof, arising out of and in the course of your employment shall become the property of any of the ABB Group Companies or its affiliates (herein in this context referred to as Company). The Company be the owner of the entire rights, title and interest vested, contingent or in future in and to the said intellectual property in any country. If so required by the Company, you will sign and execute all documents and papers free of charge any time i.e. either during employment or any time thereafter, to protect the Company's ownership relating to intellectual property in any form.

9. CONFIDENTIALITY

In consideration of the opportunities, training, communications / correspondences and access to techniques, know-how, trade secret that include but not limited to data, source codes, compilation, formula, calculations, designs, patterns, drawings, product, methods, processes, techniques, systems, business model, financial data, explanations and demonstrations etc. that will be made available to you or generated by you or accessed by you, you will be required to comply with the confidentiality norms of the company. Therefore, you shall maintain as secret and confidential all information, including proprietary information of any of the ABB Group company or its affiliates (herein in this context referred to as company), Terms of Employment and Compensation package except as may be required under obligation of law or as may be required by the company in the course of your employment or any time thereafter.

SOMASEKHARAN TK NAIR

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DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.06.06 11:12:41 +05'30'

Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager - ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

10. GENERAL

A) You will be responsible for the safe keeping and return in good condition and order of all our/company's property such as tools, equipment's, instruments, books, etc., which may be in your custody, use, care or charge. We shall have the right to deduct the money value of all such things from your dues and take such action as we deem proper in the event of your failure to account for such property to our satisfaction.

B) You will safeguard, protect and preserve all data/literature/information developed or acquired by the Company in visual, audio-visual, magnetic, written or any other form, which is to be construed as the intellectual property of the Company and will ensure that such information will not be communicated, divulged, parted with or removed from the precincts of the Company by any means whatsoever.

C) You will keep us informed of any change in your residential address or civil status.

D) You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force as on date and as amended from time to time or that may be framed in future.

E) You shall abide by the Company's Code of Conduct and Business Ethics and to that effect you would provide an undertaking, or such declaration / acknowledgement as would ensure strict compliance thereof on your part.

F) Your appointment shall be subject to Company rules and regulations in force now and as amended from time to time and those that may come into force from time to time.

G) You will not, without prior written permission carry out any business or enter into contract with any one or carry out any part-time work or work in any capacity, or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization and will not utilize or divulge to any person or persons any of our trade secrets or affairs. You will not divulge or part with any drawings, quotations, specifications, manufacturing information, etc.

H) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India or as per the email ID provided by you and available in the company records.

SOMASEKHARAN TK NAIR

Digitally signed by SOMASEKHARAN TK NAIR
DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.06.06 11:12:57 +05'30'

Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager - ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

****

Date: 26-Jun-24

Jatin Mahadeo Ghage
Mobile: 9527507473

Dear **Jatin,**

We thank you for your career interest in ABB. It was a pleasure interacting with you during the selection process and we are pleased to offer you a position with us as **Buyer** at **Grade 15** in **EL- Distribution Solutions.** You will report to **Sandip Mandlik** assigned by ABB as your supervisor.

Your location of posting will be in **ABB, Plot No. 79, Street 17, MIDC Industrial Area, Satpur, Nashik – 422 007.**

Your total cost to company is **INR 8,50,000/-** per annum, please find the compensation breakup sheet and General Terms and Conditions of employment attached with this letter.

Please go through the Joining Guidelines. This lists down the documents you are required to submit for our records.

You are requested to join us on **01-Jul-2024** at **ABB, 7th Floor, Brigade Magnum Amruthahalli Village, Kodigehalli Post, Yelahanka Hobli, Bengaluru-560092, Karnataka.** for undergoing the Induction Program and to complete your joining formalities. Your Appointment with ABB will commence from the date of your reporting and after completion of your Joining process.

Please note that the Offer will be automatically withdrawn on non – fulfillment of any of the below mentioned conditions.
1. Completion of graduation (B.E) with the aggregate of minimum 60%.
2. Joining ABB on or before 01-Jul-2024.

We look forward to a mutually productive association and wish you a successful career ahead with ABB.

Thanking you.

Yours faithfully,
For **ABB India Limited,**

Ranjith Raju
HR Operations Hub Delivery Lead–
AMEA & NAM

Shilpa Prashanth
HR Operations Manager - ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGEMENT CADRE

1. REMUNERATION

You will be eligible to receive compensation and facilities basis the following details.

Flexible Pay

A) House Rent Allowance (maximum 100% of Base salary). HRA is paid monthly and tax exemption shall be subject to submission of relevant documents as per Income Tax Rules.
B) Other Allowance (covering Education allowance, Hostel allowance, Conveyance allowance etc.).
C) Leave Travel Assistance can be claimed as per Company policy.

Retirals

A) You will be covered as a member under the ABB India Employees Provident Fund Trust and remain a contributor and member of the fund during your employment with us, subject to the rules of the provident fund scheme as are in force for the present or as may be amended from time to time.

B) You will become a member of the Employees' Pension Scheme as applicable, in accordance with the statutory requirements.

C) You will be eligible for Gratuity as per The Payment of Gratuity Act.

Performance Bonus

Apart from the fixed cost, you are also entitled to a performance linked bonus as per the prevalent scheme.

Retention Bonus

During the aforesaid period, on completion of employment of first **24 months**, you shall be paid a sum of **INR 1,00,000/- (Rupees One lakh only)** and on completion of **36 months** of continuous service with ABB another sum of **INR 1,00,000 (Rupees One lakh only)** will be paid to you in the subsequent payroll. Both these amounts will be paid to you subject to you being active and not serving notice period at the time of payment. The above payment is subject to Income Tax rules.

Ranjith Raju
HR Operations Hub Delivery Lead–
AMEA & NAM

Shilpa Prashanth
HR Operations Manager - ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

Other Social Security Schemes

A) Group Personal Accident Insurance – As per the company policy.
B) Group Term Life Insurance - In case of death of an employee, while in service, his/her family will be entitled for compensation as per the prevalent scheme.
C) Coverage under Mutual Family Assistance as per the prevalent contributory scheme.
D) Hospitalization Expenses – You and your family (spouse and children up to 25yrs) are covered under company's group medical insurance scheme.

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2. RELOCATION EXPENSES

You would be entitled to claim the relocation expenses in case you are required to relocate to any of ABB offices or work as per the existing rules and/or polices of the company in this regard.

3. PLACE OF WORK

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4. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the prevalent working hours, weekly off and paid holidays of the department, office or establishment wherever you are posted from time to time.

5. LEAVE

On joining the services of the Company, you will be eligible for Advance Paid Leave and Emergency Leave which will be credited to your Leave account effective your date of joining. This will be calculated on pro-rata basis.

Ranjith Raju
HR Operations Hub Delivery Lead–
AMEA & NAM

Shilpa Prashanth
HR Operations Manager - ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

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In the course of your service, either party may terminate this contract by giving to the other three months' notice of termination or three months' salary in lieu thereof. If adequate notice as aforesaid is not given by an employee while resigning from the services of the company, appropriate deduction will be made to cover the notice period by the company in the final settlement of accounts. However, the decision on adjusting the notice period will be based on the sole discretion of the Management. Only basic salary will be considered for payment of salary in lieu of notice period. In the event of you being found to have violated the Company's Code of Conduct, depending upon the gravity of the violation, the Company at its discretion may take disciplinary action which includes demotion, reprimand, suspension, termination, detraction of benefits for a definite or indefinite time, without any further obligation on the Company, including payment of salary in lieu of notice period

8. INTELLECTUAL PROPERTY RIGHTS

If you, alone or jointly with any other person or persons, make, acquire or device any inventions, patents, trade / service marks, industrial designs, matters relating to copyrights or its related rights, discovery, process or improvement or compile any data relating to any plant, machinery, system, appliance or apparatus or device or product, project, model, process, technique or method of manufacture or constructions, data, source codes, compilation, know-how, formula, calculations, patterns, drawings, business model, explanations and demonstrations and any other form of intellectual property thereof, arising out of and in the course of your employment shall become the property of any of the ABB Group Companies or its affiliates (herein in this context referred to as Company). The Company be the owner of the entire rights, title and interest vested, contingent or in future in and to the said intellectual property in any country. If so required by the Company, you will sign and execute all documents and papers free of charge any time i.e. either during employment or any time thereafter, to protect the Company's ownership relating to intellectual property in any form.

9. CONFIDENTIALITY

In consideration of the opportunities, training, communications / correspondences and access to techniques, know-how, trade secret that include but not limited to data, source codes, compilation, formula, calculations, designs, patterns, drawings, product, methods, processes, techniques, systems, business model, financial data, explanations and demonstrations etc. that will be made available to you or generated by you or accessed by you, you will be required to comply with the confidentiality norms of the company. Therefore, you shall maintain as secret and confidential all information, including proprietary information of any of the ABB Group company or its affiliates (herein in this context referred to as company), Terms of Employment and Compensation package except as may be required under obligation of law or as may be required by the company in the course of your employment or any time thereafter.

Ranjith Raju
HR Operations Hub Delivery Lead–
AMEA & NAM

Shilpa Prashanth
HR Operations Manager - ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

In the event you are required by law to disclose any Confidential Information of the Company, you shall give the Company a reasonable notice of any prospective disclosure and shall assist the Company in obtaining an exemption or protective order preventing such disclosure.

10. GENERAL

A) You will be responsible for the safe keeping and return in good condition and order of all our/company's property such as tools, equipment's, instruments, books, etc., which may be in your custody, use, care or charge. We shall have the right to deduct the money value of all such things from your dues and take such action as we deem proper in the event of your failure to account for such property to our satisfaction.

B) You will safeguard, protect and preserve all data/literature/information developed or acquired by the Company in visual, audio-visual, magnetic, written or any other form, which is to be construed as the intellectual property of the Company and will ensure that such information will not be communicated, divulged, parted with or removed from the precincts of the Company by any means whatsoever.

C) You will keep us informed of any change in your residential address or civil status.

D) You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force as on date and as amended from time to time or that may be framed in future.

E) You shall abide by the Company's Code of Conduct and Business Ethics and to that effect you would provide an undertaking, or such declaration / acknowledgement as would ensure strict compliance thereof on your part.

F) Your appointment shall be subject to Company rules and regulations in force now and as amended from time to time and those that may come into force from time to time.

G) You will not, without prior written permission carry out any business or enter into contract with any one or carry out any part-time work or work in any capacity, or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization and will not utilize or divulge to any person or persons any of our trade secrets or affairs. You will not divulge or part with any drawings, quotations, specifications, manufacturing information, etc.

H) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India or as per the email ID provided by you and available in the company records

Ranjith Raju
HR Operations Hub Delivery Lead–
AMEA & NAM

Shilpa Prashanth
HR Operations Manager - ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

****

Date: 05-Apr-2024

Pallavi Sanjay Karale
Mobile: 9022710410

Dear **Pallavi,**

We thank you for your career interest in ABB It was a pleasure interacting with you during the selection process and we are pleased to offer you a position with us as **Marketing Specialist** at **Grade 15** in **EL- Distribution Solutions**.You will report to **Bipin Kumar** assigned by ABB as your supervisor.

Your location of posting will be in **ABB, Plot No. 79, Street 17, MIDC Industrial Area, Satpur, Nashik – 422007.**

Your total cost to company is **INR 8,50,000/-** per annum, please find the compensation breakup sheet and General Terms and Conditions of employment attached with this letter.

Please go through the Joining Guidelines. This lists down the documents you are required to submit for our records.

You are requested to join us on **01-Jul-2024** at **ABB, 6th & 7th Floor, Brigade Magnum Amruthahalli Village, Kodigehalli Post, Yelahanka Hobli Bangalore-560092, Karnataka,** for undergoing the Induction Program and to complete your joining formalities. Your Appointment with ABB will commence from the date of your reporting and after completion of your Joining process.

Please note that the Offer will be automatically withdrawn on non – fullfillment of any of the below mentioned conditions.

1. Completion of graduation (B.E.) with the aggregate of minimum 60%.
2. Joining ABB on or before 01-Jul-2024.

We look forward to a mutually productive association and wish you a successful career ahead with ABB.

Thanking you.

Yours faithfully,
For **ABB India Limited,**

SOMASEKHARAN TK NAIR
Digitally signed by SOMASEKHARAN TK NAIR
DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.04.08 10:04:22 +05'30'

Tks Nair
Head – Payroll & Employee Benefits

Ranjith Raju
HR Operations Hub Delivery Lead– AMEA & NAM

I accept the Offer and Terms and Conditions: ..... (NAME, SIGNATURE & DATE)

GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGEMENT CADRE

1. REMUNERATION

You will be eligible to receive compensation and facilities basis the following details.

Flexible Pay

A) House Rent Allowance (maximum 100% of Base salary). HRA is paid monthly and tax exemption shall be subject to submission of relevant documents as per Income Tax Rules.

B) Other Allowance (covering Education allowance, Hostel allowance, Conveyance allowance etc.).

C) Leave Travel Assistance can be claimed as per Company policy.

Retirals

A) You will be covered as a member under the Employees Provident Fund Scheme and remain a contributor and member of the fund during your employment with us, subject to the rules of the provident fund scheme as are in force for the present or as may be amended from time to time.

B) You will become a member of the Employees' Pension Scheme as applicable, in accordance with the statutory requirements.

C) You will be eligible for Gratuity as per The Payment of Gratuity Act.

Performance Bonus

Apart from the fixed cost, you are also entitled to a performance linked bonus as per the prevalent scheme.

Retention Bonus

During the aforesaid period, on completion of employment of first **24 months**, you shall be paid a sum of **INR 1,00,000/-** (**Rupees One lakh only**) and on completion of **36 months** of continuous service with ABB another sum of **INR 1,00,000/-** (**Rupees One lakh only**) will be paid to you in the subsequent payroll. Both these amounts will be paid to you subject to you being active and not serving notice period at the time of payment

Other Social Security Schemes

A) Group Personal Accident Insurance – As per the company policy.

B) Group Term Life Insurance - In case of death of an employee, while in service, his/her family will be entitled for compensation as per the prevalent scheme.

C) Coverage under Mutual Family Assistance as per the prevalent contributory scheme.

D) Hospitalization Expenses – You and your family (spouse and children up to 25yrs) are covered under company's group medical insurance scheme.

SOMASEKHARAN TK NAIR

Digitally signed by SOMASEKHARAN TK NAIR
DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.04.08 10:04:45 +05'30'

Tks Nair
Head – Payroll & Employee Benefits

Ranjith Raju
HR Operations Hub Delivery Lead–
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

Please note that your compensation and its details are confidential. We request you to ensure that you maintain all such information, including your Terms of Employment and Compensation package as "**Strictly Confidential**". You shall not use or divulge or disclose any such 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.

2. RELOCATION EXPENSES

You would be entitled to claim the relocation expenses in case you are required to relocate to any of ABB offices or work as per the existing rules and/or polices of the company in this regard.

3. PLACE OF WORK

Your services will be transferable to any department, office or establishments of the Company within the Republic of India or to any other Company in ABB Group (either in India or overseas) as may be required by the management from time to time.

4. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the prevalent working hours, weekly off and paid holidays of the department, office or establishment wherever you are posted from time to time.

5. LEAVE

On joining the services of the Company, you will be eligible for Advance Paid Leave and Emergency Leave which will be credited to your Leave account effective your date of joining. This will be calculated on pro-rata basis.

6. SUPERANNUATION

You shall retire from the services of the company upon completion of the age of 60 years. The company's decision regarding your date of birth as per company's records shall be final and binding.

7. NOTICE OF TERMINATION

In the course of your service, either party may terminate this contract by giving to the other three months' notice of termination or three months' salary in lieu thereof. If adequate notice as aforesaid is not given by an employee while resigning from the services of the company, appropriate deduction will be made to cover the notice period by the company in the final settlement of accounts. However, the decision on adjusting the notice period will be based on the sole discretion of the Management. Only basic salary will be considered for payment of salary in lieu of notice period. In the event of you being found to have violated the Company's Code of Conduct, depending upon the gravity of the violation, the Company at its discretion may take disciplinary action which includes demotion, reprimand, suspension, termination, detraction of benefits for a definite or indefinite time, without any further obligation on the Company, including payment of salary in lieu of notice period.

SOMASEKHARAN TK NAIR

Digitally signed by SOMASEKHARAN TK NAIR
DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.04.08 10:04:57 +05'30'

Tks Nair
Head – Payroll & Employee Benefits

Ranjith Raju
HR Operations Hub Delivery Lead– AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

8. INTELLECTUAL PROPERTY RIGHTS

If you, alone or jointly with any other person or persons, make, acquire or device any inventions, patents, trade / service marks, industrial designs, matters relating to copyrights or its related rights, discovery, process or improvement or compile any data relating to any plant, machinery, system, appliance or apparatus or device or product, project, model, process, technique or method of manufacture or constructions, data, source codes, compilation, know-how, formula, calculations, patterns, drawings, business model, explanations and demonstrations and any other form of intellectual property thereof, arising out of and in the course of your employment shall become the property of any of the ABB Group Companies or its affiliates (herein in this context referred to as Company). The Company be the owner of the entire rights, title and interest vested, contingent or in future in and to the said intellectual property in any country. If so required by the Company, you will sign and execute all documents and papers free of charge any time i.e. either during employment or any time thereafter, to protect the Company's ownership relating to intellectual property in any form.

9. CONFIDENTIALITY

In consideration of the opportunities, training, communications / correspondences and access to techniques, know-how, trade secret that include but not limited to data, source codes, compilation, formula, calculations, designs, patterns, drawings, product, methods, processes, techniques, systems, business model, financial data, explanations and demonstrations etc. that will be made available to you or generated by you or accessed by you, you will be required to comply with the confidentiality norms of the company. Therefore, you shall maintain as secret and confidential all information, including proprietary information of any of the ABB Group company or its affiliates (herein in this context referred to as company), Terms of Employment and Compensation package except as may be required under obligation of law or as may be required by the company in the course of your employment or any time thereafter.

In the event you are required by law to disclose any Confidential Information of the Company, you shall give the Company a reasonable notice of any prospective disclosure and shall assist the Company in obtaining an exemption or protective order preventing such disclosure.

10. GENERAL

A) You will be responsible for the safe keeping and return in good condition and order of all our/company's property such as tools, equipment's, instruments, books, etc., which may be in your custody, use, care or charge. We shall have the right to deduct the money value of all such things from your dues and take such action as we deem proper in the event of your failure to account for such property to our satisfaction.

B) You will safeguard, protect and preserve all data/literature/information developed or acquired by the Company in visual, audio-visual, magnetic, written or any other form, which is to be construed as the intellectual property of the Company and will ensure that such information will not be communicated, divulged, parted with or removed from the precincts of the Company by any means whatsoever.

SOMASEKHARAN TK NAIR

Digitally signed by SOMASEKHARAN TK NAIR
DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.04.08 10:05:12 +05'30'

Tks Nair
Head – Payroll & Employee Benefits

Ranjith Raju
HR Operations Hub Delivery Lead– AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

C) You will keep us informed of any change in your residential address or civil status.

D) You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force as on date and as amended from time to time or that may be framed in future.

E) You shall abide by the Company's Code of Conduct and Business Ethics and to that effect you would provide an undertaking, or such declaration / acknowledgement as would ensure strict compliance thereof on your part.

F) Your appointment shall be subject to Company rules and regulations in force now and as amended from time to time and those that may come into force from time to time.

G) You will not, without prior written permission carry out any business or enter into contract with any one or carry out any part-time work or work in any capacity, or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization and will not utilize or divulge to any person or persons any of our trade secrets or affairs. You will not divulge or part with any drawings, quotations, specifications, manufacturing information, etc.

H) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India or as per the email ID provided by you and available in the company records.

SOMASEKHARAN TK NAIR

Digitally signed by SOMASEKHARAN TK NAIR
DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.04.08 10:05:24 +05'30'

Tks Nair
Head – Payroll & Employee Benefits

Ranjith Raju
HR Operations Hub Delivery Lead–
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

****

Date:28-May-2024

Pranali Vijay Patil
Mobile: 9067598245

Dear **Pranali,**

We thank you for your career interest in ABB. It was a pleasure interacting with you during the selection process and we are pleased to offer you a position with us as **Project Specialist** at **Grade-15** in **EL-Distribution Solutions**. You will report to **Devesh Vijay Kulkarni** assigned by ABB as your supervisor.

Your location of posting will be in **ABB, Plot No. 79, Street 17, MIDC Industrial Area, Satpur, Nashik – 422007.**

Your total cost to company is **INR 8,50,000/-** per annum, please find the compensation breakup sheet and General Terms and Conditions of employment attached with this letter.

Please go through the Joining Guidelines. This lists down the documents you are required to submit for our records.

You are requested to join us on **01-Jul-2024** at **ABB, 7th Floor, Brigade Magnum Amruthahalli Village, Kodigehalli Post, Yelahanka Hobli Bangalore-560092, Karnataka**, for undergoing the Induction Program and to complete your joining formalities. Your Appointment with ABB will commence from the date of your reporting and after completion of your Joining process.

Please note that the Offer will be automatically withdrawn on non – fullfillment of any of the below mentioned conditions.
1. Completion of graduation (B.E) with the aggregate of minimum 60%.
2. Joining ABB on or before 01-Jul-2024

We look forward to a mutually productive association and wish you a successful career ahead with ABB.

Thanking you.

Yours faithfully,
For **ABB India Limited,**

Shilpa Prashanth
HR Operations Manager – ELC
AMEA & NAM

Rukhsar Julekha
Digitally signed by Rukhsar Julekha
DN: cn=Rukhsar Julekha, c=CH, o=ABB Asea Brown Boveri Ltd
Date: 2024.05.29 19:34:44 +05'30'

Rukhsar Julekha
Head Talent Acquisition & Talent Advancement
India Cluster

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGEMENT CADRE

1. REMUNERATION

You will be eligible to receive compensation and facilities basis the following details.

Flexible Pay

A) House Rent Allowance (maximum 100% of Base salary). HRA is paid monthly and tax exemption shall be subject to submission of relevant documents as per Income Tax Rules.
B) Other Allowance (covering Education allowance, Hostel allowance, Conveyance allowance etc.).
C) Leave Travel Assistance can be claimed as per Company policy.

Retirals

A) You will be covered as a member under the ABB India Employees Provident Fund Trust and remain a contributor and member of the fund during your employment with us, subject to the rules of the provident fund scheme as are in force for the present or as may be amended from time to time.

B) You will become a member of the Employees' Pension Scheme as applicable, in accordance with the statutory requirements.

C) You will be eligible for Gratuity as per The Payment of Gratuity Act.

Performance Bonus

Apart from the fixed cost, you are also entitled to a performance linked bonus as per the prevalent scheme.

Retention Bonus

During the aforesaid period, on completion of employment of first **24 months**, you shall be paid a sum of **INR 1,00,000 (Rupees One lakh only)** and on completion of **36 months** of continuous service with ABB another sum of **INR 1,00,000 (Rupees One lakh only)** will be paid to you in the subsequent payroll. Both these amounts will be paid to you subject to you being active and not serving notice period at the time of payment. This payment is subject to Income Tax rules.

Shilpa Prashanth
HR Operations Manager – ELC
AMEA & NAM

Rukhsar Julekha
Digitally signed by Rukhsar Julekha
DN: cn=Rukhsar Julekha, c=CH, o=ABB Asea Brown Boveri Ltd
Date: 2024.05.29 19:35:02 +05'30'

Rukhsar Julekha
Head Talent Acquisition & Talent Advancement
India Cluster

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

Other Social Security Schemes

A) Group Personal Accident Insurance – As per the company policy.
B) Group Term Life Insurance - In case of death of an employee, while in service, his/her family will be entitled for compensation as per the prevalent scheme.
C) Coverage under Mutual Family Assistance as per the prevalent contributory scheme.
D) Hospitalization Expenses – You and your family (spouse and children up to 25yrs) are covered under company's group medical insurance scheme.

Please note that your compensation and its details are confidential. We request you to ensure that you maintain all such information, including your Terms of Employment and Compensation package as "**Strictly Confidential**". You shall not use or divulge or disclose any such 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.

2. RELOCATION EXPENSES

You would be entitled to claim the relocation expenses in case you are required to relocate to any of ABB offices or work as per the existing rules and/or polices of the company in this regard.

3. PLACE OF WORK

Your services will be transferable to any department, office or establishments of the Company within the Republic of India or to any other Company in ABB Group (either in India or overseas) as may be required by the management from time to time.

4. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the prevalent working hours, weekly off and paid holidays of the department, office or establishment wherever you are posted from time to time.

5. LEAVE

On joining the services of the Company, you will be eligible for Advance Paid Leave and Emergency Leave which will be credited to your Leave account effective your date of joining. This will be calculated on pro-rata basis.

Shilpa Prashanth
HR Operations Manager – ELC
AMEA & NAM

Rukhsar Julekha
Digitally signed by Rukhsar Julekha
DN: cn=Rukhsar Julekha, c=CH, o=ABB Asea Brown Boveri Ltd
Date: 2024.05.29 19:35:16 +05'30'

Rukhsar Julekha
Head Talent Acquisition & Talent Advancement
India Cluster

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

6. SUPERANNUATION

You shall retire from the services of the company upon completion of the age of 60 years. The company's decision regarding your date of birth as per company's records shall be final and binding.

7. NOTICE OF TERMINATION

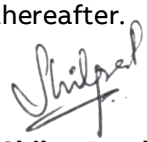
In the course of your service, either party may terminate this contract by giving to the other three months' notice of termination or three months' salary in lieu thereof. If adequate notice as aforesaid is not given by an employee while resigning from the services of the company, appropriate deduction will be made to cover the notice period by the company in the final settlement of accounts. However, the decision on adjusting the notice period will be based on the sole discretion of the Management. Only basic salary will be considered for payment of salary in lieu of notice period. In the event of you being found to have violated the Company's Code of Conduct, depending upon the gravity of the violation, the Company at its discretion may take disciplinary action which includes demotion, reprimand, suspension, termination, detraction of benefits for a definite or indefinite time, without any further obligation on the Company, including payment of salary in lieu of notice period

8. INTELLECTUAL PROPERTY RIGHTS

If you, alone or jointly with any other person or persons, make, acquire or device any inventions, patents, trade / service marks, industrial designs, matters relating to copyrights or its related rights, discovery, process or improvement or compile any data relating to any plant, machinery, system, appliance or apparatus or device or product, project, model, process, technique or method of manufacture or constructions, data, source codes, compilation, know-how, formula, calculations, patterns, drawings, business model, explanations and demonstrations and any other form of intellectual property thereof, arising out of and in the course of your employment shall become the property of any of the ABB Group Companies or its affiliates (herein in this context referred to as Company). The Company be the owner of the entire rights, title and interest vested, contingent or in future in and to the said intellectual property in any country. If so required by the Company, you will sign and execute all documents and papers free of charge any time i.e. either during employment or any time thereafter, to protect the Company's ownership relating to intellectual property in any form.

9. CONFIDENTIALITY

In consideration of the opportunities, training, communications / correspondences and access to techniques, know-how, trade secret that include but not limited to data, source codes, compilation, formula, calculations, designs, patterns, drawings, product, methods, processes, techniques, systems, business model, financial data, explanations and demonstrations etc. that will be made available to you or generated by you or accessed by you, you will be required to comply with the confidentiality norms of the company. Therefore, you shall maintain as secret and confidential all information, including proprietary information of any of the ABB Group company or its affiliates (herein in this context referred to as company), Terms of Employment and Compensation package except as may be required under obligation of law or as may be required by the company in the course of your employment or any time thereafter.



Shilpa Prashanth
HR Operations Manager – ELC
AMEA & NAM

Rukhsar Julekha
Digitally signed by Rukhsar Julekha
DN: cn=Rukhsar Julekha, c=CH, o=ABB Asea Brown Boveri Ltd
Date: 2024.05.29 19:35:33 +05'30'

Rukhsar Julekha
Head Talent Acquisition & Talent Advancement
India Cluster

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

In the event you are required by law to disclose any Confidential Information of the Company, you shall give the Company a reasonable notice of any prospective disclosure and shall assist the Company in obtaining an exemption or protective order preventing such disclosure.

10. GENERAL

A) You will be responsible for the safe keeping and return in good condition and order of all our/company's property such as tools, equipment's, instruments, books, etc., which may be in your custody, use, care or charge. We shall have the right to deduct the money value of all such things from your dues and take such action as we deem proper in the event of your failure to account for such property to our satisfaction.

B) You will safeguard, protect and preserve all data/literature/information developed or acquired by the Company in visual, audio-visual, magnetic, written or any other form, which is to be construed as the intellectual property of the Company and will ensure that such information will not be communicated, divulged, parted with or removed from the precincts of the Company by any means whatsoever.

C) You will keep us informed of any change in your residential address or civil status.

D) You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force as on date and as amended from time to time or that may be framed in future.

E) You shall abide by the Company's Code of Conduct and Business Ethics and to that effect you would provide an undertaking, or such declaration / acknowledgement as would ensure strict compliance thereof on your part.

F) Your appointment shall be subject to Company rules and regulations in force now and as amended from time to time and those that may come into force from time to time.

G) You will not, without prior written permission carry out any business or enter into contract with any one or carry out any part-time work or work in any capacity, or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization and will not utilize or divulge to any person or persons any of our trade secrets or affairs. You will not divulge or part with any drawings, quotations, specifications, manufacturing information, etc.

H) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India or as per the email ID provided by you and available in the company records

Shilpa Prashanth
HR Operations Manager – ELC
AMEA & NAM

Rukhsar Julekha
Digitally signed by Rukhsar Julekha
DN: cn=Rukhsar Julekha, c=CH, o=ABB Asea Brown Boveri Ltd
Date: 2024.05.29 19:35:51 +05'30'

Rukhsar Julekha
Head Talent Acquisition & Talent Advancement
India Cluster

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

****

Date: 31-May-2024

Yuraj Dinesh Harne
Mobile: 7420813111

Dear **Yuraj ,**

We thank you for your career interest in ABB. It was a pleasure interacting with you during the selection process and we are pleased to offer you a position with us as **Test Engineer** at **Grade 15** in **EL - Distribution Solutions**. You will report to **Dhiraj D.K. Patil** assigned by ABB as your supervisor.

Your location of will be in **ABB, Plot No. 79, Street 17, MIDC Industrial Area, Satpur, Nashik – 422007.**

Your total cost to company is **INR 8,50,000/-** per annum, please find the compensation breakup sheet and General Terms and Conditions of employment attached with this letter.

Please go through the Joining Guidelines. This lists down the documents you are required to submit for our records.

You are requested to join us on **01-Jul-24** at **ABB, 7th Floor, Brigade Magnum, Amruthahalli Village, Kodigehalli Post, Yelahanka Hobli, Bengaluru-560092, Karnataka** for undergoing the Induction Program and to complete your joining formalities. Your appointment with ABB will commence from the date of your reporting and after completion of your joining process.

This offer is valid subject to your joining us on or before **01-Jul-24** post which, we will have to regretfully assume that you are not accepting our offer and pursuing other options. In such a case the offer will be considered automatically withdrawn.

Please note that the Offer will be automatically withdrawn on non – fulfilment of any of the below mentioned conditions.

1. Completion of graduation (BE) with the aggregate of minimum 60%.
2. Joining ABB on or before 01-Jul-2024.

We look forward to a mutually productive association and wish you a successful career ahead with ABB.

Thanking you.

Yours faithfully,
For **ABB India Limited,**

SOMASEKHARAN TK NAIR
Digitally signed by SOMASEKHARAN TK NAIR
DN: cn=SOMASEKHARAN TK NAIR, c=IN, o=ABB INDIA LIMITED, ou=HR, email=tks.nair@in.abb.com
Date: 2024.06.06 11:18:37 +05'30'

Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager – ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGEMENT CADRE

1. REMUNERATION

You will be eligible to receive compensation and facilities basis the following details.

Flexible Pay

A) House Rent Allowance (maximum 100% of Base salary). HRA is paid monthly and tax exemption shall be subject to submission of relevant documents as per Income Tax Rules.

B) Other Allowance (covering Education allowance, Hostel allowance, Conveyance allowance etc.).

C) Leave Travel Assistance can be claimed as per Company policy.

Retirals

A) You will be covered as a member under the ABB India Employees Provident Fund Trust and remain a contributor and member of the fund during your employment with us, subject to the rules of the provident fund scheme as are in force for the present or as may be amended from time to time.

B) You will become a member of the Employees' Pension Scheme as applicable, in accordance with the statutory requirements.

C) You will be eligible for Gratuity as per The Payment of Gratuity Act.

Performance Bonus

Apart from the fixed cost, you are also entitled to a performance linked bonus as per the prevalent scheme.

Retention Bonus

On completion of employment of **24** months from the date of joining, you shall be paid a sum of **INR 100000/-** (**Rupees 1 Lakh only)** in the subsequent payroll. On completion of **36** months of continuous service with ABB another sum of **INR 100000/-** (**Rupees 1 Lakh only)** will be paid to you in the subsequent payroll. Both these amounts will be paid to you subject to you being active and not serving notice period at the time of payment. The above payment is subject to Income Tax rules.

SOMASEKHARAN TK NAIR

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Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager – ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

Other Social Security Schemes

A) Group Personal Accident Insurance – As per the company policy.
B) Group Term Life Insurance - In case of death of an employee, while in service, his/her family will be entitled for compensation as per the prevalent scheme.
C) Coverage under Mutual Family Assistance as per the prevalent contributory scheme.
D) Hospitalization Expenses – You and your family (spouse and children up to 25yrs) are covered under company's group medical insurance scheme.

Please note that your compensation and its details are confidential. We request you to ensure that you maintain all such information, including your Terms of Employment and Compensation package as "**Strictly Confidential**". You shall not use or divulge or disclose any such 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.

2. RELOCATION EXPENSES

You would be entitled to claim the relocation expenses in case you are required to relocate to any of ABB offices or work as per the existing rules and/or polices of the company in this regard.

3. PLACE OF WORK

Your services will be transferable to any department, office or establishments of the Company within the Republic of India or to any other Company in ABB Group (either in India or overseas) as may be required by the management from time to time.

4. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the prevalent working hours, weekly off and paid holidays of the department, office or establishment wherever you are posted from time to time.

5. LEAVE

On joining the services of the Company, you will be eligible for Advance Paid Leave and Emergency Leave which will be credited to your Leave account effective your date of joining. This will be calculated on pro-rata basis.

SOMASEKHARAN TK NAIR

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Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager – ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

6. SUPERANNUATION

You shall retire from the services of the company upon completion of the age of 60 years. The company's decision regarding your date of birth as per company's records shall be final and binding.

7. NOTICE OF TERMINATION

In the course of your service, either party may terminate this contract by giving to the other three months' notice of termination or three months' salary in lieu thereof. If adequate notice as aforesaid is not given by an employee while resigning from the services of the company, appropriate deduction will be made to cover the notice period by the company in the final settlement of accounts. However, the decision on adjusting the notice period will be based on the sole discretion of the Management. Only basic salary will be considered for payment of salary in lieu of notice period. In the event of you being found to have violated the Company's Code of Conduct, depending upon the gravity of the violation, the Company at its discretion may take disciplinary action which includes demotion, reprimand, suspension, termination, detraction of benefits for a definite or indefinite time, without any further obligation on the Company, including payment of salary in lieu of notice period

8. INTELLECTUAL PROPERTY RIGHTS

If you, alone or jointly with any other person or persons, make, acquire or device any inventions, patents, trade / service marks, industrial designs, matters relating to copyrights or its related rights, discovery, process or improvement or compile any data relating to any plant, machinery, system, appliance or apparatus or device or product, project, model, process, technique or method of manufacture or constructions, data, source codes, compilation, know-how, formula, calculations, patterns, drawings, business model, explanations and demonstrations and any other form of intellectual property thereof, arising out of and in the course of your employment shall become the property of any of the ABB Group Companies or its affiliates (herein in this context referred to as Company). The Company be the owner of the entire rights, title and interest vested, contingent or in future in and to the said intellectual property in any country. If so required by the Company, you will sign and execute all documents and papers free of charge any time i.e. either during employment or any time thereafter, to protect the Company's ownership relating to intellectual property in any form.

9. CONFIDENTIALITY

In consideration of the opportunities, training, communications / correspondences and access to techniques, know-how, trade secret that include but not limited to data, source codes, compilation, formula, calculations, designs, patterns, drawings, product, methods, processes, techniques, systems, business model, financial data, explanations and demonstrations etc. that will be made available to you or generated by you or accessed by you, you will be required to comply with the confidentiality norms of the company. Therefore, you shall maintain as secret and confidential all information, including proprietary information of any of the ABB Group company or its affiliates (herein in this context referred to as company), Terms of Employment and Compensation package except as may be required under obligation of law or as may be required by the company in the course of your employment or any time thereafter.

SOMASEKHARAN TK NAIR

Digitally signed by SOMASEKHARAN TK NAIR
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Date: 2024.06.06 11:19:26 +05'30'

Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager - ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

10. GENERAL

A) You will be responsible for the safe keeping and return in good condition and order of all our/company's property such as tools, equipment's, instruments, books, etc., which may be in your custody, use, care or charge. We shall have the right to deduct the money value of all such things from your dues and take such action as we deem proper in the event of your failure to account for such property to our satisfaction.

B) You will safeguard, protect and preserve all data/literature/information developed or acquired by the Company in visual, audio-visual, magnetic, written or any other form, which is to be construed as the intellectual property of the Company and will ensure that such information will not be communicated, divulged, parted with or removed from the precincts of the Company by any means whatsoever.

C) You will keep us informed of any change in your residential address or civil status.

D) You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force as on date and as amended from time to time or that may be framed in future.

E) You shall abide by the Company's Code of Conduct and Business Ethics and to that effect you would provide an undertaking, or such declaration / acknowledgement as would ensure strict compliance thereof on your part.

F) Your appointment shall be subject to Company rules and regulations in force now and as amended from time to time and those that may come into force from time to time.

G) You will not, without prior written permission carry out any business or enter into contract with any one or carry out any part-time work or work in any capacity, or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization and will not utilize or divulge to any person or persons any of our trade secrets or affairs. You will not divulge or part with any drawings, quotations, specifications, manufacturing information, etc.

H) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India or as per the email ID provided by you and available in the company records.

SOMASEKHARAN TK NAIR

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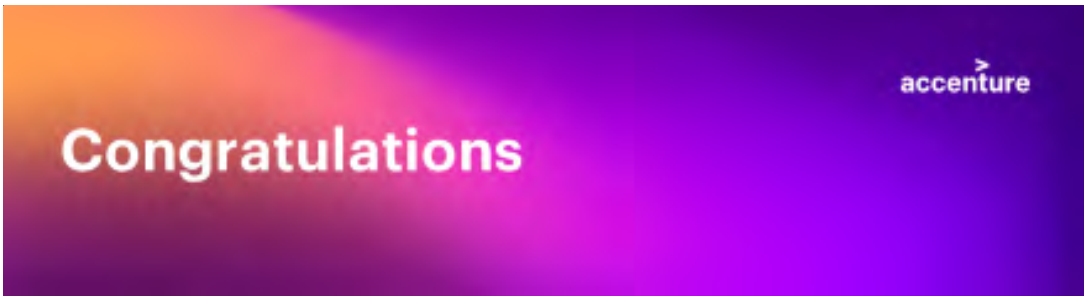
Tks Nair
Head - Payroll & Employee Benefits

Shilpa Prashanth
HR Operations Manager - ELC
AMEA & NAM

I accept the Offer and Terms and Conditions: .....(NAME, SIGNATURE & DATE)

****



09 April 2024

C06798166
Rutuja Prabhakar Unhale
34 Swapna, Rokadiya Nagar

Dear Rutuja Prabhakar Unhale,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Centers, India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - 12
Job Title - **Packaged App Development Associate**
Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

• Annexure 1 for the compensation and benefits details.
• Annexure 2 for documentation to be submitted by you.
• Annexure 3 for Remote working condition - Declaration to be submitted by you.
• Annexure 4 for declaration to be submitted by you.
• Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, this Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college which shall be completed, without any delay or extension, as well as satisfactory

 Candidate's Signature:{{Sig_es_:signer1:signature}}

completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

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 are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

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

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

• The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
• After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of **INR 10,000/-**.

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.

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/and/or any other verifications based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests/and/or any other verifications as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test/and/or any other verifications, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Candidate's Signature:{{Sig_es_:signer1:signature}}

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Important to note:
Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/ communicated by the Company from time to time. You may be required to submit additional documents which include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in revocation of this Offer/termination of employment.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form 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 & documentation provided by you at the registration stage. You understand and acknowledge that this offer & 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. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Rutuja, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Naveen Shankar at campus.queries@accenture.com should you have anything you would like to discuss further.

Yours sincerely,

C. Lakshmi

Lakshmi C
Managing Director and Lead, Human Resources, Accenture in India

 Candidate's Signature:{{Sig_es_:signer1:signature}}

ACKNOWLEDGED AND AGREED:

Candidate's Signature {{Sig_es_:signer1:signature}}
Rutuja Prabhakar Unhale

_____

Date: {{Dte_es_:signer1:date}}

ANNEXURE 1: COMPENSATION & BENEFITS

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	**INR 383,000/-**
(B) Variable Bonus earning potential (at maximum 8.5%)	**INR 32,555/-**
Annual Total earning potential (A+B)	**INR 415,555/-**
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	**INR 6,400/-**
Notional Insurance Premium paid by Company	**INR 13,800/-**
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	**INR 435,755/-**
(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	**INR 12,000/-** (capped at **INR 1,000/-** per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	**INR 5,700/-** [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

***Total Cash Compensation Elements**

Annual Fixed Compensation**
*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

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

Note: For International Worker Only*

 Candidate's Signature:{{Sig_es_:signer1:signature}}

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. Appropriate employee's contribution to PF will be deducted and submitted to the regulators by the Company 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.

VARIABLE BONUS

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. 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 IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

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

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	**INR 5,00,000/-** per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of **INR 7,50,000/-**	Company
Future Service Liability	Self	Up to **INR 20,00,000/-**	Company
Employee Deposit Linked Insurance (EDLI)	Self	**INR 7,05,000/-** (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time
c. 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 /partner and 4 dependent children
• 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan
Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer
2. Personal Accident coverage for self, up to three times your annual fixed compensation.

Candidate's Signature:{{Sig_es_:signer1:signature}}

a. You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**
a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Share Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

*Employee Share Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

JOINING BONUS

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Candidate's Signature:{{Sig_es_:signer1:signature}}

Please note:
• Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

RELOCATION ASSISSTANCE

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:
• Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
• Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
• Expenses towards movement of one vehicle including Road Tax / Octroi
• Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates reg your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

STATUTORY BONUS

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

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

GST CLAUSE

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

 Candidate's Signature:{{Sig_es_:signer1:signature}}

Any shortfalls will be adjusted against any further amounts due and payable to you.

GENERAL TAX

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

Candidate's Signature:{{Sig_es_:signer1:signature}}

ANNEXURE 2 : REQUIRED DOCUMENTATION

• Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
• PAN card copy (mandatory to be submitted on day 1)
• Document/s containing start date and end date of the last two employers
• Copy of Degree/PG/Diploma (wherever applicable) certificates
• Copy of all semester mark sheets (last semester mandatory)
• Relieving Letters from previous employer
• UAN Number and PF Statement for your last two employments before Accenture
• Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
• Experience Certificate from 2 previous employers (if relieving letters not submitted)
• Passport copy , if available (if not please apply immediately)
• Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Candidate's Signature:{{Sig_es_:signer1:signature}}

ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

• You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]

• Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

• I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.

• I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property

• I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role

• I agree and undertake to follow the work timings defined by my organization

• I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role

• I understand and confirm that I will be responsible for safety and security of the company assets assigned to me

• I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

Candidate's Signature:{{Sig_es_:signer1:signature}}

ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.
I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

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

ACKNOWLEDGED AND AGREED:

_____
Rutuja Prabhakar Unhale

Date: {{Dte_es_:signer1:date}}

Disclaimer
“This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of company and its affiliates and may contain copyright material or intellectual property of company and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or company immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of company and its affiliates. company does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference.”

Candidate's Signature:{{Sig_es_:signer1:signature}}

UID: 7357573
Date: 26-06-2024

Aakanksha Narendra Narwade
Shri Sant Gajanan Maharaj College of Engineering
aakankshanarwade0@gmail.com

LETTER OF INTENT FOR JOINING AS GRADUATE ENGINEER TRAINEE (GET)

Dear Aakanksha Narendra Narwade,

Congratulations on your selection as "**Graduate Engineer Trainee (GET)"** with Adani Group. You have been allocated to ADANICONNEX PRIVATE LIMITED. The joining date and the place of posting will be intimated to you subsequently.

The general terms and conditions of your appointment would be as follows:

1. This letter of Intent (LoI) is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.

2. Upon joining, you will be on probation for 6 Months, during which you will be given objectives to achieve. Upon satisfactory completion and assessment of the probationary period, you will be confirmed as a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the probation period or termination of your employment upon one month of notice.

3. The detailed breakup of the Cost to Company (CTC) is given in *Annexure-A*.

4. Other terms and conditions for this LoI are mentioned in *Annexure-B*.

5. For the first 2 annual performance cycles, your CTC will change only on account of merit increase based on performance appraisal. Offered CTC will not increase/ decrease on account of transfer to any other location within 2 years of joining.

6. You are required to present documents as mentioned in *Annexure-C* in original at the time of joining. In the event of any deviation, with respect to earlier submitted documents, you may submit the explanation to the satisfaction of management, failing to which the management shall have the liberty to cancel the LoI if deemed necessary.

Please read and confirm your acceptance by clicking on the link mentioned in e-mail within two working days of the receipt of this Letter of Intent (LoI).

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours Sincerely,

For ADANICONNEX PRIVATE LIMITED,

Authorized Signatory

This is a system generated letter and hence, does not require signature.

Date: 26-06-2024

Annexure-A

Cost to Company (CTC) Break-up Structure

Name: Aakanksha Narendra Narwade
Company: ADANICONNEX PRIVATE LIMITED

Particular	**Per month** *(in INR)*	**Per annum** *(in INR)*
Basic Salary	21,667	2,60,000
House Rent Allowance	8,667	1,04,000
Other Allowances* (Refer to the table below for tax saving options which can be exercised out of this amount as per IT rules)	18,561	2,22,733
Statutory Bonus / Ex-gratia	1,806	21,667
Provident Fund (Employer Contribution)	2,600	31,200
Gratuity (Payable on separation only after completion of 5 years of continuous service)	867	10,400
Total Fixed Cost to Company (CTC)	**54,167**	**6,50,000**

 # Taxes on the above shall be borne by the employee
 # Component-wise total may not exactly match total CTC due to rounding-off to the nearest rupee

Tax-Free Flexi Components	**Per month** *(in INR)*	**Per annum** *(in INR)*
National Pension Scheme (NPS)	Maximum contribution @ 10% of Basic	
Leave Travel Allowance	750	9,000
Meal Coupons	2,500	30,000
Uniform Allowance *	500	6,000
Children Hostel Allowance ^	600	7,200
Children Education Allowance ^	200	2,400

** Only in case of site posting where uniform has been provided by the company*
^ This is maximum as per company policy

For ADANICONNEX PRIVATE LIMITED,

Authorized Signatory

This is a system generated letter and hence, does not require signature.

Date: 26-06-2024

Annexure-B

General Terms & Conditions

1. **INCREMENTS:**
   Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. **STATUTORY AND OTHER BENEFITS:**
   You will be eligible for various benefits such as Leaves, Provident Fund & Gratuity (as per the Act) etc. as per the policies of the Company for your grade/level and amended from time to time. As per policy, you will be covered under Group Personal Accident Insurance and Group Mediclaim Schemes.

3. **ACCOMMODATION:**
   You will be responsible for your accommodation unless otherwise agreed by the Company in writing and mentioned under Annexure-A.

4. **STATUTORY AND ANY OTHER DEDUCTIONS:**
   All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be affected from the salary payable to you.

5. **NO CONFLICT:**
   You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

   Also, you shall not seek membership of any local or public bodies without prior written permission from the management.

6. **WORK LOCATION AND TRANSFERABILITY:**
   You are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE:

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST:

Company holds in high esteem, the dignity and respect for human rights at the workplace and expect you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at workplace) of the company in letter and spirit.

9. CONFIDENTIALITY:

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTIONS:

You will not interact with the media - print, electronic and social media or otherwise in;

i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only person(s) duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or that specified by the Management is prohibited.

ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.

iii. You shall also not disclose non-public information selectively to any particular group that may lead to unfair advantage/ discrimination.

iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must get the approval of the Management before its release.

v. Any violation of the Company's media policy is tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP:

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the

Company's expense for latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON-COMPETE:

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, competitive with the business, activities, services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES:

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES:

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members given by you in the application form.

15. SAFETY:

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall:

i. Read, understand the Company's Safety and Environment Policies and other Company policies.

ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working.

iii. Follow safe work practices for your job, as directed by your superior.

iv. Report any job-related injury or illness to your supervisor, superior or safety committee.

v. Report hazardous conditions to your supervisor, superior or safety committee.

vi. Be accountable for your safety performance.

vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING:

i. Smoking is prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.

ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE:

i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala, etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.

ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS:

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT:

You will abide by the Code of Conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES:

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. JURISDICTION:

Any dispute arising out of this contract of employment will be subject to the jurisdiction of court of law at Ahmedabad in the state of Gujarat.

22. AGE OF SUPERANNUATION:

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. SEPARATION:

i. Your services can be terminated by giving 60 Days' notice or basic salary in lieu thereof from either side.

ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.

iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.

iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity. continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. **HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE:**
You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. **NO DUES CLEARANCE:**
On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE:

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such a case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. MEDICAL CHECK-UP AND FITNESS:

i. Your employment is subject to you being found medically fit at the time of your appointment and remaining fit thereafter as per Adani Group policies.

ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of individuals and their co-workers. They are designed to complement safe working practices.

iii. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.

iv. In such cases separation of employment rules as mentioned in Clause 23 will be applicable.

Date: 26-06-2024

Annexure-C

List of Documents & Self-declaration

Name	Aakanksha Narendra Narwade
Company	ADANICONNEX PRIVATE LIMITED

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All education qualification certificates and mark sheets (including S.S.C. & above - attested copies and original copy for verification)
2. Copy of Aadhar Card & PAN Card (mandatory)
3. Permanent address proof
4. Passport-size photographs: 3 nos.
5. Past employer relieving and experience certificate (if applicable)

You are requested to bring these documents in original at the time of your joining.

Self-declaration:

I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Accepted:

Aakanksha Narendra Narwade

This is a system generated letter and hence, does not require signature.

June 12, 2024

Ms.Ashwini Manohar Kalaskar
Shri Sant Gajanan Maharaj College of Engineering
ashwinikalaskar33@gmail.com

APPOINTMENT LETTER FOR JOINING AS GRADUATE ENGINEER TRAINEE (GET)

Dear Ashwini,

Congratulations on your selection as "**Graduate Engineer Trainee (GET)"** with Adani Group. You have been allocated to **Ambuja Cement Limited**. The date of joining will be July 01, 2024 and you have to report at Adani Corporate House, Ahmedabad for your Induction Program.

The general terms and conditions of your appointment would be as follows:

1. This Appointment Letter is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.

2. Upon joining, you will be on probation for **Six** months, during which you will be given objectives to achieve. Upon satisfactory completion and assessment of the probationary period, you will be confirmed as a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the probation period or termination of your employment upon one-month of notice.

3. The detailed breakup of the Cost to Company (CTC) is given in Annexure-A.

4. Other terms and conditions for this Appointment letter are mentioned in Annexure-B.

5. For the first 2 annual performance cycles, your CTC will change only on account of merit increase based on performance appraisal. Offered CTC will not increase/ decrease on account of transfer to any other location within 2 years of joining.

6. You are required to present documents as mentioned in Annexure-C in original at the time of joining. In the event of any deviation, with respect to earlier submitted documents, you may submit the explanation to the satisfaction of management, failing to which the management shall have the liberty to cancel the Appointment Letter if deemed necessary.

Please read and confirm your acceptance by e-mail within two working days of receipt of this Appointment Letter.

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours sincerely.
For Ambuja Cement Limited

Authorised Signatory

June 12, 2024

Annexure-A

Cost to Company (CTC) Break-up Structure

Name **Ashwini Manohar Kalaskar**
Company **Ambuja Cement Limited**

Particular	Per month *(in INR)*	Per annum *(in INR)*
Basic Salary	21,667	260,000
House Rent Allowance	8,667	104,000
Other Allowances* (Refer to the table below for tax saving options which can be exercised out of this amount as per IT rules)	18,562	222,742
Automotive Expenses	0	0
Statutory Bonus / Ex-gratia	1,805	21,658
Provident Fund (Employer Contribution)	2,600	31,200
Gratuity (Payable on separation only after completion of 5 years of continuous service)	867	10,400
Total Fixed Cost to Company (CTC)	54,167	650,000
Performance Pay**	0	0
Total Cost to Company (CTC)	54,167	650,000

 # Variable pay is subject to accomplishment of "on target" performance, both individual & business. Payable pro-rata basis, every year for previous FY. Any other incentive declared by company will be adjusted against this Variable Pay and higher of the two amounts would be payable. Not payable in case of resignation / notice of resignation at the time of payment.

#Taxes on the above shall be borne by the employee
 # Component-wise total may not exactly match total CTC due to rounding-off to the nearest rupee

Tax-Free Flexi Components	Per month *(in INR)*	Per annum *(in INR)*
National Pension Scheme (NPS)	2,167	26,000
Leave Travel Allowance	750	9,000
Meal Coupons	2,500	30,000
Uniform Allowance *	500	6,000
Children Hostel Allowance ^	600	7,200
Children Education Allowance ^	200	2,400

** Only in case of site posting where uniform has been provided by the company*
^ This is maximum as per company policy

Yours faithfully,
For Ambuja Cement Limited

Authorised Signatory

June 12, 2024

Annexure B

General Terms & Condition

1. INCREMENTS

Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. STATUTORY AND OTHER BENEFITS

You will be eligible for various benefits such as Leave, Provident Fund & Gratuity (as per the Act) etc. as per the policies of the Company for your grade/level and amended from time to time. As per policy, you will be covered under Group Personal Accident Insurance and Group Mediclaim Schemes.

3. ACCOMMODATION

You will be responsible for your accommodation unless otherwise agreed by Company in writing in Annexure-A.

4. STATUTORY AND ANY OTHER DEDUCTIONS

All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be effected from the salary payable to you.

5. NO CONFLICT

You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

Also, you shall not seek membership of any local or public bodies without prior written permission from the management.

6. WORK LOCATION AND TRANSFERABILITY

You are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later on. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST

Company holds in high esteem, the dignity and respect for human rights at the workplace and expect you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at work place) of the company in letter and spirit.

9. CONFIDENTIALITY

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTION

You will not interact with the media - print, electronic and social media or otherwise in;

i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or those specified by the Management is prohibited.
ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
iii. You shall also not disclose non-public information selectively to any particular group that may lead to unfair advantage/ discrimination.
iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must take the approval of the Management before its release.
v. Any violation of the Company's media policy, tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the Company's expense for latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON- COMPETE

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the

employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, competitive with the business, activities, services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members given by you in the application form.

15. SAFETY

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall:

i. Read, understand the Company's Safety and Environment Policies and other Company policies.
ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working
iii. Follow safe work practices for your job, as directed by your superior.
iv. Report any job-related injury or illness to your supervisor, superior or safety committee.
v. Report hazardous conditions to your supervisor, superior or safety committee.
vi. Be accountable for your safety performance.
vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING

i. Smoking is prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.
ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE

i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala, etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.
ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT

You will abide by the code of conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. JURISDICTION

Any dispute arising out of this contract of employment will be subject to the jurisdiction of court of law at Ahmedabad in the state of Gujarat.

22. AGE OF SUPERANNUATION

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. SEPARATION

i. Your services can be terminated by giving 60 Days notice or basic salary in lieu thereof from either side.

ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.

iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.

iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity. continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE

You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. NO DUES CLEARANCE

On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. MEDICAL CHECK-UP AND FITNESS

i. Your employment is subject to you being found medically fit at the time of your appointment and remaining fit thereafter as per Adani Group policies.

ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of the individuals and their co-workers. They are designed to complement safe working practices.

iii. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.

iv. In such cases separation of employment rules as mentioned in Clause 23 will be applicable.

June 12, 2024

Annexure C

Name **Ashwini Manohar Kalaskar**
Company Ambuja Cement Limited

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All Qualification Certificates and Mark Sheets (S.S.C. & above - Attested Copies & Original Copy for Verification)
2. Copy of Aadhar Card & PAN Card (Mandatory)
3. Permanent Address Proof
4. Passport Size Photographs: 3 nos.
5. Past employer relieving and experience certificate (if any)

You are requested to bring these documents at the time of your joining.

IMPORTANT:
Please declare immediately by filling Annexure D, if you are suffering from any disease or disorder or you are currently under any medical surveillance. You will be subject to screening for presence of alcohol and / or drugs either for pre-employment or on a random basis.

Self-Declaration:
I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Accepted:
Ashwini Manohar Kalaskar
Date: _____
Place:_____

UID: 7356346
Date: 18-06-2024

Devashish Diwakar Kadukar
Shri Sant Gajanan Maharaj College of Engineering
devashishkadukar2019@gmail.com

LETTER OF INTENT FOR JOINING AS GRADUATE ENGINEER TRAINEE (GET)

Dear Devashish Diwakar Kadukar,

Congratulations on your selection as "**Graduate Engineer Trainee (GET)"** with Adani Group. You have been allocated to Adani New Industries Limited. The joining date and the place of posting will be intimated to you subsequently.

The general terms and conditions of your appointment would be as follows:

1. This letter of Intent (LoI) is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.

2. Upon joining, you will be on probation for 6 Months, during which you will be given objectives to achieve. Upon satisfactory completion and assessment of the probationary period, you will be confirmed as a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the probation period or termination of your employment upon one month of notice.

3. The detailed breakup of the Cost to Company (CTC) is given in *Annexure-A*.

4. Other terms and conditions for this LoI are mentioned in *Annexure-B*.

5. For the first 2 annual performance cycles, your CTC will change only on account of merit increase based on performance appraisal. Offered CTC will not increase/ decrease on account of transfer to any other location within 2 years of joining.

6. You are required to present documents as mentioned in *Annexure-C* in original at the time of joining. In the event of any deviation, with respect to earlier submitted documents, you may submit the explanation to the satisfaction of management, failing to which the management shall have the liberty to cancel the LoI if deemed necessary.

Please read and confirm your acceptance by clicking on the link mentioned in e-mail within two working days of the receipt of this Letter of Intent (LoI).

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours Sincerely,

For Adani New Industries Limited,

Authorized Signatory

This is a system generated letter and hence, does not require signature.

Date: 18-06-2024

Annexure-A

Cost to Company (CTC) Break-up Structure

Name: Devashish Diwakar Kadukar
Company: Adani New Industries Limited

Particular	Per month *(in INR)*	Per annum *(in INR)*
Basic Salary	21,667	2,60,000
House Rent Allowance	8,667	1,04,000
Other Allowances* (Refer to the table below for tax saving options which can be exercised out of this amount as per IT rules)	18,561	2,22,733
Statutory Bonus / Ex-gratia	1,806	21,667
Provident Fund (Employer Contribution)	2,600	31,200
Gratuity (Payable on separation only after completion of 5 years of continuous service)	867	10,400
Total Fixed Cost to Company (CTC)	**54,167**	**6,50,000**

 # Taxes on the above shall be borne by the employee
 # Component-wise total may not exactly match total CTC due to rounding-off to the nearest rupee

Tax-Free Flexi Components	Per month *(in INR)*	Per annum *(in INR)*
National Pension Scheme (NPS)	Maximum contribution @ 10% of Basic	
Leave Travel Allowance	750	9,000
Meal Coupons	2,500	30,000
Uniform Allowance *	500	6,000
Children Hostel Allowance ^	600	7,200
Children Education Allowance ^	200	2,400

** Only in case of site posting where uniform has been provided by the company*
^ This is maximum as per company policy

For Adani New Industries Limited,

Authorized Signatory

This is a system generated letter and hence, does not require signature.

Date: 18-06-2024

Annexure-B

General Terms & Conditions

1. **INCREMENTS:**
   Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. **STATUTORY AND OTHER BENEFITS:**
   You will be eligible for various benefits such as Leaves, Provident Fund & Gratuity (as per the Act) etc. as per the policies of the Company for your grade/level and amended from time to time. As per policy, you will be covered under Group Personal Accident Insurance and Group Mediclaim Schemes.

3. **ACCOMMODATION:**
   You will be responsible for your accommodation unless otherwise agreed by the Company in writing and mentioned under Annexure-A.

4. **STATUTORY AND ANY OTHER DEDUCTIONS:**
   All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be affected from the salary payable to you.

5. **NO CONFLICT:**
   You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

   Also, you shall not seek membership of any local or public bodies without prior written permission from the management.

6. **WORK LOCATION AND TRANSFERABILITY:**
   You are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE:

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST:

Company holds in high esteem, the dignity and respect for human rights at the workplace and expect you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at workplace) of the company in letter and spirit.

9. CONFIDENTIALITY:

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTIONS:

You will not interact with the media - print, electronic and social media or otherwise in;

i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only person(s) duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or that specified by the Management is prohibited.

ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.

iii. You shall also not disclose non-public information selectively to any particular group that may lead to unfair advantage/ discrimination.

iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must get the approval of the Management before its release.

v. Any violation of the Company's media policy is tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP:

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the

Company's expense for latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON-COMPETE:

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, competitive with the business, activities, services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES:

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES:

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members given by you in the application form.

15. SAFETY:

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall:

i. Read, understand the Company's Safety and Environment Policies and other Company policies.

ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working.

iii. Follow safe work practices for your job, as directed by your superior.

iv. Report any job-related injury or illness to your supervisor, superior or safety committee.

v. Report hazardous conditions to your supervisor, superior or safety committee.

vi. Be accountable for your safety performance.

vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING:

i. Smoking is prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.

ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE:

i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala, etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.

ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS:

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT:

You will abide by the Code of Conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES:

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. JURISDICTION:

Any dispute arising out of this contract of employment will be subject to the jurisdiction of court of law at Ahmedabad in the state of Gujarat.

22. AGE OF SUPERANNUATION:

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. SEPARATION:

i. Your services can be terminated by giving 60 Days' notice or basic salary in lieu thereof from either side.

ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.

iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.

iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity. continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. **HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE:**
You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. **NO DUES CLEARANCE:**
On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE:

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such a case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. MEDICAL CHECK-UP AND FITNESS:

i. Your employment is subject to you being found medically fit at the time of your appointment and remaining fit thereafter as per Adani Group policies.

ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of individuals and their co-workers. They are designed to complement safe working practices.

iii. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.

iv. In such cases separation of employment rules as mentioned in Clause 23 will be applicable.

Date: 18-06-2024

Annexure-C

List of Documents & Self-declaration

Name	Devashish Diwakar Kadukar
Company	Adani New Industries Limited

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All education qualification certificates and mark sheets (including S.S.C. & above - attested copies and original copy for verification)
2. Copy of Aadhar Card & PAN Card (mandatory)
3. Permanent address proof
4. Passport-size photographs: 3 nos.
5. Past employer relieving and experience certificate (if applicable)

You are requested to bring these documents in original at the time of your joining.

Self-declaration:

I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Accepted:

Devashish Diwakar Kadukar

This is a system generated letter and hence, does not require signature.

UID: 7357458
Date: 27-06-2024

Gauri Satishkumar Jayale
Shri Sant Gajanan Maharaj College of Engineering
gsjayale02@gmail.com

LETTER OF INTENT FOR JOINING AS GRADUATE ENGINEER TRAINEE (GET)

Dear Gauri Satishkumar Jayale,

Congratulations on your selection as "**Graduate Engineer Trainee (GET)"** with Adani Group. You have been allocated to Dharavi Redevelopment Project Private Limited. The joining date and the place of posting will be intimated to you subsequently.

The general terms and conditions of your appointment would be as follows:

1. This letter of Intent (LoI) is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.

2. Upon joining, you will be on probation for 6 Months, during which you will be given objectives to achieve. Upon satisfactory completion and assessment of the probationary period, you will be confirmed as a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the probation period or termination of your employment upon one month of notice.

3. The detailed breakup of the Cost to Company (CTC) is given in *Annexure-A*.

4. Other terms and conditions for this LoI are mentioned in *Annexure-B*.

5. For the first 2 annual performance cycles, your CTC will change only on account of merit increase based on performance appraisal. Offered CTC will not increase/ decrease on account of transfer to any other location within 2 years of joining.

6. You are required to present documents as mentioned in *Annexure-C* in original at the time of joining. In the event of any deviation, with respect to earlier submitted documents, you may submit the explanation to the satisfaction of management, failing to which the management shall have the liberty to cancel the LoI if deemed necessary.

Please read and confirm your acceptance by clicking on the link mentioned in e-mail within two working days of the receipt of this Letter of Intent (LoI).

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours Sincerely,

For Dharavi Redevelopment Project Private Limited,

Authorized Signatory

This is a system generated letter and hence, does not require signature.

Date: 27-06-2024

Annexure-A

Cost to Company (CTC) Break-up Structure

Name: Gauri Satishkumar Jayale
Company: Dharavi Redevelopment Project Private Limited

Particular	Per month *(in INR)*	Per annum *(in INR)*
Basic Salary	21,667	2,60,000
House Rent Allowance	10,833	1,30,000
Other Allowances* (Refer to the table below for tax saving options which can be exercised out of this amount as per IT rules)	16,394	1,96,733
Statutory Bonus / Ex-gratia	1,806	21,667
Provident Fund (Employer Contribution)	2,600	31,200
Gratuity (Payable on separation only after completion of 5 years of continuous service)	867	10,400
Total Fixed Cost to Company (CTC)	**54,167**	**6,50,000**

 # Taxes on the above shall be borne by the employee
 # Component-wise total may not exactly match total CTC due to rounding-off to the nearest rupee

Tax-Free Flexi Components	Per month *(in INR)*	Per annum *(in INR)*
National Pension Scheme (NPS)	Maximum contribution @ 10% of Basic	
Leave Travel Allowance	750	9,000
Meal Coupons	2,500	30,000
Uniform Allowance *	500	6,000
Children Hostel Allowance ^	600	7,200
Children Education Allowance ^	200	2,400

** Only in case of site posting where uniform has been provided by the company*
^ This is maximum as per company policy

For Dharavi Redevelopment Project Private Limited,

Authorized Signatory

This is a system generated letter and hence, does not require signature.

Date: 27-06-2024

Annexure-B

General Terms & Conditions

1. **INCREMENTS:**
   Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. **STATUTORY AND OTHER BENEFITS:**
   You will be eligible for various benefits such as Leaves, Provident Fund & Gratuity (as per the Act) etc. as per the policies of the Company for your grade/level and amended from time to time. As per policy, you will be covered under Group Personal Accident Insurance and Group Mediclaim Schemes.

3. **ACCOMMODATION:**
   You will be responsible for your accommodation unless otherwise agreed by the Company in writing and mentioned under Annexure-A.

4. **STATUTORY AND ANY OTHER DEDUCTIONS:**
   All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be affected from the salary payable to you.

5. **NO CONFLICT:**
   You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

   Also, you shall not seek membership of any local or public bodies without prior written permission from the management.

6. **WORK LOCATION AND TRANSFERABILITY:**
   You are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE:

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST:

Company holds in high esteem, the dignity and respect for human rights at the workplace and expect you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at workplace) of the company in letter and spirit.

9. CONFIDENTIALITY:

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTIONS:

You will not interact with the media - print, electronic and social media or otherwise in;

i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only person(s) duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or that specified by the Management is prohibited.

ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.

iii. You shall also not disclose non-public information selectively to any particular group that may lead to unfair advantage/ discrimination.

iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must get the approval of the Management before its release.

v. Any violation of the Company's media policy is tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP:

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the

Company's expense for latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON-COMPETE:

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, competitive with the business, activities, services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES:

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES:

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members given by you in the application form.

15. SAFETY:

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall:

i. Read, understand the Company's Safety and Environment Policies and other Company policies.

ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working.

iii. Follow safe work practices for your job, as directed by your superior.

iv. Report any job-related injury or illness to your supervisor, superior or safety committee.

v. Report hazardous conditions to your supervisor, superior or safety committee.

vi. Be accountable for your safety performance.

vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING:

i. Smoking is prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.

ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE:

i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala, etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.

ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS:

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT:

You will abide by the Code of Conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES:

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. JURISDICTION:

Any dispute arising out of this contract of employment will be subject to the jurisdiction of court of law at Ahmedabad in the state of Gujarat.

22. AGE OF SUPERANNUATION:

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. SEPARATION:

i. Your services can be terminated by giving 60 Days' notice or basic salary in lieu thereof from either side.

ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.

iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.

iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity. continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. **HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE:**
You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. **NO DUES CLEARANCE:**
On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE:

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such a case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. MEDICAL CHECK-UP AND FITNESS:

i. Your employment is subject to you being found medically fit at the time of your appointment and remaining fit thereafter as per Adani Group policies.

ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of individuals and their co-workers. They are designed to complement safe working practices.

iii. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.

iv. In such cases separation of employment rules as mentioned in Clause 23 will be applicable.

Date: 27-06-2024

Annexure-C

List of Documents & Self-declaration

Name	Gauri Satishkumar Jayale
Company	Dharavi Redevelopment Project Private Limited

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All education qualification certificates and mark sheets (including S.S.C. & above - attested copies and original copy for verification)
2. Copy of Aadhar Card & PAN Card (mandatory)
3. Permanent address proof
4. Passport-size photographs: 3 nos.
5. Past employer relieving and experience certificate (if applicable)

You are requested to bring these documents in original at the time of your joining.

Self-declaration:

I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Accepted:

Gauri Satishkumar Jayale

This is a system generated letter and hence, does not require signature.

June 15, 2024

Mr.Manish Santosh Jadhav
Shri Sant Gajanan Maharaj College of Engineering
manishjadhavmj23@gmail.com

APPOINTMENT LETTER FOR JOINING AS GRADUATE ENGINEER TRAINEE (GET)

Dear Manish,

Congratulations on your selection as "**Graduate Engineer Trainee (GET)"** with Adani Group. You have been allocated to **Adani Infra (India) Limited**. The date of joining will be July 08, 2024 and you have to report at Adani Corporate House, Ahmedabad for your Induction Program.

The general terms and conditions of your appointment would be as follows:

1. This Appointment Letter is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.

2. Upon joining, you will be on probation for **Six** months, during which you will be given objectives to achieve. Upon satisfactory completion and assessment of the probationary period, you will be confirmed as a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the probation period or termination of your employment upon one-month of notice.

3. The detailed breakup of the Cost to Company (CTC) is given in Annexure-A.

4. Other terms and conditions for this Appointment letter are mentioned in Annexure-B.

5. For the first 2 annual performance cycles, your CTC will change only on account of merit increase based on performance appraisal. Offered CTC will not increase/ decrease on account of transfer to any other location within 2 years of joining.

6. You are required to present documents as mentioned in Annexure-C in original at the time of joining. In the event of any deviation, with respect to earlier submitted documents, you may submit the explanation to the satisfaction of management, failing to which the management shall have the liberty to cancel the Appointment Letter if deemed necessary.

Please read and confirm your acceptance by e-mail within two working days of receipt of this Appointment Letter.

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours sincerely,
For Adani Infra (India) Limited

Ram Kankani
Ram Kankani (Jun 21, 2024 21:48 GMT+5.5)

Authorised Signatory

Manish Santosh Jadhav
I accept the terms and conditions mentioned above.
Date:

June 15, 2024

Annexure-A

Cost to Company (CTC) Break-up Structure

Name **Manish Santosh Jadhav**
Company **Adani Infra (India) Limited**

Particular	Per month *(in INR)*	Per annum *(in INR)*
Basic Salary	21,667	260,000
House Rent Allowance	8,667	104,000
Other Allowances* (Refer to the table below for tax saving options which can be exercised out of this amount as per IT rules)	18,562	222,742
Automotive Expenses	0	0
Statutory Bonus / Ex-gratia	1,805	21,658
Provident Fund (Employer Contribution)	2,600	31,200
Gratuity (Payable on separation only after completion of 5 years of continuous service)	867	10,400
Total Fixed Cost to Company (CTC)	54,167	650,000
Performance Pay**	0	0
Total Cost to Company (CTC)	54,167	650,000

 # Variable pay is subject to accomplishment of "on target" performance, both individual & business. Payable pro-rata basis, every year for previous FY. Any other incentive declared by company will be adjusted against this Variable Pay and higher of the two amounts would be payable. Not payable in case of resignation / notice of resignation at the time of payment.

#Taxes on the above shall be borne by the employee
 # Component-wise total may not exactly match total CTC due to rounding-off to the nearest rupee

Tax-Free Flexi Components	Per month *(in INR)*	Per annum *(in INR)*
National Pension Scheme (NPS)	2,167	26,000
Leave Travel Allowance	750	9,000
Meal Coupons	2,500	30,000
Uniform Allowance *	500	6,000
Children Hostel Allowance ^	600	7,200
Children Education Allowance ^	200	2,400

** Only in case of site posting where uniform has been provided by the company*
^ This is maximum as per company policy

Yours faithfully,
For Adani Infra (India) Limited

Ram Kankani
Ram Kankani (Jun 21, 2024 21:48 GMT+5.5)

Authorised Signatory

Manish Santosh Jadhav
I accept the terms and conditions mentioned above.
Date:

Adani Infra (India) Ltd.
Registered Office:
Adani Corporate House
Shantigram, S G Highway
Ahmedabad 382 421 Gujarat, India
CIN: U45204GJ2010PLC059226

Tel +91 79 2555 4444
Fax +91 79 2555 7177
info@adani.com

Annexure B

General Terms & Condition

1. INCREMENTS

Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. STATUTORY AND OTHER BENEFITS

You will be eligible for various benefits such as Leave, Provident Fund & Gratuity (as per the Act) etc. as per the policies of the Company for your grade/level and amended from time to time. As per policy, you will be covered under Group Personal Accident Insurance and Group Mediclaim Schemes.

3. ACCOMMODATION

You will be responsible for your accommodation unless otherwise agreed by Company in writing in Annexure-A.

4. STATUTORY AND ANY OTHER DEDUCTIONS

All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be effected from the salary payable to you.

5. NO CONFLICT

You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

Also, you shall not seek membership of any local or public bodies without prior written permission from the management.

6. WORK LOCATION AND TRANSFERABILITY

You are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later on. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST

Company holds in high esteem, the dignity and respect for human rights at the workplace and expect you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at work place) of the company in letter and spirit.

9. CONFIDENTIALITY

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTION

You will not interact with the media - print, electronic and social media or otherwise in;

i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or those specified by the Management is prohibited.
ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
iii. You shall also not disclose non-public information selectively to any particular group that may lead to unfair advantage/ discrimination.
iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must take the approval of the Management before its release.
v. Any violation of the Company's media policy, tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the Company's expense for latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON- COMPETE

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, competitive with the business, activities, services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members given by you in the application form.

15. SAFETY

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall:

i. Read, understand the Company's Safety and Environment Policies and other Company policies.
ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working
iii. Follow safe work practices for your job, as directed by your superior.
iv. Report any job-related injury or illness to your supervisor, superior or safety committee.
v. Report hazardous conditions to your supervisor, superior or safety committee.
vi. Be accountable for your safety performance.
vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING

i. Smoking is prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.
ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE

i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala, etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.
ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT

You will abide by the code of conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. JURISDICTION

Any dispute arising out of this contract of employment will be subject to the jurisdiction of court of law at Ahmedabad in the state of Gujarat.

22. AGE OF SUPERANNUATION

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. SEPARATION

i. Your services can be terminated by giving 60 Days notice or basic salary in lieu thereof from either side.

ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.

iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.

iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity. continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE

You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. NO DUES CLEARANCE

On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. MEDICAL CHECK-UP AND FITNESS

i. Your employment is subject to you being found medically fit at the time of your appointment and remaining fit thereafter as per Adani Group policies.
ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of the individuals and their co-workers. They are designed to complement safe working practices.
iii. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.
iv. In such cases separation of employment rules as mentioned in Clause 23 will be applicable.

Manish Santosh Jadhav

I accept the terms and conditions mentioned above.

Date:

Adani Infra (India) Ltd.
Registered Office:
Adani Corporate House
Shantigram, S G Highway
Ahmedabad 382 421 Gujarat, India
CIN: U45204GJ2010PLC059226

Tel +91 79 2555 4444
Fax +91 79 2555 7177
info@adani.com

June 15, 2024

Annexure C

Name **Manish Santosh Jadhav**
Company Adani Infra (India) Limited

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All Qualification Certificates and Mark Sheets (S.S.C. & above - Attested Copies & Original Copy for Verification)
2. Copy of Aadhar Card & PAN Card (Mandatory)
3. Permanent Address Proof
4. Passport Size Photographs: 3 nos.
5. Past employer relieving and experience certificate (if any)

You are requested to bring these documents at the time of your joining.

Self-Declaration:
I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Manish Santosh Jadhav
I accept the terms and conditions mentioned above.
Date:

UID: 7356216
Date: 27-06-2024

Nikita Vinod Kalore
Shri Sant Gajanan Maharaj College of Engineering
nikitakalore2002@gmail.com

LETTER OF INTENT FOR JOINING AS GRADUATE ENGINEER TRAINEE (GET)

Dear Nikita Vinod Kalore,

Congratulations on your selection as "**Graduate Engineer Trainee (GET)"** with Adani Group. You have been allocated to Dharavi Redevelopment Project Private Limited. The joining date and the place of posting will be intimated to you subsequently.

The general terms and conditions of your appointment would be as follows:

1. This letter of Intent (LoI) is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.

2. Upon joining, you will be on probation for 6 Months, during which you will be given objectives to achieve. Upon satisfactory completion and assessment of the probationary period, you will be confirmed as a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the probation period or termination of your employment upon one month of notice.

3. The detailed breakup of the Cost to Company (CTC) is given in *Annexure-A*.

4. Other terms and conditions for this LoI are mentioned in *Annexure-B*.

5. For the first 2 annual performance cycles, your CTC will change only on account of merit increase based on performance appraisal. Offered CTC will not increase/ decrease on account of transfer to any other location within 2 years of joining.

6. You are required to present documents as mentioned in *Annexure-C* in original at the time of joining. In the event of any deviation, with respect to earlier submitted documents, you may submit the explanation to the satisfaction of management, failing to which the management shall have the liberty to cancel the LoI if deemed necessary.

Please read and confirm your acceptance by clicking on the link mentioned in e-mail within two working days of the receipt of this Letter of Intent (LoI).

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours Sincerely,

For Dharavi Redevelopment Project Private Limited,

Authorized Signatory

This is a system generated letter and hence, does not require signature.

Date: 27-06-2024

Annexure-A

Cost to Company (CTC) Break-up Structure

Name: Nikita Vinod Kalore
Company: Dharavi Redevelopment Project Private Limited

Particular	Per month *(in INR)*	Per annum *(in INR)*
Basic Salary	21,667	2,60,000
House Rent Allowance	10,833	1,30,000
Other Allowances* (Refer to the table below for tax saving options which can be exercised out of this amount as per IT rules)	16,394	1,96,733
Statutory Bonus / Ex-gratia	1,806	21,667
Provident Fund (Employer Contribution)	2,600	31,200
Gratuity (Payable on separation only after completion of 5 years of continuous service)	867	10,400
Total Fixed Cost to Company (CTC)	**54,167**	**6,50,000**

 # Taxes on the above shall be borne by the employee
 # Component-wise total may not exactly match total CTC due to rounding-off to the nearest rupee

Tax-Free Flexi Components	Per month *(in INR)*	Per annum *(in INR)*
National Pension Scheme (NPS)	Maximum contribution @ 10% of Basic	
Leave Travel Allowance	750	9,000
Meal Coupons	2,500	30,000
Uniform Allowance *	500	6,000
Children Hostel Allowance ^	600	7,200
Children Education Allowance ^	200	2,400

** Only in case of site posting where uniform has been provided by the company*
^ This is maximum as per company policy

For Dharavi Redevelopment Project Private Limited,

Authorized Signatory

This is a system generated letter and hence, does not require signature.

Date: 27-06-2024

Annexure-B

General Terms & Conditions

1. **INCREMENTS:**
   Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. **STATUTORY AND OTHER BENEFITS:**
   You will be eligible for various benefits such as Leaves, Provident Fund & Gratuity (as per the Act) etc. as per the policies of the Company for your grade/level and amended from time to time. As per policy, you will be covered under Group Personal Accident Insurance and Group Mediclaim Schemes.

3. **ACCOMMODATION:**
   You will be responsible for your accommodation unless otherwise agreed by the Company in writing and mentioned under Annexure-A.

4. **STATUTORY AND ANY OTHER DEDUCTIONS:**
   All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be affected from the salary payable to you.

5. **NO CONFLICT:**
   You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

   Also, you shall not seek membership of any local or public bodies without prior written permission from the management.

6. **WORK LOCATION AND TRANSFERABILITY:**
   You are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE:

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST:

Company holds in high esteem, the dignity and respect for human rights at the workplace and expect you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at workplace) of the company in letter and spirit.

9. CONFIDENTIALITY:

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTIONS:

You will not interact with the media - print, electronic and social media or otherwise in;

i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only person(s) duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or that specified by the Management is prohibited.

ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.

iii. You shall also not disclose non-public information selectively to any particular group that may lead to unfair advantage/ discrimination.

iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must get the approval of the Management before its release.

v. Any violation of the Company's media policy is tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP:

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the

Company's expense for latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON-COMPETE:

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, competitive with the business, activities, services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES:

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES:

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members given by you in the application form.

15. SAFETY:

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall:

i. Read, understand the Company's Safety and Environment Policies and other Company policies.

ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working.

iii. Follow safe work practices for your job, as directed by your superior.

iv. Report any job-related injury or illness to your supervisor, superior or safety committee.

v. Report hazardous conditions to your supervisor, superior or safety committee.

vi. Be accountable for your safety performance.

vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING:

i. Smoking is prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.

ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE:

i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala, etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.

ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS:

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT:

You will abide by the Code of Conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES:

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. JURISDICTION:

Any dispute arising out of this contract of employment will be subject to the jurisdiction of court of law at Ahmedabad in the state of Gujarat.

22. AGE OF SUPERANNUATION:

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. SEPARATION:

i. Your services can be terminated by giving 60 Days' notice or basic salary in lieu thereof from either side.

ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.

iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.

iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity. continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. **HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE:**
You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. **NO DUES CLEARANCE:**
On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE:

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such a case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. MEDICAL CHECK-UP AND FITNESS:

i. Your employment is subject to you being found medically fit at the time of your appointment and remaining fit thereafter as per Adani Group policies.

ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of individuals and their co-workers. They are designed to complement safe working practices.

iii. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.

iv. In such cases separation of employment rules as mentioned in Clause 23 will be applicable.

Date: 27-06-2024

Annexure-C

List of Documents & Self-declaration

Name	Nikita Vinod Kalore
Company	Dharavi Redevelopment Project Private Limited

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All education qualification certificates and mark sheets (including S.S.C. & above - attested copies and original copy for verification)
2. Copy of Aadhar Card & PAN Card (mandatory)
3. Permanent address proof
4. Passport-size photographs: 3 nos.
5. Past employer relieving and experience certificate (if applicable)

You are requested to bring these documents in original at the time of your joining.

Self-declaration:

I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Accepted:

Nikita Vinod Kalore

This is a system generated letter and hence, does not require signature.

UID: 7357374
Date: 04-07-2024

Parth Kalpesh Parekh
Shri Sant Gajanan Maharaj College of Engineering
madhavparekh2342@gmail.com

LETTER OF INTENT FOR JOINING AS GRADUATE ENGINEER TRAINEE (GET)

Dear Parth Kalpesh Parekh,

Congratulations on your selection as "**Graduate Engineer Trainee (GET)"** with Adani Group. You have been allocated to Dighi Port Limited. The joining date and the place of posting will be intimated to you subsequently.

The general terms and conditions of your appointment would be as follows:

1. This letter of Intent (LoI) is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.

2. Upon joining, you will be on probation for 6 Months, during which you will be given objectives to achieve. Upon satisfactory completion and assessment of the probationary period, you will be confirmed as a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the probation period or termination of your employment upon one month of notice.

3. The detailed breakup of the Cost to Company (CTC) is given in *Annexure-A*.

4. Other terms and conditions for this LoI are mentioned in *Annexure-B*.

5. For the first 2 annual performance cycles, your CTC will change only on account of merit increase based on performance appraisal. Offered CTC will not increase/ decrease on account of transfer to any other location within 2 years of joining.

6. You are required to present documents as mentioned in *Annexure-C* in original at the time of joining. In the event of any deviation, with respect to earlier submitted documents, you may submit the explanation to the satisfaction of management, failing to which the management shall have the liberty to cancel the LoI if deemed necessary.

Please read and confirm your acceptance by clicking on the link mentioned in e-mail within two working days of the receipt of this Letter of Intent (LoI).

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours Sincerely,

For Dighi Port Limited,

Authorized Signatory

This is a system generated letter and hence, does not require signature.

Date: 04-07-2024

Annexure-A

Cost to Company (CTC) Break-up Structure

Name: Parth Kalpesh Parekh
Company: Dighi Port Limited

Particular	Per month *(in INR)*	Per annum *(in INR)*
Basic Salary	21,667	2,60,000
House Rent Allowance	8,667	1,04,000
Other Allowances* (Refer to the table below for tax saving options which can be exercised out of this amount as per IT rules)	18,561	2,22,733
Statutory Bonus / Ex-gratia	1,806	21,667
Provident Fund (Employer Contribution)	2,600	31,200
Gratuity (Payable on separation only after completion of 5 years of continuous service)	867	10,400
Total Fixed Cost to Company (CTC)	**54,167**	**6,50,000**

 # Taxes on the above shall be borne by the employee
 # Component-wise total may not exactly match total CTC due to rounding-off to the nearest rupee

Tax-Free Flexi Components	Per month *(in INR)*	Per annum *(in INR)*
National Pension Scheme (NPS)	Maximum contribution @ 10% of Basic	
Leave Travel Allowance	750	9,000
Meal Coupons	2,500	30,000
Uniform Allowance *	500	6,000
Children Hostel Allowance ^	600	7,200
Children Education Allowance ^	200	2,400

** Only in case of site posting where uniform has been provided by the company*
^ This is maximum as per company policy

For Dighi Port Limited,

Authorized Signatory

This is a system generated letter and hence, does not require signature.

Date: 04-07-2024

Annexure-B

General Terms & Conditions

1. **INCREMENTS:**
   Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. **STATUTORY AND OTHER BENEFITS:**
   You will be eligible for various benefits such as Leaves, Provident Fund & Gratuity (as per the Act) etc. as per the policies of the Company for your grade/level and amended from time to time. As per policy, you will be covered under Group Personal Accident Insurance and Group Mediclaim Schemes.

3. **ACCOMMODATION:**
   You will be responsible for your accommodation unless otherwise agreed by the Company in writing and mentioned under Annexure-A.

4. **STATUTORY AND ANY OTHER DEDUCTIONS:**
   All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be affected from the salary payable to you.

5. **NO CONFLICT:**
   You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

   Also, you shall not seek membership of any local or public bodies without prior written permission from the management.

6. **WORK LOCATION AND TRANSFERABILITY:**
   You are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE:

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST:

Company holds in high esteem, the dignity and respect for human rights at the workplace and expect you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at workplace) of the company in letter and spirit.

9. CONFIDENTIALITY:

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTIONS:

You will not interact with the media - print, electronic and social media or otherwise in;

i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only person(s) duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or that specified by the Management is prohibited.

ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.

iii. You shall also not disclose non-public information selectively to any particular group that may lead to unfair advantage/ discrimination.

iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must get the approval of the Management before its release.

v. Any violation of the Company's media policy is tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP:

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the

Company's expense for latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON-COMPETE:

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, competitive with the business, activities, services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES:

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES:

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members given by you in the application form.

15. SAFETY:

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall:

i. Read, understand the Company's Safety and Environment Policies and other Company policies.

ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working.

iii. Follow safe work practices for your job, as directed by your superior.

iv. Report any job-related injury or illness to your supervisor, superior or safety committee.

v. Report hazardous conditions to your supervisor, superior or safety committee.

vi. Be accountable for your safety performance.

vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING:

i. Smoking is prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.

ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE:

i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala, etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.

ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS:

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT:

You will abide by the Code of Conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES:

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. JURISDICTION:

Any dispute arising out of this contract of employment will be subject to the jurisdiction of court of law at Ahmedabad in the state of Gujarat.

22. AGE OF SUPERANNUATION:

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. SEPARATION:

i. Your services can be terminated by giving 60 Days' notice or basic salary in lieu thereof from either side.

ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.

iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.

iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity. continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. **HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE:**
You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. **NO DUES CLEARANCE:**
On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE:

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such a case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. MEDICAL CHECK-UP AND FITNESS:

i. Your employment is subject to you being found medically fit at the time of your appointment and remaining fit thereafter as per Adani Group policies.

ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of individuals and their co-workers. They are designed to complement safe working practices.

iii. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.

iv. In such cases separation of employment rules as mentioned in Clause 23 will be applicable.

Date: 04-07-2024

Annexure-C

List of Documents & Self-declaration

Name	Parth Kalpesh Parekh
Company	Dighi Port Limited

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All education qualification certificates and mark sheets (including S.S.C. & above - attested copies and original copy for verification)
2. Copy of Aadhar Card & PAN Card (mandatory)
3. Permanent address proof
4. Passport-size photographs: 3 nos.
5. Past employer relieving and experience certificate (if applicable)

You are requested to bring these documents in original at the time of your joining.

Self-declaration:

I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Accepted:

Parth Kalpesh Parekh

This is a system generated letter and hence, does not require signature.

June 15, 2024

Mr.Prashant Ramchandra Ingle
Shri Sant Gajanan Maharaj College of Engineering
prashantingle34999@gmail.com

APPOINTMENT LETTER FOR JOINING AS GRADUATE ENGINEER TRAINEE (GET)

Dear Prashant,

Congratulations on your selection as "**Graduate Engineer Trainee (GET)"** with Adani Group. You have been allocated to **Adani Infra (India) Limited**. The date of joining will be July 08, 2024 and you have to report at Adani Corporate House, Ahmedabad for your Induction Program.

The general terms and conditions of your appointment would be as follows:

1. This Appointment Letter is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.

2. Upon joining, you will be on probation for **Six** months, during which you will be given objectives to achieve. Upon satisfactory completion and assessment of the probationary period, you will be confirmed as a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the probation period or termination of your employment upon one-month of notice.

3. The detailed breakup of the Cost to Company (CTC) is given in Annexure-A.

4. Other terms and conditions for this Appointment letter are mentioned in Annexure-B.

5. For the first 2 annual performance cycles, your CTC will change only on account of merit increase based on performance appraisal. Offered CTC will not increase/ decrease on account of transfer to any other location within 2 years of joining.

6. You are required to present documents as mentioned in Annexure-C in original at the time of joining. In the event of any deviation, with respect to earlier submitted documents, you may submit the explanation to the satisfaction of management, failing to which the management shall have the liberty to cancel the Appointment Letter if deemed necessary.

Please read and confirm your acceptance by e-mail within two working days of receipt of this Appointment Letter.

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours sincerely.
For Adani Infra (India) Limited

Ram Kankani
Ram Kankani (Jun 21, 2024 21:49 GMT+5.5)

Authorised Signatory

Prashant Ramchandra Ingle
I accept the terms and conditions mentioned above.
Date:

Adani Infra (India) Ltd.
Registered Office:
Adani Corporate House
Shantigram, S G Highway
Ahmedabad 382 421 Gujarat, India
CIN: U45204GJ2010PLC059226

Tel +91 79 2555 4444
Fax +91 79 2555 7177
info@adani.com

June 15, 2024

Annexure-A

Cost to Company (CTC) Break-up Structure

Name **Prashant Ramchandra Ingle**
Company **Adani Infra (India) Limited**

Particular	Per month *(in INR)*	Per annum *(in INR)*
Basic Salary	21,667	260,000
House Rent Allowance	8,667	104,000
Other Allowances* (Refer to the table below for tax saving options which can be exercised out of this amount as per IT rules)	18,562	222,742
Automotive Expenses	0	0
Statutory Bonus / Ex-gratia	1,805	21,658
Provident Fund (Employer Contribution)	2,600	31,200
Gratuity (Payable on separation only after completion of 5 years of continuous service)	867	10,400
Total Fixed Cost to Company (CTC)	54,167	650,000
Performance Pay**	0	0
Total Cost to Company (CTC)	54,167	650,000

 # Variable pay is subject to accomplishment of "on target" performance, both individual & business. Payable pro-rata basis, every year for previous FY. Any other incentive declared by company will be adjusted against this Variable Pay and higher of the two amounts would be payable. Not payable in case of resignation / notice of resignation at the time of payment.

#Taxes on the above shall be borne by the employee
 # Component-wise total may not exactly match total CTC due to rounding-off to the nearest rupee

Tax-Free Flexi Components	Per month *(in INR)*	Per annum *(in INR)*
National Pension Scheme (NPS)	2,167	26,000
Leave Travel Allowance	750	9,000
Meal Coupons	2,500	30,000
Uniform Allowance *	500	6,000
Children Hostel Allowance ^	600	7,200
Children Education Allowance ^	200	2,400

** Only in case of site posting where uniform has been provided by the company*
^ This is maximum as per company policy

Yours faithfully,
For Adani Infra (India) Limited

Ram Kankani
Ram Kankani (Jun 21, 2024 21:49 GMT+5.5)

Authorised Signatory

Prashant Ramchandra Ingle
I accept the terms and conditions mentioned above.
Date:

Adani Infra (India) Ltd.
Registered Office:
Adani Corporate House
Shantigram, S G Highway
Ahmedabad 382 421 Gujarat, India
CIN: U45204GJ2010PLC059226

Tel +91 79 2555 4444
Fax +91 79 2555 7177
info@adani.com

Annexure B

General Terms & Condition

1. INCREMENTS

Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. STATUTORY AND OTHER BENEFITS

You will be eligible for various benefits such as Leave, Provident Fund & Gratuity (as per the Act) etc. as per the policies of the Company for your grade/level and amended from time to time. As per policy, you will be covered under Group Personal Accident Insurance and Group Mediclaim Schemes.

3. ACCOMMODATION

You will be responsible for your accommodation unless otherwise agreed by Company in writing in Annexure-A.

4. STATUTORY AND ANY OTHER DEDUCTIONS

All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be effected from the salary payable to you.

5. NO CONFLICT

You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

Also, you shall not seek membership of any local or public bodies without prior written permission from the management.

6. WORK LOCATION AND TRANSFERABILITY

You are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later on. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST

Company holds in high esteem, the dignity and respect for human rights at the workplace and expect you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at work place) of the company in letter and spirit.

9. CONFIDENTIALITY

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTION

You will not interact with the media - print, electronic and social media or otherwise in;

i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or those specified by the Management is prohibited.
ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
iii. You shall also not disclose non-public information selectively to any particular group that may lead to unfair advantage/ discrimination.
iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must take the approval of the Management before its release.
v. Any violation of the Company's media policy, tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the Company's expense for latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON- COMPETE

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, competitive with the business, activities, services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members given by you in the application form.

15. SAFETY

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall:

i. Read, understand the Company's Safety and Environment Policies and other Company policies.
ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working
iii. Follow safe work practices for your job, as directed by your superior.
iv. Report any job-related injury or illness to your supervisor, superior or safety committee.
v. Report hazardous conditions to your supervisor, superior or safety committee.
vi. Be accountable for your safety performance.
vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING

i. Smoking is prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.
ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE

i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala, etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.
ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT

You will abide by the code of conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. JURISDICTION

Any dispute arising out of this contract of employment will be subject to the jurisdiction of court of law at Ahmedabad in the state of Gujarat.

22. AGE OF SUPERANNUATION

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. SEPARATION

i. Your services can be terminated by giving 60 Days notice or basic salary in lieu thereof from either side.

ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.

iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.

iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity. continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE

You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. NO DUES CLEARANCE

On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. MEDICAL CHECK-UP AND FITNESS

i. Your employment is subject to you being found medically fit at the time of your appointment and remaining fit thereafter as per Adani Group policies.

ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of the individuals and their co-workers. They are designed to complement safe working practices.

iii. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.

iv. In such cases separation of employment rules as mentioned in Clause 23 will be applicable.

Prashant Ramchandra Ingle

I accept the terms and conditions mentioned above.

Date:

Adani Infra (India) Ltd.
Registered Office:
Adani Corporate House
Shantigram, S G Highway
Ahmedabad 382 421 Gujarat, India
CIN: U45204GJ2010PLC059226

Tel +91 79 2555 4444
Fax +91 79 2555 7177
info@adani.com

June 15, 2024

Annexure C

Name **Prashant Ramchandra Ingle**
Company Adani Infra (India) Limited

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All Qualification Certificates and Mark Sheets (S.S.C. & above - Attested Copies & Original Copy for Verification)
2. Copy of Aadhar Card & PAN Card (Mandatory)
3. Permanent Address Proof
4. Passport Size Photographs: 3 nos.
5. Past employer relieving and experience certificate (if any)

You are requested to bring these documents at the time of your joining.

Self-Declaration:
I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Prashant Ramchandra Ingle
I accept the terms and conditions mentioned above.
Date:

Adani Infra (India) Ltd.
Registered Office:
Adani Corporate House
Shantigram, S G Highway
Ahmedabad 382 421 Gujarat, India
CIN: U45204GJ2010PLC059226

Tel +91 79 2555 4444
Fax +91 79 2555 7177
info@adani.com

UID: 7356336
Date: 26-06-2024

Shivam Devendra Belokar
Shri Sant Gajanan Maharaj College of Engineering
belokarshivam@gmail.com

LETTER OF INTENT FOR JOINING AS GRADUATE ENGINEER TRAINEE (GET)

Dear Shivam Devendra Belokar,

Congratulations on your selection as "**Graduate Engineer Trainee (GET)"** with Adani Group. You have been allocated to Agnel Developers LLP. The joining date and the place of posting will be intimated to you subsequently.

The general terms and conditions of your appointment would be as follows:

1. This letter of Intent (LoI) is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.

2. Upon joining, you will be on probation for 6 Months, during which you will be given objectives to achieve. Upon satisfactory completion and assessment of the probationary period, you will be confirmed as a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the probation period or termination of your employment upon one month of notice.

3. The detailed breakup of the Cost to Company (CTC) is given in *Annexure-A*.

4. Other terms and conditions for this LoI are mentioned in *Annexure-B*.

5. For the first 2 annual performance cycles, your CTC will change only on account of merit increase based on performance appraisal. Offered CTC will not increase/ decrease on account of transfer to any other location within 2 years of joining.

6. You are required to present documents as mentioned in *Annexure-C* in original at the time of joining. In the event of any deviation, with respect to earlier submitted documents, you may submit the explanation to the satisfaction of management, failing to which the management shall have the liberty to cancel the LoI if deemed necessary.

Please read and confirm your acceptance by clicking on the link mentioned in e-mail within two working days of the receipt of this Letter of Intent (LoI).

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours Sincerely,

For Agnel Developers LLP,

Authorized Signatory

This is a system generated letter and hence, does not require signature.

Date: 26-06-2024

Annexure-A

Cost to Company (CTC) Break-up Structure

Name: Shivam Devendra Belokar
Company: Agnel Developers LLP

Particular	Per month *(in INR)*	Per annum *(in INR)*
Basic Salary	21,667	2,60,000
House Rent Allowance	10,833	1,30,000
Other Allowances* (Refer to the table below for tax saving options which can be exercised out of this amount as per IT rules)	16,394	1,96,733
Statutory Bonus / Ex-gratia	1,806	21,667
Provident Fund (Employer Contribution)	2,600	31,200
Gratuity (Payable on separation only after completion of 5 years of continuous service)	867	10,400
Total Fixed Cost to Company (CTC)	**54,167**	**6,50,000**

 # Taxes on the above shall be borne by the employee
 # Component-wise total may not exactly match total CTC due to rounding-off to the nearest rupee

Tax-Free Flexi Components	Per month *(in INR)*	Per annum *(in INR)*
National Pension Scheme (NPS)	Maximum contribution @ 10% of Basic	
Leave Travel Allowance	750	9,000
Meal Coupons	2,500	30,000
Uniform Allowance *	500	6,000
Children Hostel Allowance ^	600	7,200
Children Education Allowance ^	200	2,400

** Only in case of site posting where uniform has been provided by the company*
^ This is maximum as per company policy

For Agnel Developers LLP,

Authorized Signatory

This is a system generated letter and hence, does not require signature.

Date: 26-06-2024

Annexure-B

General Terms & Conditions

1. **INCREMENTS:**
   Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. **STATUTORY AND OTHER BENEFITS:**
   You will be eligible for various benefits such as Leaves, Provident Fund & Gratuity (as per the Act) etc. as per the policies of the Company for your grade/level and amended from time to time. As per policy, you will be covered under Group Personal Accident Insurance and Group Mediclaim Schemes.

3. **ACCOMMODATION:**
   You will be responsible for your accommodation unless otherwise agreed by the Company in writing and mentioned under Annexure-A.

4. **STATUTORY AND ANY OTHER DEDUCTIONS:**
   All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be affected from the salary payable to you.

5. **NO CONFLICT:**
   You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

   Also, you shall not seek membership of any local or public bodies without prior written permission from the management.

6. **WORK LOCATION AND TRANSFERABILITY:**
   You are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE:

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST:

Company holds in high esteem, the dignity and respect for human rights at the workplace and expect you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at workplace) of the company in letter and spirit.

9. CONFIDENTIALITY:

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTIONS:

You will not interact with the media - print, electronic and social media or otherwise in;

i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only person(s) duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or that specified by the Management is prohibited.

ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.

iii. You shall also not disclose non-public information selectively to any particular group that may lead to unfair advantage/ discrimination.

iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must get the approval of the Management before its release.

v. Any violation of the Company's media policy is tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP:

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the

Company's expense for latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON-COMPETE:

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, competitive with the business, activities, services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES:

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES:

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members given by you in the application form.

15. SAFETY:

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall:

i. Read, understand the Company's Safety and Environment Policies and other Company policies.

ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working.

iii. Follow safe work practices for your job, as directed by your superior.

iv. Report any job-related injury or illness to your supervisor, superior or safety committee.

v. Report hazardous conditions to your supervisor, superior or safety committee.

vi. Be accountable for your safety performance.

vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING:

i. Smoking is prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.

ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE:

i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala, etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.

ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS:

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT:

You will abide by the Code of Conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES:

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. JURISDICTION:

Any dispute arising out of this contract of employment will be subject to the jurisdiction of court of law at Ahmedabad in the state of Gujarat.

22. AGE OF SUPERANNUATION:

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. SEPARATION:

i. Your services can be terminated by giving 60 Days' notice or basic salary in lieu thereof from either side.

ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.

iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.

iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity. continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. **HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE:**
You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. **NO DUES CLEARANCE:**
On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE:

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such a case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. MEDICAL CHECK-UP AND FITNESS:

i. Your employment is subject to you being found medically fit at the time of your appointment and remaining fit thereafter as per Adani Group policies.

ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of individuals and their co-workers. They are designed to complement safe working practices.

iii. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.

iv. In such cases separation of employment rules as mentioned in Clause 23 will be applicable.

Date: 26-06-2024

Annexure-C

List of Documents & Self-declaration

Name	Shivam Devendra Belokar
Company	Agnel Developers LLP

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All education qualification certificates and mark sheets (including S.S.C. & above - attested copies and original copy for verification)
2. Copy of Aadhar Card & PAN Card (mandatory)
3. Permanent address proof
4. Passport-size photographs: 3 nos.
5. Past employer relieving and experience certificate (if applicable)

You are requested to bring these documents in original at the time of your joining.

Self-declaration:

I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Accepted:

Shivam Devendra Belokar

This is a system generated letter and hence, does not require signature.

June 15, 2024

Mr.Shivam Rajesh Kunte
Shri Sant Gajanan Maharaj College of Engineering
shivamkunte140@gmail.com

APPOINTMENT LETTER FOR JOINING AS GRADUATE ENGINEER TRAINEE (GET)

Dear Shivam,

Congratulations on your selection as "**Graduate Engineer Trainee (GET)"** with Adani Group. You have been allocated to **Adani Infra (India) Limited**. The date of joining will be July 08, 2024 and you have to report at Adani Corporate House, Ahmedabad for your Induction Program.

The general terms and conditions of your appointment would be as follows:

1. This Appointment Letter is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.

2. Upon joining, you will be on probation for **Six** months, during which you will be given objectives to achieve. Upon satisfactory completion and assessment of the probationary period, you will be confirmed as a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the probation period or termination of your employment upon one-month of notice.

3. The detailed breakup of the Cost to Company (CTC) is given in Annexure-A.

4. Other terms and conditions for this Appointment letter are mentioned in Annexure-B.

5. For the first 2 annual performance cycles, your CTC will change only on account of merit increase based on performance appraisal. Offered CTC will not increase/ decrease on account of transfer to any other location within 2 years of joining.

6. You are required to present documents as mentioned in Annexure-C in original at the time of joining. In the event of any deviation, with respect to earlier submitted documents, you may submit the explanation to the satisfaction of management, failing to which the management shall have the liberty to cancel the Appointment Letter if deemed necessary.

Please read and confirm your acceptance by e-mail within two working days of receipt of this Appointment Letter.

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours sincerely,
For Adani Infra (India) Limited

Ram Kankani
Ram Kankani (Jun 21, 2024 21:56 GMT+5.5)

Authorised Signatory

Shivam Rajesh Kunte
I accept the terms and conditions mentioned above.
Date:

June 15, 2024

Annexure-A

Cost to Company (CTC) Break-up Structure

Name **Shivam Rajesh Kunte**
Company **Adani Infra (India) Limited**

Particular	Per month *(in INR)*	Per annum *(in INR)*
Basic Salary	21,667	260,000
House Rent Allowance	8,667	104,000
Other Allowances* (Refer to the table below for tax saving options which can be exercised out of this amount as per IT rules)	18,562	222,742
Automotive Expenses	0	0
Statutory Bonus / Ex-gratia	1,805	21,658
Provident Fund (Employer Contribution)	2,600	31,200
Gratuity (Payable on separation only after completion of 5 years of continuous service)	867	10,400
Total Fixed Cost to Company (CTC)	54,167	650,000
Performance Pay**	0	0
Total Cost to Company (CTC)	54,167	650,000

 # Variable pay is subject to accomplishment of "on target" performance, both individual & business. Payable pro-rata basis, every year for previous FY. Any other incentive declared by company will be adjusted against this Variable Pay and higher of the two amounts would be payable. Not payable in case of resignation / notice of resignation at the time of payment.

#Taxes on the above shall be borne by the employee
 # Component-wise total may not exactly match total CTC due to rounding-off to the nearest rupee

Tax-Free Flexi Components	Per month *(in INR)*	Per annum *(in INR)*
National Pension Scheme (NPS)	2,167	26,000
Leave Travel Allowance	750	9,000
Meal Coupons	2,500	30,000
Uniform Allowance *	500	6,000
Children Hostel Allowance ^	600	7,200
Children Education Allowance ^	200	2,400

** Only in case of site posting where uniform has been provided by the company*
^ This is maximum as per company policy

Yours faithfully,
For Adani Infra (India) Limited

Ram Kankani
Ram Kankani (Jun 21, 2024 21:56 GMT+5.5)

Authorised Signatory

Shivam Rajesh Kunte
I accept the terms and conditions mentioned above.
Date:

Adani Infra (India) Ltd.
Registered Office:
Adani Corporate House
Shantigram, S G Highway
Ahmedabad 382 421 Gujarat, India
CIN: U45204GJ2010PLC059226

Tel +91 79 2555 4444
Fax +91 79 2555 7177
info@adani.com

Annexure B

General Terms & Condition

1. INCREMENTS

Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. STATUTORY AND OTHER BENEFITS

You will be eligible for various benefits such as Leave, Provident Fund & Gratuity (as per the Act) etc. as per the policies of the Company for your grade/level and amended from time to time. As per policy, you will be covered under Group Personal Accident Insurance and Group Mediclaim Schemes.

3. ACCOMMODATION

You will be responsible for your accommodation unless otherwise agreed by Company in writing in Annexure-A.

4. STATUTORY AND ANY OTHER DEDUCTIONS

All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be effected from the salary payable to you.

5. NO CONFLICT

You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

Also, you shall not seek membership of any local or public bodies without prior written permission from the management.

6. WORK LOCATION AND TRANSFERABILITY

You are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later on. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST

Company holds in high esteem, the dignity and respect for human rights at the workplace and expect you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at work place) of the company in letter and spirit.

9. CONFIDENTIALITY

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTION

You will not interact with the media - print, electronic and social media or otherwise in;

i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or those specified by the Management is prohibited.
ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
iii. You shall also not disclose non-public information selectively to any particular group that may lead to unfair advantage/ discrimination.
iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must take the approval of the Management before its release.
v. Any violation of the Company's media policy, tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the Company's expense for latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON- COMPETE

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, competitive with the business, activities, services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members given by you in the application form.

15. SAFETY

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall:

i. Read, understand the Company's Safety and Environment Policies and other Company policies.
ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working
iii. Follow safe work practices for your job, as directed by your superior.
iv. Report any job-related injury or illness to your supervisor, superior or safety committee.
v. Report hazardous conditions to your supervisor, superior or safety committee.
vi. Be accountable for your safety performance.
vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING

i. Smoking is prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.
ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE

i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala, etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.
ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT

You will abide by the code of conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. JURISDICTION

Any dispute arising out of this contract of employment will be subject to the jurisdiction of court of law at Ahmedabad in the state of Gujarat.

22. AGE OF SUPERANNUATION

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. SEPARATION

i. Your services can be terminated by giving 60 Days notice or basic salary in lieu thereof from either side.

ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.

iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.

iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity. continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE

You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. NO DUES CLEARANCE

On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. MEDICAL CHECK-UP AND FITNESS

i. Your employment is subject to you being found medically fit at the time of your appointment and remaining fit thereafter as per Adani Group policies.
ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of the individuals and their co-workers. They are designed to complement safe working practices.
iii. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.
iv. In such cases separation of employment rules as mentioned in Clause 23 will be applicable.

Shivam Rajesh Kunte

I accept the terms and conditions mentioned above.

Date:

Adani Infra (India) Ltd.
Registered Office:
Adani Corporate House
Shantigram, S G Highway
Ahmedabad 382 421 Gujarat, India
CIN: U45204GJ2010PLC059226

Tel +91 79 2555 4444
Fax +91 79 2555 7177
info@adani.com

June 15, 2024

Annexure C

Name **Shivam Rajesh Kunte**
Company Adani Infra (India) Limited

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All Qualification Certificates and Mark Sheets (S.S.C. & above - Attested Copies & Original Copy for Verification)
2. Copy of Aadhar Card & PAN Card (Mandatory)
3. Permanent Address Proof
4. Passport Size Photographs: 3 nos.
5. Past employer relieving and experience certificate (if any)

You are requested to bring these documents at the time of your joining.

Self-Declaration:
I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Shivam Rajesh Kunte
I accept the terms and conditions mentioned above.
Date:

VAISHALI

We invite you to review your job offer carefully.

UID:	7357586
Date:	04-07-2024

Vaishali Gajanan Tayde
Shri Sant Gajanan Maharaj College of Engineering
vaishalitayade2109@gmail.com

LETTER OF INTENT FOR JOINING AS GRADUATE ENGINEER TRAINEE (GET)

Dear Vaishali Gajanan Tayde,

Congratulations on your selection as **"Graduate Engineer Trainee (GET)"** with Adani Group. You have been allocated to Adani Infra (India) Limited. The joining date and the place of posting will be intimated to you subsequently.

The general terms and conditions of your appointment would be as follows:

1. This letter of Intent (LoI) is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.
2. Upon joining, you will be on probation for 6 Months, during which you will be given objectives to achieve. Upon satisfactory completion and assessment of the probationary period, you will be confirmed as a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the probation period or termination of your employment upon one month of notice.
3. The detailed breakup of the Cost to Company (CTC) is given in *Annexure-A*.
4. Other terms and conditions for this LoI are mentioned in *Annexure-B*.
5. For the first 2 annual performance cycles, your CTC will change only on account of merit increase based on performance appraisal. Offered CTC will not increase/ decrease on account of transfer to any other location within 2 years of joining.
6. You are required to present documents as mentioned in *Annexure-C* in original at the time of joining. In the event of any deviation, with respect to earlier submitted documents, you may submit the explanation to the satisfaction of management, failing to which the management shall have the liberty to cancel the LoI if deemed necessary.

Please read and confirm your acceptance by clicking on the link mentioned in e-mail within two working days of the receipt of this Letter of Intent (LoI).

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours Sincerely,

For Adani Infra (India) Limited,

Authorized Signatory

Date: 04-07-2024

Annexure-A
Cost to Company (CTC) Break-up Structure

Name: Vaishali Gajanan Tayde
Company: Adani Infra (India) Limited

Particular	Per month *(in INR)*	Per annum *(in INR)*
Basic Salary	21,667	2,60,000
House Rent Allowance	8,667	1,04,000
Other Allowances* (Refer to the table below for tax saving options which can be exercised out of this amount as per IT rules)	18,561	2,22,733
Statutory Bonus / Ex-gratia	1,806	21,667
Provident Fund (Employer Contribution)	2,600	31,200
Gratuity (Payable on separation only after completion of 5 years of continuous service)	867	10,400
Total Fixed Cost to Company (CTC)	**54,167**	**6,50,000**

 # Taxes on the above shall be borne by the employee
 # Component-wise total may not exactly match total CTC due to rounding-off to the nearest rupee

Tax-Free Flexi Components	Per month *(in INR)*	Per annum *(in INR)*
National Pension Scheme (NPS)	Maximum contribution @ 10% of Basic	
Leave Travel Allowance	750	9,000
Meal Coupons	2,500	30,000
Uniform Allowance *	500	6,000
Children Hostel Allowance ^	600	7,200

Children Education Allowance ^	200	2,400

** Only in case of site posting where uniform has been provided by the company*
^ This is maximum as per company policy

For Adani Infra (India) Limited,

Authorized Signatory

Date: 04-07-2024

Annexure-B

General Terms & Conditions

1. **INCREMENTS:**
Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. **STATUTORY AND OTHER BENEFITS:**
You will be eligible for various benefits such as Leaves, Provident Fund & Gratuity (as per the Act) etc. as per the policies of the Company for your grade/level and amended from time to time. As per policy, you will be covered under Group Personal Accident Insurance and Group Mediclaim Schemes.

3. **ACCOMMODATION:**
You will be responsible for your accommodation unless otherwise agreed by the Company in writing and mentioned under Annexure-A.

4. **STATUTORY AND ANY OTHER DEDUCTIONS:**
All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be affected from the salary payable to you.

5. **NO CONFLICT:**
You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

Also, you shall not seek membership of any local or public bodies without prior written permission from the management.

6. **WORK LOCATION AND TRANSFERABILITY:**
You are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. **RULES, REGULATIONS & GOVERNANCE:**

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. **MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST:**
Company holds in high esteem, the dignity and respect for human rights at the workplace and expect you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at workplace) of the company in letter and spirit.

9. **CONFIDENTIALITY:**
The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. **PRINT, DIGITAL AND SOCIAL MEDIA INTERACTIONS:**
You will not interact with the media - print, electronic and social media or otherwise in;

i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only person(s) duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or that specified by the Management is prohibited.

ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.

iii. You shall also not disclose non-public information selectively to any particular group that may lead to unfair advantage/ discrimination.

iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must get the approval of the Management before its release.

v. Any violation of the Company's media policy is tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. **INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP:**
You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the Company's expense for latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. **NON-SOLICITATION AND NON-COMPETE:**
You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, competitive with the business, activities, services of the Company or with those customers with whom

you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. **PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES:**
You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. **INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES:**
You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members given by you in the application form.

15. **SAFETY:**
The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall:

i. Read, understand the Company's Safety and Environment Policies and other Company policies.
ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working.
iii. Follow safe work practices for your job, as directed by your superior.
iv. Report any job-related injury or illness to your supervisor, superior or safety committee.
v. Report hazardous conditions to your supervisor, superior or safety committee.
vi. Be accountable for your safety performance.
vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. **SMOKING:**
17. Smoking is prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.
18. Any contravention of the smoking rules will result in strict disciplinary action.

17. **SUBSTANCE ABUSE:**
18. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala, etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.
19. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. **POSSESSION OF DANGEROUS WEAPONS:**
Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. **CODE OF CONDUCT:**
You will abide by the Code of Conduct of Adani Group which you will read and sign separately.

20. **ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES:**
Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. **JURISDICTION:**

Any dispute arising out of this contract of employment will be subject to the jurisdiction of court of law at Ahmedabad in the state of Gujarat.

22. **AGE OF SUPERANNUATION:**
You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. **SEPARATION:**
24. Your services can be terminated by giving 60 Days' notice or basic salary in lieu thereof from either side.
25. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.
26. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.
27. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity. continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. **HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE:**
You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. **NO DUES CLEARANCE:**
On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. **CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE:**
Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such a case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. **MEDICAL CHECK-UP AND FITNESS:**
26. Your employment is subject to you being found medically fit at the time of your appointment and remaining fit thereafter as per Adani Group policies.
27. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of individuals and their co-workers. They are designed to complement safe working practices.
28. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.
29. In such cases separation of employment rules as mentioned in Clause 23 will be applicable.

Date: 04-07-2024

Annexure-C

List of Documents & Self-declaration

NameVaishali Gajanan Tayde
CompanyAdani Infra (India) Limited

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All education qualification certificates and mark sheets (including S.S.C. & above - attested copies and original copy for verification)
2. Copy of Aadhar Card & PAN Card (mandatory)
3. Permanent address proof
4. Passport-size photographs: 3 nos.
5. Past employer relieving and experience certificate (if applicable)

You are requested to bring these documents in original at the time of your joining.

Self-declaration:
I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Accepted:
Vaishali Gajanan Tayde

This is a system generated letter and hence, does not require signature.

Download

ACCEPT

DECLINE

Zoho Sign Document ID: 2C98BFB2-OCYSP1S04UGVBGMTXSZ8Z22EA1LKXZC1TLIEFLVKHAQ

Offer Letter

Dear Mr. Raj Deulkar,

17-May-2024

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **ERP Engineer Trainee** in **Addend Analytics.**

It is expected that you start your employment with us starting from the 1st of July, 2024.

On the date of your joining, you are required to submit digital copies of following documents:

- Certificates for Educational Qualification
- Address proof
- Relieving and experience letter from the previous employer (If experienced)
- PAN Card/Aadhar Card photocopy
- Passport size digital photograph

This Offer Letter is subject to receipt of the aforesaid documents to the satisfaction of Addend Analytics.

Training Period: You will be on training for a period of 6 months. Only upon satisfactory completion of training, depending on performance assessments by your Reporting Authority your services may be confirmed. The assessments will be done as per the parameters set by the management.

Remuneration:

- During Training period: Rs 21,000 per month
- After completion of training: Rs. 4.20 LPA to 4.40 LPA. (10% Variable included) depending on your performance in the academics and training period.

Bond Period

As the organization will be investing time and resources in your training, we would expect you to execute a bond of 1.5 years.

Please acknowledge that this Offer Letter represents the entire agreement between you and **Addend Analytics** and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon **Addend Analytics.** Pease also note that by accepting this Offer Letter you are giving consent for all forms of reference checks that we may decide to undertake.

Zoho Sign Document ID: 2C98BFB2-OCYSP1S04UGVBGMTXSZ8Z22EA1LKXZC1TLIEFLVKHAQ

Kindly sign this letter as a token of your acceptance of the offer and return the same.

Sincerely,

Kamal Sharma

Founder & Principal

Consultant Addend Analytics

I confirm that this offer letter is in accordance with our mutual understanding and accept this offer letter.

Candidate's Sign -

Candidate's Name -

ANANT DEFENCE SYSTEMS PVT. LTD.
Dedicated service to Defence since 1988
Formerly known as "Anant Industries"
CIN : U29100PN2020PTC189802 GST : 27AATCA2944H1ZC

Date: 14/05/2024

Mr. Dnyaneshwar Gajanan Sable,
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon.

Dear Mr. Dnyaneshwar,

With reference to your application and subsequent interview we are pleased to offer you employment in our Organization as a **'GTE (Graduate Trainee Engineer)** on the following terms and conditions -

1. You will be on Trainee for a period of 01 Year.
2. You will be placed in **GTE – (E5) Grade** with gross salary of **Rs.19,730**/- per month (Annex. 'A' attached) mutually agreed between the company & you.
3. You will report to Department Head.
4. Detailed appointment letter will be issued to you after your joining with us.
5. You are requested to submit the following documents at the time of joining
    1. Offer Letter acceptance copy.
    2. Birth date certificate.
    3. Copies of your certificates / testimonials - school, diploma / degree
    4. Four color photographs – Two passport and two stamp size for Identity Card.
    5. Copy of Pan Card, Copy of Aadhar Card, Bank Statement
    6. Reshan Card.
    7. Medical Report.

Please note that, this offer of employment is valid up to 10th June 2024. Therefore, let us know before 18th May 2024, your willingness to join our organization.

If the above terms and conditions are acceptable to you please return the duplicate copy of this order duly signed in token of acceptance.

With Warm Regards,
For Anant Defence Systems Pvt. Ltd.

Anant Defence Systems Pvt. Ltd. Kesurdi - 412801

Ravindra A. Chavan
(Authorized Signatory)

ANANT DEFENCE SYSTEMS PVT. LTD.
Dedicated service to Defence since 1988
Formerly known as "Anant Industries"
CIN : U29100PN2020PTC189802 GST : 27AATCA2944H1ZC

Name: Dnyaneshwar Gajanan Sable		
Annexure- A		
Salary Components	**CTC**	
	Per Month	**Per Annum**
Basic (50 % of Monthly Gross)	9,000.00	1,08,000.00
HRA (50 % of Basic)	4,500.00	54,000.00
Conveyance Allowance (8 % of Basic)	720.00	8,640.00
Other Allowance + Dinner + Rent	5,510.00	66,120.00
Gross Salary (A)	**19,730.00**	**2,36,760.00**
PF (12 % on Basic, Max 1800.00)	1,080.00	12,960.00
ESIC (0.75 % on Monthly Gross A)	147.98	1,775.70
Professional Tax	200.00	2,400.00
Canteen	800.00	9,600.00
Total Deduction (B)	**2,227.98**	**26,735.70**
Net Salary (A-B)	**17,502.03**	**2,10,024.30**
Sukanya Samriddhi (Applicable for girl child below 10 Years Only & Max 2 girl child)	-	7,000.00
Bonus (Annual) (Applicable on 1yr. completion)	-	19,730.00
Performance Linked Incentive (Annual)	**As per Incentive Policy**	
Annual Payments (C)	**0.00**	**26,730.00**
PF (Employer Contribution 13 % of Basic)	1,170.00	14,040.00
Gratuity (Applicable on 2 yr. completion)	433.00	5,196.00
ESIC (Employer Contribution 3.25 % of 'A')	739.88	8,878.50
Statutory Benefit (D)	**2,342.88**	**28,114.50**
Accidental Group Insurance	35.00	420.00
Mediclaim	712.00	8,544.00
Health Check Up	-	500.00
Uniform & safety Shoes	190.00	2,280.00
Tiffin Cost per Annum (Company contribution)	1922.00	23,064.00
Transportation	-	-
MLWF	-	72.00
Benefit Paid by Company (E)	2,859.00	34,880.00
Total CTC (A+C+D+E)	**24,932.00**	**3,26,484.50**

Note:

1. All above benefits will be applicable, as per company policy and Management decision.

For Anant Defence Systems Pvt. Ltd.

Ravindra A. Chavan
(Authorized Signatory)

ANANT DEFENCE SYSTEMS PVT. LTD.
Dedicated service to Defence since 1988
Formerly known as "Anant Industries"
CIN : U29100PN2020PTC189802 GST : 27AATCA2944H1ZC

Date: 14/05/2024

Mr. Gajanan Pramod Dindokar,
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon.

Dear Mr. Gajanan,

With reference to your application and subsequent interview we are pleased to offer you employment in our Organization as a **'GTE (Graduate Trainee Engineer)** on the following terms and conditions -

1. You will be on Trainee for a period of 01 Year.
2. You will be placed in **GTE – (E5) Grade** with gross salary of **Rs.19,730**/- per month (Annex. 'A' attached) mutually agreed between the company & you.
3. You will report to Department Head.
4. Detailed appointment letter will be issued to you after your joining with us.
5. You are requested to submit the following documents at the time of joining
    1. Offer Letter acceptance copy.
    2. Birth date certificate.
    3. Copies of your certificates / testimonials - school, diploma / degree
    4. Four color photographs – Two passport and two stamp size for Identity Card.
    5. Copy of Pan Card, Copy of Aadhar Card, Bank Statement
    6. Reshan Card.
    7. Medical Report.

Please note that, this offer of employment is valid up to 10th June 2024. Therefore, let us know before 18th May 2024, your willingness to join our organization.

If the above terms and conditions are acceptable to you please return the duplicate copy of this order duly signed in token of acceptance.

With Warm Regards,
For Anant Defence Systems Pvt. Ltd.

Anant Defence Systems Pvt. Ltd. Kesurdi - 412801

Ravindra A. Chavan
(Authorized Signatory)

ANANT DEFENCE SYSTEMS PVT. LTD.
Dedicated service to Defence since 1988
Formerly known as "Anant Industries"
CIN : U29100PN2020PTC189802 GST : 27AATCA2944H1ZC

Name: Gajanan Pramod Dindokar		
Annexure- A		
Salary Components	**CTC**	
	Per Month	**Per Annum**
Basic (50 % of Monthly Gross)	9,000.00	1,08,000.00
HRA (50 % of Basic)	4,500.00	54,000.00
Conveyance Allowance (8 % of Basic)	720.00	8,640.00
Other Allowance + Dinner + Rent	5,510.00	66,120.00
Gross Salary (A)	**19,730.00**	**2,36,760.00**
PF (12 % on Basic, Max 1800.00)	1,080.00	12,960.00
ESIC (0.75 % on Monthly Gross A)	147.98	1,775.70
Professional Tax	200.00	2,400.00
Canteen	800.00	9,600.00
Total Deduction (B)	**2,227.98**	**26,735.70**
Net Salary (A-B)	**17,502.03**	**2,10,024.30**
Sukanya Samriddhi (Applicable for girl child below 10 Years Only & Max 2 girl child)	-	7,000.00
Bonus (Annual) (Applicable on 1yr. completion)	-	19,730.00
Performance Linked Incentive (Annual)	**As per Incentive Policy**	
Annual Payments (C)	**0.00**	**26,730.00**
PF (Employer Contribution 13 % of Basic)	1,170.00	14,040.00
Gratuity (Applicable on 2 yr. completion)	433.00	5,196.00
ESIC (Employer Contribution 3.25 % of 'A')	739.88	8,878.50
Statutory Benefit (D)	**2,342.88**	**28,114.50**
Accidental Group Insurance	35.00	420.00
Mediclaim	712.00	8,544.00
Health Check Up	-	500.00
Uniform & safety Shoes	190.00	2,280.00
Tiffin Cost per Annum (Company contribution)	1922.00	23,064.00
Transportation	-	-
MLWF	-	72.00
Benefit Paid by Company (E)	2,859.00	34,880.00
Total CTC (A+C+D+E)	**24,932.00**	**3,26,484.50**

Note:

1. All above benefits will be applicable, as per company policy and Management decision.

For Anant Defence Systems Pvt. Ltd.

Ravindra A. Chavan
(Authorized Signatory)

ANANT DEFENCE SYSTEMS PVT. LTD.
Dedicated service to Defence since 1988
Formerly known as "Anant Industries"
CIN : U29100PN2020PTC189802 GST : 27AATCA2944H1ZC

Date: 14/05/2024

Mr. Hariom Vishvambar Patale,
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon.

Dear Mr. Hariom,

With reference to your application and subsequent interview we are pleased to offer you employment in our Organization as a **'GTE (Graduate Trainee Engineer)** on the following terms and conditions -

1. You will be on Trainee for a period of 01 Year.
2. You will be placed in **GTE – (E5) Grade** with gross salary of **Rs.19,730**/- per month (Annex. 'A' attached) mutually agreed between the company & you.
3. You will report to Department Head.
4. Detailed appointment letter will be issued to you after your joining with us.
5. You are requested to submit the following documents at the time of joining
    1. Offer Letter acceptance copy.
    2. Birth date certificate.
    3. Copies of your certificates / testimonials - school, diploma / degree
    4. Four color photographs – Two passport and two stamp size for Identity Card.
    5. Copy of Pan Card, Copy of Aadhar Card, Bank Statement
    6. Reshan Card.
    7. Medical Report.

Please note that, this offer of employment is valid up to 10th June 2024. Therefore, let us know before 18th May 2024, your willingness to join our organization.

If the above terms and conditions are acceptable to you please return the duplicate copy of this order duly signed in token of acceptance.

With Warm Regards,
For Anant Defence Systems Pvt. Ltd.

Anant Defence Systems Pvt. Ltd. Kesurdi - 412801

Ravindra A. Chavan
(Authorized Signatory)

ANANT DEFENCE SYSTEMS PVT. LTD.

Dedicated service to Defence since 1988

Formerly known as "Anant Industries"

CIN : U29100PN2020PTC189802 GST : 27AATCA2944H1ZC

Name: Hariom Vishvambar Patale		
Annexure- A		
Salary Components	**CTC**	
	Per Month	**Per Annum**
Basic (50 % of Monthly Gross)	9,000.00	1,08,000.00
HRA (50 % of Basic)	4,500.00	54,000.00
Conveyance Allowance (8 % of Basic)	720.00	8,640.00
Other Allowance + Dinner + Rent	5,510.00	66,120.00
Gross Salary (A)	**19,730.00**	**2,36,760.00**
PF (12 % on Basic, Max 1800.00)	1,080.00	12,960.00
ESIC (0.75 % on Monthly Gross A)	147.98	1,775.70
Professional Tax	200.00	2,400.00
Canteen	800.00	9,600.00
Total Deduction (B)	**2,227.98**	**26,735.70**
Net Salary (A-B)	**17,502.03**	**2,10,024.30**
Sukanya Samriddhi (Applicable for girl child below 10 Years Only & Max 2 girl child)	-	7,000.00
Bonus (Annual) (Applicable on 1yr. completion)	-	19,730.00
Performance Linked Incentive (Annual)	**As per Incentive Policy**	
Annual Payments (C)	**0.00**	**26,730.00**
PF (Employer Contribution 13 % of Basic)	1,170.00	14,040.00
Gratuity (Applicable on 2 yr. completion)	433.00	5,196.00
ESIC (Employer Contribution 3.25 % of 'A')	739.88	8,878.50
Statutory Benefit (D)	**2,342.88**	**28,114.50**
Accidental Group Insurance	35.00	420.00
Mediclaim	712.00	8,544.00
Health Check Up	-	500.00
Uniform & safety Shoes	190.00	2,280.00
Tiffin Cost per Annum (Company contribution)	1922.00	23,064.00
Transportation	-	-
MLWF	-	72.00
Benefit Paid by Company (E)	2,859.00	34,880.00
Total CTC (A+C+D+E)	**24,932.00**	**3,26,484.50**

Note:

1. All above benefits will be applicable, as per company policy and Management decision.

For Anant Defence Systems Pvt. Ltd.

Ravindra A. Chavan
(Authorized Signatory)

ANANT DEFENCE SYSTEMS PVT. LTD.
Dedicated service to Defence since 1988
Formerly known as "Anant Industries"
CIN : U29100PN2020PTC189802 GST : 27AATCA2944H1ZC

Date: 07/06/2024

Miss. Kiran Gajanan Bobade,
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon.

Dear Miss. Kiran,

With reference to your application and subsequent interview we are pleased to offer you employment in our Organization as a **'GTE (Graduate Trainee Engineer)** on the following terms and conditions -

1. You will be on Trainee for a period of 01 Year.
2. You will be placed in **GTE – (E5) Grade** with gross salary of **Rs.19,730**/- per month (Annex. 'A' attached) mutually agreed between the company & you.
3. You will report to Department Head.
4. Detailed appointment letter will be issued to you after your joining with us.
5. You are requested to submit the following documents at the time of joining
    1. Offer Letter acceptance copy.
    2. Birth date certificate.
    3. Copies of your certificates / testimonials - school, diploma / degree
    4. Four color photographs – Two passport and two stamp size for Identity Card.
    5. Copy of Pan Card, Copy of Aadhar Card, Bank Statement
    6. Reshan Card.
    7. Medical Report.

Please note that, this offer of employment is valid up to 10th June 2024. Therefore, let us know before 08th June 2024, your willingness to join our organization.

If the above terms and conditions are acceptable to you please return the duplicate copy of this order duly signed in token of acceptance.

With Warm Regards,
For Anant Defence Systems Pvt. Ltd.

Anant Defence Systems Pvt. Ltd. Kesurdi - 412801

Ravindra A. Chavan
(Authorized Signatory)

ANANT DEFENCE SYSTEMS PVT. LTD.

Dedicated service to Defence since 1988

Formerly known as "Anant Industries"

CIN : U29100PN2020PTC189802 GST : 27AATCA2944H1ZC

Name: Miss. Kiran Gajanan Bobade

Annexure- A

Salary Components	CTC	
	Per Month	Per Annum
Basic (50 % of Monthly Gross)	9,000.00	1,08,000.00
HRA (50 % of Basic)	4,500.00	54,000.00
Conveyance Allowance (8 % of Basic)	720.00	8,640.00
Other Allowance + Dinner + Rent	5,510.00	66,120.00
Gross Salary (A)	**19,730.00**	**2,36,760.00**
PF (12 % on Basic, Max 1800.00)	1,080.00	12,960.00
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Canteen	800.00	9,600.00
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Sukanya Samriddhi (Applicable for girl child below 10 Years Only & Max 2 girl child)	-	7,000.00
Bonus (Annual) (Applicable on 1yr. completion)	-	19,730.00
Performance Linked Incentive (Annual)	As per Incentive Policy	
Annual Payments (C)	**0.00**	**26,730.00**
PF (Employer Contribution 13 % of Basic)	1,170.00	14,040.00
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Statutory Benefit (D)	**2,342.88**	**28,114.50**
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Health Check Up	-	500.00
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Transportation	-	-
MLWF	-	72.00
Benefit Paid by Company (E)	2,859.00	34,880.00
Total CTC (A+C+D+E)	**24,932.00**	**3,26,484.50**

Note:

1. All above benefits will be applicable, as per company policy and Management decision.

For Anant Defence Systems Pvt. Ltd.

Ravindra A. Chavan
(Authorized Signatory)

ANANT DEFENCE SYSTEMS PVT. LTD.
Dedicated service to Defence since 1988
Formerly known as "Anant Industries"
CIN : U29100PN2020PTC189802 GST : 27AATCA2944H1ZC

Date: 14/05/2024

Miss. Pranjali Rajesh Karale,
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon.

Dear Miss. Pranjali,

With reference to your application and subsequent interview we are pleased to offer you employment in our Organization as a **'GTE (Graduate Trainee Engineer)** on the following terms and conditions -

1. You will be on Trainee for a period of 01 Year.
2. You will be placed in **GTE – (E5) Grade** with gross salary of **Rs.19,730**/- per month (Annex. 'A' attached) mutually agreed between the company & you.
3. You will report to Department Head.
4. Detailed appointment letter will be issued to you after your joining with us.
5. You are requested to submit the following documents at the time of joining
    1. Offer Letter acceptance copy.
    2. Birth date certificate.
    3. Copies of your certificates / testimonials - school, diploma / degree
    4. Four color photographs – Two passport and two stamp size for Identity Card.
    5. Copy of Pan Card, Copy of Aadhar Card, Bank Statement
    6. Reshan Card.
    7. Medical Report.

Please note that, this offer of employment is valid up to 10th June 2024. Therefore, let us know before 18th May 2024, your willingness to join our organization.

If the above terms and conditions are acceptable to you please return the duplicate copy of this order duly signed in token of acceptance.

With Warm Regards,
For Anant Defence Systems Pvt. Ltd.

Anant Defence Systems Pvt. Ltd. Kesurdi - 412801

Ravindra A. Chavan
(Authorized Signatory)

ANANT DEFENCE SYSTEMS PVT. LTD.
Dedicated service to Defence since 1988
Formerly known as "Anant Industries"
CIN : U29100PN2020PTC189802 GST : 27AATCA2944H1ZC

Name: Miss. Pranjali Rajesh Karale		
Annexure- A		
Salary Components	**CTC**	
	Per Month	**Per Annum**
Basic (50 % of Monthly Gross)	9,000.00	1,08,000.00
HRA (50 % of Basic)	4,500.00	54,000.00
Conveyance Allowance (8 % of Basic)	720.00	8,640.00
Other Allowance + Dinner + Rent	5,510.00	66,120.00
Gross Salary (A)	**19,730.00**	**2,36,760.00**
PF (12 % on Basic, Max 1800.00)	1,080.00	12,960.00
ESIC (0.75 % on Monthly Gross A)	147.98	1,775.70
Professional Tax	200.00	2,400.00
Canteen	800.00	9,600.00
Total Deduction (B)	**2,227.98**	**26,735.70**
Net Salary (A-B)	**17,502.03**	**2,10,024.30**
Sukanya Samriddhi (Applicable for girl child below 10 Years Only & Max 2 girl child)	-	7,000.00
Bonus (Annual) (Applicable on 1yr. completion)	-	19,730.00
Performance Linked Incentive (Annual)	**As per Incentive Policy**	
Annual Payments (C)	**0.00**	**26,730.00**
PF (Employer Contribution 13 % of Basic)	1,170.00	14,040.00
Gratuity (Applicable on 2 yr. completion)	433.00	5,196.00
ESIC (Employer Contribution 3.25 % of 'A')	739.88	8,878.50
Statutory Benefit (D)	**2,342.88**	**28,114.50**
Accidental Group Insurance	35.00	420.00
Mediclaim	712.00	8,544.00
Health Check Up	-	500.00
Uniform & safety Shoes	190.00	2,280.00
Tiffin Cost per Annum (Company contribution)	1922.00	23,064.00
Transportation	-	-
MLWF	-	72.00
Benefit Paid by Company (E)	2,859.00	34,880.00
Total CTC (A+C+D+E)	**24,932.00**	**3,26,484.50**

Note:

1. All above benefits will be applicable, as per company policy and Management decision.

For Anant Defence Systems Pvt. Ltd.

Ravindra A. Chavan
(Authorized Signatory)

ANANT DEFENCE SYSTEMS PVT. LTD.

Dedicated service to Defence since 1988

Formerly known as "Anant Industries"

CIN : U29100PN2020PTC189802 GST : 27AATCA2944H1ZC

Date: 14/05/2024

Miss. Tanvi Vijay Waghmare,
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon.

Dear Miss. Tanvi,

With reference to your application and subsequent interview we are pleased to offer you employment in our Organization as a **'GTE (Graduate Trainee Engineer)** on the following terms and conditions -

1. You will be on Trainee for a period of 01 Year.
2. You will be placed in **GTE – (E5) Grade** with gross salary of **Rs.19,730**/- per month (Annex. 'A' attached) mutually agreed between the company & you.
3. You will report to Department Head.
4. Detailed appointment letter will be issued to you after your joining with us.
5. You are requested to submit the following documents at the time of joining
    1. Offer Letter acceptance copy.
    2. Birth date certificate.
    3. Copies of your certificates / testimonials - school, diploma / degree
    4. Four color photographs – Two passport and two stamp size for Identity Card.
    5. Copy of Pan Card, Copy of Aadhar Card, Bank Statement
    6. Reshan Card.
    7. Medical Report.

Please note that, this offer of employment is valid up to 10th June 2024. Therefore, let us know before 18th May 2024, your willingness to join our organization.

If the above terms and conditions are acceptable to you please return the duplicate copy of this order duly signed in token of acceptance.

With Warm Regards,
For Anant Defence Systems Pvt. Ltd.

Anant Defence Systems Pvt. Ltd. Kesurdi - 412801

Ravindra A. Chavan
(Authorized Signatory)

ANANT DEFENCE SYSTEMS PVT. LTD.

Dedicated service to Defence since 1988

Formerly known as "Anant Industries"

CIN : U29100PN2020PTC189802 GST : 27AATCA2944H1ZC

Name: Miss. Tanvi Vijay Waghmare

Annexure- A

Salary Components	CTC	
	Per Month	Per Annum
Basic (50 % of Monthly Gross)	9,000.00	1,08,000.00
HRA (50 % of Basic)	4,500.00	54,000.00
Conveyance Allowance (8 % of Basic)	720.00	8,640.00
Other Allowance + Dinner + Rent	5,510.00	66,120.00
Gross Salary (A)	**19,730.00**	**2,36,760.00**
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ESIC (0.75 % on Monthly Gross A)	147.98	1,775.70
Professional Tax	200.00	2,400.00
Canteen	800.00	9,600.00
Total Deduction (B)	**2,227.98**	**26,735.70**
Net Salary (A-B)	**17,502.03**	**2,10,024.30**
Sukanya Samriddhi (Applicable for girl child below 10 Years Only & Max 2 girl child)	-	7,000.00
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Statutory Benefit (D)	**2,342.88**	**28,114.50**
Accidental Group Insurance	35.00	420.00
Mediclaim	712.00	8,544.00
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Transportation	-	-
MLWF	-	72.00
Benefit Paid by Company (E)	2,859.00	34,880.00
Total CTC (A+C+D+E)	**24,932.00**	**3,26,485.00**

Note:

1. All above benefits will be applicable, as per company policy and Management decision.

For Anant Defence Systems Pvt. Ltd.

Ravindra A. Chavan
(Authorized Signatory)

APEXAIQ
Inventory | Security | Productivity | Finance

Date: 19-Aug-2023

Sub: Preplacement Offer Letter

Dear **Aditya More**

Congratulations on successfully completing your Phase 1 internship with remarkable dedication and excellence! Your performance has truly stood out, leading us to gladly offer you a pre-placement offer with an annual compensation of **INR 5.5 lakh**.

We eagerly anticipate your continued enthusiasm and impactful contributions in the next phase of internship starting from January 24 to March 24. This offer is contingent upon the successful completion of Phase 2 Internship as well as your engineering studies, paving the way for your journey as a valued member of our team.

We're excited about your potential and eagerly look forward to your upcoming achievements.

Yours faithfully,

For **ApexaIQ Technologies Pvt Ltd**

Signature: _____

Name: Lokesh Aggarwal

Title: Director

Date: 08/19/2023

APEXAIQ
Inventory | Security | Productivity | Finance

Date: 19-Aug-2023

Sub: Preplacement Offer Letter

Dear **Gauri Sanjay Borle**

Congratulations on successfully completing your Phase 1 internship with remarkable dedication and excellence! Your performance has truly stood out, leading us to gladly offer you a pre-placement offer with an annual compensation of **INR 5.5 lakh**.

We eagerly anticipate your continued enthusiasm and impactful contributions in the next phase of internship starting from January 24 to March 24. This offer is contingent upon the successful completion of Phase 2 Internship as well as your engineering studies, paving the way for your journey as a valued member of our team.

We're excited about your potential and eagerly look forward to your upcoming achievements.

Yours faithfully,

For **ApexaIQ Technologies Pvt Ltd**

Signature: _____

Name: Lokesh Aggarwal

Title: Director

Date: 08/19/2023

APEXAIQ
Inventory | Security | Productivity | Finance

Date: 19-Aug-2023

Sub: Preplacement Offer Letter

Dear **Juee Prashant Gore**

Congratulations on successfully completing your Phase 1 internship with remarkable dedication and excellence! Your performance has truly stood out, leading us to gladly offer you a pre-placement offer with an annual compensation of **INR 5.5 lakh**.

We eagerly anticipate your continued enthusiasm and impactful contributions in the next phase of internship starting from January 24 to March 24. This offer is contingent upon the successful completion of Phase 2 Internship as well as your engineering studies, paving the way for your journey as a valued member of our team.

We're excited about your potential and eagerly look forward to your upcoming achievements.

Yours faithfully,

For **ApexaIQ Technologies Pvt Ltd**

Signature: _____

Name: Lokesh Aggarwal

Title: Director

Date: 08/19/2023

APEXAIQ
Inventory | Security | Productivity | Finance

Date: 19-Aug-2023

Sub: Preplacement Offer Letter

Dear **Kunal Atmaram Chandore**

Congratulations on successfully completing your Phase 1 internship with remarkable dedication and excellence! Your performance has truly stood out, leading us to gladly offer you a pre-placement offer with an annual compensation of **INR 4.8 lakh**.

We eagerly anticipate your continued enthusiasm and impactful contributions in the next phase of internship starting from January 24 to March 24. This offer is contingent upon the successful completion of Phase 2 Internship as well as your engineering studies, paving the way for your journey as a valued member of our team.

We're excited about your potential and eagerly look forward to your upcoming achievements.

Yours faithfully,

For **ApexaIQ Technologies Pvt Ltd**

Signature: _____

Name: Lokesh Aggarwal

Title: Director

Date: 08/A/2023

APEXAIQ®
Inventory | Security | Productivity | Finance

Date: 19-Aug-2023

Sub: Preplacement Offer Letter

Dear **Surabhi Lahoti**

Congratulations on successfully completing your Phase 1 internship with remarkable dedication and excellence! Your performance has truly stood out, leading us to gladly offer you a pre-placement offer with an annual compensation of **INR 5.5 lakh**.

We eagerly anticipate your continued enthusiasm and impactful contributions in the next phase of internship starting from January 24 to March 24. This offer is contingent upon the successful completion of Phase 2 Internship as well as your engineering studies, paving the way for your journey as a valued member of our team.

We're excited about your potential and eagerly look forward to your upcoming achievements.

Yours faithfully,

For **ApexaIQ Technologies Pvt Ltd**

Signature: _____

Name: Lokesh Aggarwal

Title: Director

Date: 08/09/2023

APEXAIQ
Inventory | Security | Productivity | Finance

Date: 19-Aug-2023

Sub: Preplacement Offer Letter

Dear **Riya Govind Dangra**

Congratulations on successfully completing your Phase 1 internship with remarkable dedication and excellence! Your performance has truly stood out, leading us to gladly offer you a pre-placement offer with an annual compensation of **INR 5.5 lakh**.

We eagerly anticipate your continued enthusiasm and impactful contributions in the next phase of internship starting from January 24 to March 24. This offer is contingent upon the successful completion of Phase 2 Internship as well as your engineering studies, paving the way for your journey as a valued member of our team.

We're excited about your potential and eagerly look forward to your upcoming achievements.

Yours faithfully,

For **ApexaIQ Technologies Pvt Ltd**

Signature: _____

Name: Lokesh Aggarwal

Title: Director

Date: 08/19/2023

BHARAT FORGE

Azadi Ka Amrit Mahotsav

Ref: PD/APP 2024 10.10.2024

To,
Ms. Krishna Shende
Civil Line, Anjangaon Surji
Amravati,
Maharashtra - 444705

SUB: APPOINTMENT ORDER AS AN APPRENTICE (UNDER THE APPRENTICESHIP ACT, 1961)

Dear Madam,

With reference to the interview you had with us, we are pleased to inform you that you have been selected for **APPRENTICESHIP under National Apprenticeship Training Scheme** in the designated trade of **Graduate Engineer Trainee** in our organization on the following terms and conditions.

1. You will be paid a stipend of **Rs. 25,000/-** (Rupees Twenty Five Thousand Only) per month consolidated.
2. The period of Apprenticeship shall be for **One Year** commencing from the date of your joining. You are required to join the training on **10.10.2024.**
3. You will serve the Company as an apprentice and shall comply with all the provisions of the Apprenticeship Act, 1961 and the Apprenticeship Rules, 1962.
4. You shall execute a contract of Apprenticeship and the provisions of the contract shall be binding on you.
5. You shall abide by the rules and regulations of the Company in force from time to time.
6. In addition to above mentioned conditions, the terms and conditions prescribed in the Apprenticeship Act, 1961 and Apprenticeship Rules, 1962 shall be applicable to you.

Kindly note that, we are required to maintain a record of our employees including personal data such as information of their address, email address, emergency contact details, biometric details, PAN, Aadhar Card details, Bank details, photographs, medical records and history and the like during the course of employment and thereafter and that such information as required for the administration of employee records, business operations, health and safety, medical insurance cover, emergency protocols, policies and procedures of the organization, as may be amended from time to time. You will have no objection for maintaining this data as required from time to time.
Kindly sign duplicate of this letter as acceptance to this.

Yours faithfully,
For BHARAT FORGE LIMITED

Accepted By:
Shende

Authorized Signatory

KALYANI
GROUP COMPANY

BHARAT FORGE LIMITED, MUNDHWA, PUNE 411 036, MAHARASHTRA, INDIA.
PHONE : +91 20 6704 2777 FAX : +91 20 2682 0699 (Export), 2682 2387 (Sales/Mktg) 2682 2163 (Materials)
Website : www.bharatforge.com
CIN No. L25209PN1961PLC012046

Azadi Ka Amrit Mahotsav

BHARAT FORGE

SALARY OFFER	
Ms. Krishna Shende	
Designation	**Govt. Apprentice**
Tenure	**ONE YEAR**
STIPEND	**25,000=00 P.M.**
Deduction (Canteen)	38=00 P.M.
Cash in hand	**24,962=00 P.M.**
PREPARED BY: Ms.Christina Joy	**APPROVED BY: Mr. Nikhil Dixit**
SEEN AND ACCEPTED	
SIGNATURE : Shende.	
NAME : KRISHNA PRAVIN SHENDE	
DATE: 21/10/24	

KALYANI
GROUP COMPANY

BHARAT FORGE LIMITED, MUNDHWA, PUNE 411 036, MAHARASHTRA, INDIA.
PHONE : +91 20 6704 2777 FAX : +91 20 2682 0699 (Export), 2682 2387 (Sales/Mktg) 2682 2163 (Materials)
Website : www.bharatforge.com
CIN No. L25209PN1961PLC012046

BIZSENSE SOLUTIONS

Date: April 24th 2024

To,
Mr. Yash Sugandhi,

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

Dear Yash,

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 June 2024. If for whatever reason, you are unable to meet this date, please contact the undersigned immediately.

Kindly confirm your acceptance of this offer by 30/04/2024 by sending an email to the below mentioned email address.

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)
Director

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

BIZSENSE SOLUTIONS

Annexure 1
GROSS COMPENSATION AND BENEFITS

1. **Your gross compensation including all benefits will be Rs 5,52,005/- per annum.**

2. **Fixed Compensation**
   This part of compensation has components like Basic Salary, House Rent Allowance (HRA), Bonus (as per statutory requirements), 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 is subject to review on your first anniversary and may undergo a change 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.
   This component is liable to be withdrawn and recovered from you in full, if you do not honour your commitment or in case you are terminated within 12 months.

   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	6,500	78,000
Commitment Pay	6,500	78,000
Performance Pay	2,800	33,600
SUB TOTAL [B]	**15,800**	**1,89,600**
Annual Components/ Retirals		
Employer's contribution to PF	1,950	23,400
Gratuity Provision	577	6,924
Health Insurance*		7,700
Term Insurance**		581
Annual Reward - 2023***		**30,000**
SUB TOTAL [C]		**68,605**
SUB TOTAL [A+B+C]		**5,27,005**
Joining Bonus* **		**25,000**
TOTAL COMPENSATION (CTC)		**5,52,005**

Note:

1. * Salary raise after 1 year will range between 10% - 25% based on your performance during the first year
2. 24 month continuous tenure commitment excluding the notice period is MANDATORILY required for this position
3. Training cost recovery of Rs. 90,000 @ Rs. 7,500 per month will be done from the salary paid during the first year and recovery of Rs. 60,000 @ Rs. 5,000 per month will be done from the salary paid during the second Year
4. In the event of the employee terminating employment before completing 24 months, a training cost of Rs. 1,50,000 will be recovered from the employee. This amount will be recovered from the final settlement after adjusting the amount recovered through monthly withhold. Ex. If the employee resigns after completing 18 months, then Rs. 90,000 (first 12 months) + Rs. 25,000 (13-17th month) = Rs. 1,15,000 have already been recovered. Balance Rs. 35,000 will be recovered from the final settlement.
5. Joining Bonus*** shall be paid after completing the first quarter with us.
6. Annual reward is payable after completing one year with us.
7. All salary payments are subject to statutory deductions and TDS as applicable.

(Authorized Signatory)

BIZSENSE SOLUTIONS (P) LTD. 45 B INDURAMAN, HILL ROAD, GOKULPETH, NAGPUR 440010, MH, INDIA

91-712-2545344 Email: info@bizsense.in

BIZSENSE SOLUTIONS

Annexure 2
GENERAL TERMS AND CONDITIONS

1. Academic Performance Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 80% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the Bizsense eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per Bizsense selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Re-hiring

Candidates who have applied to Bizsense and who have not been successful in clearing the Bizsense selection process are not eligible to re-apply to Bizsense within six months from the date on which the candidate had attended such selection Test and/or Interview.

In case you are found to have re-applied to Bizsense within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Probation Period

You will be required to undertake self paced online courses and on the job training in the first six months (referred to as your probation period), during which you will be appraised for satisfactory performance during/after which Bizsense would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the probation period, the company may extend your probation period and provide you opportunities, at it's sole discretion and assessment, to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, Bizsense may terminate your employment forthwith.

However, Bizsense may even otherwise at its sole discretion terminate your employment at any time if your performance is not found satisfactory.

If you remain unauthorizedly absent for a consecutive period of 10 days during the probation period or anytime during your employment, you shall be deemed to have abandoned your employment and your employment will stand automatically terminated without any further intimation/separate communication to you.

4. Notice period

The notice period for the probation will be 30 days and upon confirmation it will be revised to 90 days

5. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law. Your actual work timings and weekly-off days are subject to change based on business requirements. These will be communicated to you from time to time as per work assigned to you. You are expected to be flexible and fully cooperate the company in executing it's business and obligations to our customers. Leaves available to you will be governed by Bizsense Leave Policy.

6. Leave Policy

During the probation cum training period, you will be entitled for 1 leave per month. You will be entitled to 1.75 leaves per month after you become a regular employee. Any additional leave beyond this will be pay deducted. Optional Leave will be applicable to you after confirmation.

7. Mobility

Bizsense reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer. It should be noted that seeking transfer to a specific location is not an employee's right. Transfers, if needed, would be done only at the sole discretion of Bizsense.

8. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per Bizsense's Compensation policy from time to time at its sole discretion.

9. Increments and Promotions

Your performance and contribution to Bizsense will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Bizsense's Compensation and Promotion policy.

10. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of Bizsense, you are not permitted to undertake any other employment (part-time or full-time), business, assume any public or private office, honorary or remunerative, without the explicit prior written permission of Bizsense.

11. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with Bizsense you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of Bizsense and its clients which may be revealed to you by Bizsense or which may in the course of your engagement with Bizsense come your possession or knowledge unless specifically authorized to do so in writing by Bizsense. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

12. As Bizsense will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve Bizsense for a minimum period of two years after joining, failing which, you (and your surety) will be liable to pay Bizsense Solutions Pvt Ltd Rs.1,50,000/- towards training expenditure. Service agreement duration of two years refers to continuous service of 24 months from the date of joining Bizsenzse and excludes the duration of leave without pay(LWP) and /or unautherised absence , if any.

13. International Assignment Agreement

If you are on international assignment (work Bizsense does for it's overseas customers), you will be covered by the Bizsense Policy-International Assignments from the date of allocation to the international assignment.

Accordingly, you will be required to sign additional documents the International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being allotted. In case of every international assignment that exceeds 15 days, you will be required to serve Bizsense 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 Bizsense and its associates. This transfer of knowledge and information is essential for Bizsense to continue to serve its clients and customers better. If you are deputed internationally for training / knowledge acquisition, you will be required to sign an agreement to serve Bizsense for a minimum period of 12 months on completion of training / knowledge acquisition visit.

14. Terms and Conditions

The above terms and conditions are specific to Domestic and Overseas clients.

15. Bizsense Code of Conduct

You are required to sign the Bizsense Code of Conduct within 30 days of your joining Bizsense and follow the same in your day-to-day conduct as an associate of Bizsense. This is part of Bizsense Employee Handbook that will become available to you upon your joining.

16. Termination, Voluntary Severance and Notice Period

a. In an event if the probation is discontinued / terminated no notice or payment in lieu thereof shall be payable by Bizsense.

b. Upon Confirmation, during your tenure with Bizsense, either you or Bizsense can terminate the appointment by giving 90 calendar days' written notice. or three months' basic salary in lieu of the notice.

c. If you are covered under International Assignment Agreement, either you or Bizsense can terminate your employment by giving 90 calendar days written notice as set out in the Separation Policy of Bizsense.

d. If your workplace behavior is found to be unsatisfactory, Bizsense may conduct investigation and if found to be involved in improper behavior Bizsense can terminate your services with immediate effect

e. Bizsense reserves the right, in the interest of its business and current assignment, to refuse your offer of payment in lieu of notice period and to ask you to complete your notice period with complete dedication and satisfactory on-going performance. During the notice period, you will have to serve the company with no degradation of performance and commitment. You will have to compensate, any work days lost during your notice period due to personal leaves, by extending the notice period to cover the lost working days.

f. Post your resignation, if you indulge in deliberate under-performance, causing damage to company interests through lack of co-operation, bad behavior with fellow team members and your manager as a tactic to seek an early release, Bizsense, will be entitled to seek a monetary penalty from you upto maximum of 3 months of **gross salary** from your final settlement.

17. Retirement

You will retire from the services of Bizsense on reaching your 58th birthday as per the proof of age submitted by you at the time of joining.

18. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

Your eligibility for certain benefits like Group Health Insurance, Maternity Leave Benefit etc. may be affected based on your medical history as indicated in the pre-employment medical certificate.

Bizsense, at it's sole discretion, reserves the right to withdraw this offer letter, if your medical condition is likely to impact your performance for the position being offered to you through this offer letter.

19. Background Check

Your association with Bizsense will be subject to a background check in line with Bizsense's background check policy. A specially appointed agency will conduct internal and external background checks.
Normally, such checks are completed within three months of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of employment without notice.

20. Initial Learning Programme (ILP)

On joining Bizsense, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as Bizsense may decide. The said training forms a critical part of your employment with Bizsense and is an ongoing process. Bizsense continues to make investments on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As Bizsense progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your training and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per Bizsense procedures.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of Bizsense as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle Bizsense to withdraw this offer letter anytime at its sole discretion.

For Bizsense Solutions Private Limited

(Dr. Swati Vakil)
Director

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

BIZSENSE SOLUTIONS

Annexure 3

CONFIDENTIALITY AND IP TERMS AND CONDITIONS

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of Bizsense (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant/Employee and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by Bizsense or the Retainer/Consultant/Employee in the course of or in connection with or arising out of the Retainer/Consultant/Employee's association with Bizsense. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of Bizsense relating to design, method of construction, manufacture, operation, specifications, use and services of the Bizsense equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of Bizsense).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to Bizsense if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant/Employee in the course of or arising out of the association with Bizsense or while in or in connection with or for the purposes of his/her association with Bizsense or any of the operations and entrusted by Bizsense to the Retainer/Consultant/Employee.

2. Retainer/Consultant/Employee's Obligations

Retainer/Consultant/Employee agrees to treat the Confidential Information as strictly confidential and a trade secret of Bizsense.

The Retainer/Consultant/Employee agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by Bizsense or to a person having a valid contract with or need under Bizsense, any Confidential Information.

Upon termination of Retainer/Consultant/Employee-ship, the Retainer/Consultant/Employee agrees to surrender to Bizsense all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

The Retainer/Consultant/Employee agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to Bizsense and Retainer/Consultant/Employee shall have no right title or claim of any nature whatsoever in the Confidential Information.

The Retainer/Consultant/Employee shall promptly disclose to an authorized officer of Bizsense all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with Bizsense, including in the course of provision of services to the Clients of Bizsense and the Retainer/Consultant/Employee hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in Bizsense and agrees to transfer and assign to Bizsense any interests the Retainer/Consultant/Employee may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof.

On request of Bizsense, the Retainer/Consultant/Employee shall execute from time to time, during or after the termination of his or her Retainer/Consultant/Employee-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by Bizsense to perfect the title of Bizsense in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by Bizsense, but the Retainer/Consultant/Employee shall coordinate in filing and / or prosecuting any such applications.

The Retainer/Consultant/Employee hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant/Employee might otherwise have in such intellectual property rights.

4. Prior knowledge

The Retainer/Consultant/Employee acknowledges that prior to his or her appointment by Bizsense, he or she had no knowledge of the Confidential Information of Bizsense and that such Confidential Information is of a confidential and secret character and is vital to the continued success of Bizsense's business. The Retainer/Consultant/Employee further acknowledges that he or she is associated with Bizsense in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of Bizsense in such Confidential Information, it is necessary for Bizsense to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

The Retainer/Consultant/Employee expressly agrees that it shall not in the course of his or her association with Bizsense and while working on the premises or facilities of Bizsense or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of Bizsense, use any third party material or intellectual property rights except those intellectual property rights provided by Bizsense or expressly authorised by Bizsense or without having proper authorization or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines

The Retainer/Consultant/Employee agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of Bizsense in force from time to time whether expressly endorsed or not.

7. Restriction on Retainer/Consultant/Employee's Rights

The Retainer/Consultant/Employee agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of Bizsense that is or may be revealed to him or her by Bizsense or which may in the course of his or her engagement with Bizsense come into his or her possession or knowledge unless specifically authorized to do so in writing by Bizsense.

8. No License

Bizsense and the Retainer/Consultant/Employee agree that no license under any patent or copyright now existing or hereafter obtained by Bizsense is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant/Employee of the Confidential Information.

9. Equitable Rights

The Retainer/Consultant/Employee acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant/Employee is of a unique, highly confidential and proprietary nature. It is further acknowledged by the
Retainer/Consultant/Employee that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant/Employee of the Confidential Information without the prior written consent of Bizsense or any breach of this Agreement by the Retainer/Consultant/Employee will cause Bizsense to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, Bizsense shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by Bizsense, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant/Employee confirms that the fact that the arbitrator shall be a nominee of Bizsense shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant/Employee or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant/Employee in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant/Employee-ship of the Retainer/Consultant/Employee with Bizsense and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant/Employee acknowledges that he/she is required on behalf of Bizsense to provide service to, or solicit business from various clients of the Bizsense (each such client herein after referred to as Customer).

The Retainer/Consultant/Employee agrees that for a period of 18 (Eighteen) months following the expiry or early termination of his/her Retainer/Consultant/Employee-ship with the Bizsense for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of Bizsense, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with Bizsense.

For Bizsense Solutions Private Limited

(Dr. Swati Vakil)
Director

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

Gmail **Prasad Narkhede <prasad.narkhede619@gmail.com>**

Pre-placement offer BFL - Prasad Narkhede

Pooja Pandey <pooja.pandey@theblueflamelabs.com> Tue, Jun 11, 2024 at 6:11 PM
To: "prasad.narkhede619@gmail.com" <prasad.narkhede619@gmail.com>
Cc: Suva Dasgupta <suva.dasgupta@theblueflamelabs.com>

Dear Prasad,

Congratulations!

With reference to the Campus Recruitment Drive and further interview process, I am glad to inform you that you have cleared all the rounds of interviews with us.

We're delighted to extend this offer of employment for the position of **Associate Technical Consultant** with Blueflame Labs Pvt. Ltd. Your annual earning including salary allowances and statutory payment as applicable will be total **INR 4.5LPA**. Your expected date of Joining will be in the month of June/July 2024 after completion of your final exams.

We will coordinate with your college authorities to fix the date of joining and update you accordingly.

Wish you all the very best for your exams & hoping to see you soon as a part of BFL family.

Kindly acknowledge and accept the offer by replying to this email on or before, **13th June 2024.**

Please feel free to connect with us for any additional clarification.

Best Regards,

Pooja Pandey
HR Manager
M: +91 7972247427
Blueflame Labs | thebluefLamelabs.com

From Strategy to Delivery, on time every time

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BOSCH

Bosch Limited - (PAN AAACM9840 P)
(CIN:L85110KA1951PLC000761)
75, MIDC Estate
Satpur, Trimbak Road
Nashik - 422007
Maharashtra, India
www.bosch.in

* Private & Confidential *

Mr.Gaurav Chambhare
Shri Sant Gajanan Maharaj College of Engineering Shegaon
7378504787

Your ref/date	Our Ref:	Date:
	NaP/HRL	**14-08-2024**

Graduate (Engineering) Apprenticeship Program - 2024

Dear **Gaurav Chambhare,**

We are pleased to offer you apprenticeship training as **Graduate Apprentice** at Bosch Limited, **Nashik Plant,** under the provisions of Apprentices Act 1961, as amended from time to time. Your training will start from **02.09.2024** and shall be for a fixed period of one year, ending on **01.09.2025.**

This offer letter is provisional, subject to you being declared medically fit by the Company's Medical Officer.

1. During the training period, your stipend will be as follows:

Particulars	INR Per annum
Consolidated Stipend	449,342/-
*Group Personal Accident Insurance	658/-
Total	**450,000**

*is paid by the Company directly

Apart from the consolidated stipend as mentioned aforesaid, you shall not be entitled for any other amounts, allowances, perks or benefits.

2. Your engagement as **Graduate Apprentice** with the Company is subject to you passing the graduate examination with a minimum of 60% marks and producing the Pass Certificate within 2 months of your joining. In case, you fail to pass the graduate examinations or fail to obtain a minimum of 60% marks as the overall score, your engagement shall be terminated immediately without any financial obligation on the Company.

Mr.Gaurav Chambhare
NaP/HRL /14-08-2024

3. This apprenticeship training is a full-time engagement and you are not allowed to accept any other employment or undertake any work or service, directly or indirectly, either part-time, honorary or otherwise or carry on any business.

4. Your engagement as **Graduate Apprentice** will automatically cease at the end of the stipulated period of your apprenticeship training as mentioned aforesaid. Company shall have no obligation whatsoever to either extend the period of engagement or offer you any permanent employment with the Company.

5. You will be governed and shall abide by the Company's Standing orders and other rules and regulations as applicable and in force from time to time. You will be entitled to the leave benefits subject to terms and conditions as per the prevailing leave policy for apprentices.

6. This offer is made on the understanding that all the information given by you to the Company is adequate, correct and fulfills the eligibility criteria mentioned to you during the campus recruitment process. If it is found at any time that any information given by you is incomplete, incorrect, untrue or you have suppressed any information, the Company will have the right to withdraw this letter before you commence your training or to terminate your training, at any time, without any notice or compensation, in case you have started the training with us. Company shall also have a right to recover from you the stipend already paid to you, if any.

7. In case of termination of service during apprenticeship period, you will be required to serve the notice period of 30 days.

8. You shall keep confidential all information that you may receive orally, in writing or otherwise of the Company including in respect of Company's business, its customers, suppliers, service providers, products etc. during the course of your training as confidential. Confidential information shall include all information which is not in public domain and which if disclosed may adversely impact the Company.

   You are restricted from copying or removing any confidential / proprietary information of the Company outside the Company premises without prior written permission from the management.

   Disclosure of confidential information at any point of time shall make you liable to pay compensation, damages to the Company.

   You shall use Confidential information in relation to the Company's business only for the purpose of your training. All such information should not be used by you for any of your subsequent employments or businesses. Your obligations in respect of Company's confidential information shall be in perpetual.

Mr.Gaurav Chambhare
NaP/HRL /14-08-2024

9. All rights in any intellectual property, invention, development, improvement in process that you might create or cause whilst engaged with the Company shall exclusively vest with the Company. You shall execute all such documents as may be required in law to formally assign the rights to the Company. The stipend paid by the Company shall be deemed to be an adequate consideration for such assignments.

10. In accordance with the provisions of the Companies Act, 1956, as amended by the Companies (Amendment) Act, 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are requested to make the declaration in the enclosed form and submit it to us duly filled in.

11. We would be conducting a background and reference check on the information submitted by you. Your engagement with us is contingent upon satisfactory report on the background check conducted by our Company's approved agency.

12. Please sign and return the duplicate of this letter in token of your having read, understood and accepted the above terms and conditions.

13. Please report to us on **02.09.2024** at 9:15 am. In case you do not report for Apprenticeship by **02.09.2024** this offer letter shall stand withdrawn.

Yours sincerely,
For Bosch Limited

pki, BOSCH, APAC, S, H, Shrikant.Chavan
Digitally signed by pki, BOSCH, APAC, S, H, Shrikant.Chavan
Date: 2024.08.20 11:20:00 +05'30'

Shrikant Chavan
Senior General Manager
(Human Resources)

pki, BOSCH, APAC, V, E, Venugopal .S
Digitally signed by pki, BOSCH, APAC, V, E, Venugopal S
Date: 2024.08.14 17:06:54 +05'30'

Venugopala S
Senior Manager
(Human Resources)

I have read and understood and hereby consent to all the above terms and conditions.

Gaurav
(Signature of the Candidate)

27/08/2024
(Date)

BOSCH

Mr.Gaurav Chambhare
NaP/HRL /14-08-2024

In addition to the terms and conditions, you are also required to bring the following **original certificates**, on the day of your joining duty:

1. Proof of age
2. Bank Details, Cancelled cheque leaf and Pan Card
3. Pending documents if any

On the day of your joining, please report at 9:15 AM at the following address to complete other formalities.

Bosch Limited,
75, MIDC Estate
Satpur, Trimbak Road
Nashik - 422007
Maharashtra, India

HRL Dept.

*** Private & Confidential ***

Mr.Karan Kakar
Shri Sant Gajanan Maharaj College of Engineering Shegaon
9511731681

Bosch Limited - (PAN AAACM9840 P)
(CIN:L85110KA1951PLC000761)
75, MIDC Estate
Satpur, Trimbak Road
Nashik - 422007
Maharashtra, India
www.bosch.in

Your ref/date	Our Ref:	Date:
	NaP/HRL	**14-08-2024**

Graduate (Engineering) Apprenticeship Program - 2024

Dear **Karan Kakar,**

We are pleased to offer you apprenticeship training as **Graduate Apprentice** at Bosch Limited, **Nashik Plant,** under the provisions of Apprentices Act 1961, as amended from time to time. Your training will start from **02.09.2024** and shall be for a fixed period of one year, ending on **01.09.2025.**

This offer letter is provisional, subject to you being declared medically fit by the Company's Medical Officer.

1. During the training period, your stipend will be as follows:

Particulars	INR Per annum
Consolidated Stipend	449,342/-
*Group Personal Accident Insurance	658/-
Total	**450,000**

*is paid by the Company directly

Apart from the consolidated stipend as mentioned aforesaid, you shall not be entitled for any other amounts, allowances, perks or benefits.

2. Your engagement as **Graduate Apprentice** with the Company is subject to you passing the graduate examination with a minimum of 60% marks and producing the Pass Certificate within 2 months of your joining. In case, you fail to pass the graduate examinations or fail to obtain a minimum of 60% marks as the overall score, your engagement shall be terminated immediately without any financial obligation on the Company.

3. This apprenticeship training is a full-time engagement and you are not allowed to accept any other employment or undertake any work or service, directly or indirectly, either part-time, honorary or otherwise or carry on any business.

4. Your engagement as **Graduate Apprentice** will automatically cease at the end of the stipulated period of your apprenticeship training as mentioned aforesaid. Company shall have no obligation whatsoever to either extend the period of engagement or offer you any permanent employment with the Company.

5. You will be governed and shall abide by the Company's Standing orders and other rules and regulations as applicable and in force from time to time. You will be entitled to the leave benefits subject to terms and conditions as per the prevailing leave policy for apprentices.

6. This offer is made on the understanding that all the information given by you to the Company is adequate, correct and fulfills the eligibility criteria mentioned to you during the campus recruitment process. If it is found at any time that any information given by you is incomplete, incorrect, untrue or you have suppressed any information, the Company will have the right to withdraw this letter before you commence your training or to terminate your training, at any time, without any notice or compensation, in case you have started the training with us. Company shall also have a right to recover from you the stipend already paid to you, if any.

7. In case of termination of service during apprenticeship period, you will be required to serve the notice period of 30 days.

8. You shall keep confidential all information that you may receive orally, in writing or otherwise of the Company including in respect of Company's business, its customers, suppliers, service providers, products etc. during the course of your training as confidential. Confidential information shall include all information which is not in public domain and which if disclosed may adversely impact the Company.

   You are restricted from copying or removing any confidential / proprietary information of the Company outside the Company premises without prior written permission from the management.

   Disclosure of confidential information at any point of time shall make you liable to pay compensation, damages to the Company.

   You shall use Confidential information in relation to the Company's business only for the purpose of your training. All such information should not be used by you for any of your subsequent employments or businesses. Your obligations in respect of Company's confidential information shall be in perpetual.

Mr.Karan Kakar
NaP/HRL /14-08-2024

9. All rights in any intellectual property, invention, development, improvement in process that you might create or cause whilst engaged with the Company shall exclusively vest with the Company. You shall execute all such documents as may be required in law to formally assign the rights to the Company. The stipend paid by the Company shall be deemed to be an adequate consideration for such assignments.

10. In accordance with the provisions of the Companies Act, 1956, as amended by the Companies (Amendment) Act, 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are requested to make the declaration in the enclosed form and submit it to us duly filled in.

11. We would be conducting a background and reference check on the information submitted by you. Your engagement with us is contingent upon satisfactory report on the background check conducted by our Company's approved agency.

12. Please sign and return the duplicate of this letter in token of your having read, understood and accepted the above terms and conditions.

13. Please report to us on **02.09.2024** at 9:15 am. In case you do not report for Apprenticeship by **02.09.2024** this offer letter shall stand withdrawn.

Yours sincerely,
For Bosch Limited

pki, BOSCH, APAC, S, H, Shrikant.Chavan
Digitally signed by pki, BOSCH, APAC, S, H, Shrikant.Chavan
Date: 2024.08.20 11:23:39 +05'30'

Shrikant Chavan
Senior General Manager
(Human Resources)

pki, BOSCH, APAC, V, E, Venugopal.S
Digitally signed by pki, BOSCH, APAC, V, E, Venugopal.S
Date: 2024.08.14 17:09:58 +05'30'

Venugopala S
Senior Manager
(Human Resources)

I have read and understood and hereby consent to all the above terms and conditions.

_____ _____

(Signature of the Candidate) (Date)

Mr.Karan Kakar
NaP/HRL /14-08-2024

In addition to the terms and conditions, you are also required to bring the following **original certificates**, on the day of your joining duty:

1. Proof of age
2. Bank Details, Cancelled cheque leaf and Pan Card
3. Pending documents if any

On the day of your joining, please report at 9:15 AM at the following address to complete other formalities.

Bosch Limited,
75, MIDC Estate
Satpur, Trimbak Road
Nashik - 422007
Maharashtra, India

HRL Dept.

BRISTLECONE

Bristlecone India Limited
5th Floor, Binarius, Deepak Complex
Opposite Golf Course, Airport Road
Yerwada, Pune - 411 006, Maharashtra
P: +91 20 6623 8888 | F: +91 20 6623 8899

27-Jan-2024

Dear **Abhishek**,

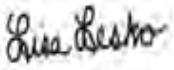
Welcome to Bristlecone!

I am pleased to know that you are joining us as **Associate - SAP**. As you might know, your role is crucial in helping us achieve the goals of your Department and the Company. I am confident that your knowledge & skills will support you in your new professional endeavour with Bristlecone.

As you transition into your new role at Bristlecone, we are all here to extend the support you may need. Do not hesitate to reach out to your Talent Acquisition Partner should you have questions or comments.

I am looking forward to your success here at Bristlecone. Enclosed, you will find documents related to your employment with us.

Warm regards,



Lisa Lesko
Chief People Officer

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BRISTLECONE

Bristlecone India Limited
5th Floor, Binarius, Deepak Complex
Opposite Golf Course, Airport Road
Yerwada, Pune - 411 006, Maharashtra
P: +91 20 6623 8888 | F: +91 20 6623 8899

Abhishek Gawali
Engineering Colony, Mothi Umri,
Akola
India .
Tel: 91-7757837423

Sub: APPOINTMENT LETTER

Dear Abhishek,

Congratulations! We are delighted to make you an offer as **Associate - SAP** at **Trainee SAP** Level for Sub Studio **S4 HANA Technical** in our organization.

Joining Date:
Your scheduled date of employment with us will be "**10-Jun-2024**". You are requested to report to office at 10:00 AM on the day of your joining.

Your compensation details are attached in Salary Sheet

1.

a) Your place of operation will be "Pune" at the time of joining the organization. However, depending on the project / work where your involvement is continuously required, you may be transferred to any of our other offices, project locations, group companies, client locations, etc. or for deputation to any organization, to be posted at any of their offices, project locations, divisions, departments, etc. at anytime, anywhere in India or abroad. In the event of such a transfer / deputation, details of the terms and conditions will be communicated to you.

b) The working hours applicable to you will be the same as observed depending upon your place of posting and can be amended from time to time. You might be required to work in any shift, based on the Company's / client's work requirements.

c) At any time during your employment with the company, the company is entitled to terminate your employment without notice, if the information provided by you during the selection process is found to be incorrect.

2.

a) The salary structure of the Company may be altered / modified at the discretion of the management, having regards to market and business needs. 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 deductions of appropriate taxes at source.

b) Your remuneration package is strictly confidential between you and the Company and should be so maintained.

c) Your remuneration package will be reviewed as per the Company's practice and any increase will depend on the Company's performance and your performance.

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Bristlecone India Limited
5th Floor, Binarius, Deepak Complex
Opposite Golf Course, Airport Road
Yerwada, Pune - 411 006, Maharashtra
P: +91 20 6623 8888 | F: +91 20 6623 8899

3. Resignation / Termination / Notice Period from Services:

(a) Either you or the company may terminate your employment upon giving ninety (90) days' written notice. The company may however terminate your employment by giving you salary in lieu of notice. The Company may also terminate your employment with immediate effect for any misconduct.

(b) Notice Period:

When an employee resigns voluntarily, you are expected to serve 90 days' notice period from the date entered in Workday.

(c) Integrity / Disciplinary Issues: An employee will be released from the organization with immediate effect on account of misconduct, integrity or for any other disciplinary issues.

(d) If you exit within 18 months from your date of joining the Company, the amount paid to you as joining bonus, relocation expenses, and notice pay buyout (as applicable) at the time of your joining will be recovered by the Company in Full and Final settlement as per the policy.

(e) Full and Final Settlement (F&F):

Employee will receive their Resignation Acceptance and Experience Letter on his / her Last Working Day, on receiving clearance from all internal departments. Full and Final Settlement of the employee takes place within 45 days of the employee's Last Working Day (Settlement period). Once communicated by Bristlecone any dues in the Full and Final settlement recoverable from employee shall be settled within 15 days from the settlement period. Failure to settle the dues may result in appropriate legal action and Relieving letter and background verification will be held till all dues are settled.

4. The age of Retirement is sixty years. The company will be registering your date of birth as per the documents provided by you i.e. PAN Card / Passport / Identity Card at the time of joining.

5. You will be liable for any losses suffered by the Company, due to your negligence, misconduct, willful insubordination or inefficiency. In all or any of such cases your services may get terminated without any notice period.

6. As per the Company's rules you cannot undertake any employment anywhere else, even on part-time basis whether for any consideration or not. Non-compliance to this will lead to termination of your services by the Company without any notice period, with no liability on the part of the Company for payment of any compensation in lieu of such notice. You must not be, involved or concerned with or provide service to any other entity, company or person whilst employed by the Company without the prior written consent of the Company. Unless specifically authorized in writing by the Company, the Employee agrees that he / she will not enter any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. The Employee shall also not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

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7. The Company rules pertaining to matters such as mentioned above but not limited to designation, working hours, etc. are subject to change without any prior notice.

8. Your address given in the application form will be deemed to be correct for the purpose of sending any communication to you. Any change in your address must be informed to the People & Culture team in writing about the same within 7 days failing which any communication sent to your last recorded address will be deemed to have been, dully served upon you.

9. You will be governed by the Company's rules, regulations and practices as intimated / published in intranet from time to time in respect of matters not covered by this letter of appointment. Company's decisions on all such matters shall be final and binding on you.

   You will be governed by the Code of Conduct and policies as published on the intranet of the Company. Any changes will be intimated to you on a periodic basis and you are expected to keep yourself updated by visiting the site regularly. The employee's employment with the Company shall be in accordance with the terms and conditions set forth in this Agreement and in accordance with the Company Policies as may be amended from time to time and such other policies as may be made applicable to the Employee from time to time.

10. If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company will be entitled to terminate your services without any notice or obligation.

11. Conflict of Interest and Confidentiality.

   (a) You must not at any time whilst you are an employee of the Company (except so far as is required for the proper performance of your duties) nor after your employment with the Company has ended communicate or divulge to any person ("person" shall include a firm or company or other body) or make use of or permit any other person to make use of for your own or any other person's benefit any trade secrets or other Confidential Information relating to the Company or any Group Company and any of its or their respective business interests or customers or clients.

   (b) For the purposes of paragraph 11(a), "Confidential Information" shall include trade secrets; customer / client / supplier lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges; budgets, forecasts, reports, interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports; market share and pricing statistics; and computer software and passwords. All such information which is not in the public domain shall be deemed to be confidential.

   (c) During your employment with the Company, you may not provide services or advice to any competitor organization which is involved in a commercial negotiation of any kind in which the Company is also participating.

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(d) During the Term of employment and always thereafter, Employee will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are likely to cause damage to any such entity or person.

(e) The Employee will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information and he / she shall promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information.

12. NDA: Code of Conduct:

(a) In the interest of securing the proprietary information and confidentiality of the Organization, it is mandatory for each employee to sign the "Bristlecone Code of Conduct" during employment. Any employee who is found not abiding to the code of conduct would be held responsible for breach of the same and appropriate disciplinary action would be taken against this.

(b) All information pertaining to Compensation and Benefits are treated as confidential. Employees are expected not to share details regarding the same with any other internal or external person. Any such information that needs to be shared by any employee can be done with prior authorization of Head of Total Rewards.

(c) Employees who leave Bristlecone are required not to share any information pertaining to the organization, or any of the business entities Bristlecone operates with. All databases, equipment provided to employee are the property of Bristlecone and any kind of practice which results in bringing damage to the organization will not be favorably viewed. The employees will be liable to compensate for the damage, which may result due to such practices.

13. Non-Solicitation and Non-Compete

(a) Any employee working for a competitor, upon termination or resignation, should not gain competitive advantage by abusing confidential information about Bristlecone's trade secrets or sensitive information such as customer / client lists, business practices, upcoming products and marketing plans.

(b) The Employee hereby agrees and undertakes that during the term of the employment with the Company and for a period of 12 months following the date of termination of Employee's employment with the Company for any reason, the Employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

(i) Solicit and / or attempt to solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation or any person or organization providing services to or through Company and / or its Affiliates to terminate his or her contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or

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(ii) Contact and / or attempt to contact any of the existing or prospective clients or customers (i.e. any person or organization with whom the Company and / or its Affiliates is in advanced stages of exploring a professional or business relationship) of the Company and / or its Affiliates to entice such clients or customers away from the Company and / or its Affiliates or to damage in any way their business relationship with the Company and / or its Affiliates or for the provision of substantially the same services provided to such clients by the Company and / or its Affiliates; or

(iii) Solicit and / or attempt to solicit or undertake employment with any client / customer of the Company and / or its Affiliates or any organization where the employee has been taken or sent for training, deputation or secondment or professional work by the Company; or

(iv) Enter the employ of, or render any other services to, any person engaged in a business which competes with the Business, if (i) the Employee has prior knowledge of the same or (ii) the Employee gains such knowledge during the Term of employment or (iii) it is obvious to the Employee; or

(v) Sell, supply, market or distribute any products or services similar to or competing with the Business.

14. IT Policy

(a) Prohibited Use - The Bristlecone email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Bristlecone employee should report the matter to their supervisor immediately. Employees may not forward any documents to their personal accounts. All auto-forward messages should be removed from the personal profiles. Personal Use - Using a reasonable amount of Bristlecone resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email.

(b) Sending non-business related multimedia, pictures larger than ½ MB etc., chain letters or joke emails from a Bristlecone email account is prohibited. Mass mailings from Bristlecone must be approved by Director - IT before sending. These restrictions are also applicable if you forward any email received from Bristlecone employee.

(c) Diligent Use: You are expected to handle Bristlecone assets with due care and will be held accountable for any damage incurred to the allocated equipment. This damage may be during regular use or due to negligence or mishandling. In the event of any damage, penalty may be applicable as per the company asset policy.

(d) Asset Return: All company assets are to be maintained in line with clause 14 (a,b,c) and are to be returned to Bristlecone's IT department at the time of employee's exit. Non-submission of assets would warrant recovery, as per the company asset policy.

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15. Intellectual Property

(a) Any discovery, invention, secret process, improvement in procedure, trade mark, design or copyright work that you make, discover or produce in the course of your employment in connection with or in any way affecting or relating to, or capable of being used or adapted for use in connection with, the business of the Company or any Group Company shall immediately be disclosed to the Company and shall belong to and be the absolute property of the Company or such Group Company as the Company may nominate for that purpose. You will (at the request and reasonable expense of the Company) sign all such documents and perform all such acts as may be required to fully vest all such rights in the Company (or its nominee).

(b) You waive irrevocably all Moral Rights in any works produced during your employment in which copyright is vested in the Company or any Group Company whether by virtue of this paragraph 15 or otherwise.

(c) You acknowledge that the extent, if any, of the protection sought in relation to the matters referred to in paragraph 15(a) shall be decided by the Company in its sole and absolute discretion and that accordingly you will not (whether during or after this employment) apply or join in applying for any patent, registered design, trademark or other equivalent protection without the prior written approval of the Company.

16. If the terms and conditions offered herein are acceptable to you, please return the duplicate copy of this letter to the undersigned, duly executed by you by appending your signature on the last page and initials on the remaining pages.

17. Background Checks:

Bristlecone mandates you to go through Background checks. These checks verify previous employment, education qualifications, court / criminal check and addresses of every employee. You are required to provide all documents requested by Bristlecone or any agency that Bristlecone appoints for running these checks. Background check documents need to be provided within 5 days of joining the company failing which the Company is entitled to take disciplinary action including termination of the employment agreement. In an event, the employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate employment.

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As a token of your acceptance of all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer and confirm to us your date of joining by a return email.

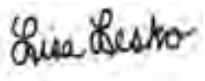
We welcome you to the Bristlecone family and wish you a successful career with us.

Yours Faithfully,

Bristlecone India Limited

Date of Joining

10-Jun-2024



Lisa Lesko
Chief People Officer

Candidate E-Sign: Abhishek Gawali

Candidate E-Sign IP Address: 223.178.145.147

Candidate E-Sign Date: 12-Feb-2024

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Salary Sheet

Abhishek Gawali

Designation: Associate - SAP

Sub Studio: S4 HANA Technical

Effective from the date of your reporting for duties, you will be eligible for salary, allowances, and other benefits as under:

Salary Components		Amount (Rs. Per annum)
1. Basic Salary		216000
2. Flexible Pay:	H.R.A, LTA, Child Education Allowance, Meal Allowance, Telephone/Broadband Reimbursement, Books & Periodicals, Car Fuel and Maintenance Reimbursement, Driver's salary, Supplementary Allowance	151090
3. Statutory Bonus	@ 10% of Basic Salary	21600
4. Provident Fund	@ 12% of Basic Salary	25920
5. Gratuity	@ 4.81% of Basic Salary	10390
6. Fixed Salary (1+2+3+4+5)		425000
7. Variable Pay (Paid Annually) *		0
8. Total Compensation		425000

**** Variable Pay (as applicable) is paid annually as per company policy based on organization & individual performance. Employees who are on Bristlecone payroll by Feb 28/29 are eligible for variable pay in current FY, pro-rated based on eligible tenure.***

**Over and above the committed Fixed CTC, company provides Mediclaim Insurance coverage for a sum insured amount of Rs. 600000/- per annum as a family floater for self, spouse and 2 children. Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis.

***Also, the company provides coverage under Group Personal Accident (GPA) and Group Term Life (GTL) Insurance as per company's policy.

*****Bristlecone will offer reimbursement towards relocation expenses on household goods and one-way economy class tickets for you and your immediate family (spouse and children). Additionally, you will be provided company accommodation and conveyance reimbursement for up to 15 days at your assigned Base Location, subject to prior

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approval from Talent Acquisition Team at Bristlecone. Reimbursement towards household goods will be based on prior approval and the same should be claimed within 15 days of joining. The amount paid towards household goods will be subject to existing policies and needs to be supported with actuals invoices for reimbursement purposes. For more details kindly check our relocation policy before claiming. Reimbursement will be as per existing Relocation Policy. This amount would be recovered if you leave the organization within 18 months from your date of joining.

Bristlecone India Limited

Lisa Lesko

Lisa Lesko

Chief People Officer

Candidate E-Sign: Abhishek Gawali

Candidate E-Sign IP Address: 223.178.145.147

Candidate E-Sign Date: 12-Feb-2024

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AGREEMENT OF ACCEPTANCE

This Letter of Acceptance is executed by and between Bristlecone India Ltd (hereinafter referred to as the "Company"), and "**Abhishek Gawali** an Indian inhabitant residing at **Engineering Colony,, Mothi Umri,, Akola, India** hereinafter referred to as the "Acceptor")

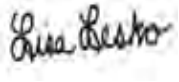
Whereas:

1. **The Acceptor has communicated his / her interest in receiving employment with the Company vide dated 9-Feb-2024.**
2. **The Company issued a Letter of Offer to the Acceptor dated 9-Feb-2024, offering him / her employment with the Company.**

By signing this Agreement of Acceptance, the Acceptor agrees to the following:

1. The Acceptor has accepted Employment with the Company on terms and conditions prescribed in the Letter of Offer.
2. The acceptor agrees to submit a copy of the letter of resignation to his / her present organization of employment to the company within a period of 2 days from the date of this Agreement.
3. The Acceptor agrees and confirms that his / her the date of joining the Company is **10-Jun-2024**.

Signed:



For the Company: Bristlecone India Limited

Lisa Lesko

Chief People Officer

Candidate E-Sign: Abhishek Gawali

Candidate E-Sign IP Address: 223.178.145.147

Candidate E-Sign Date: 12-Feb-2024

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CHECKLIST OF DOCUMENTS / ITEMS TO BE SUBMITTED AT THE TIME OF JOINING

1. Copies of Graduation / Post-Graduation (Degree) certificates and all other qualifications
2. Copies of service certificates from all your previous employers (Actual dates of employment must be specified)
3. Relieving letter and Service Certificate from your present employer
4. Soft copy of colored passport size photographs (with white background)
5. Copies of the passport sheets (All sheets wherever any entries were made), particularly the following:
   a) Passport number, Date and Place of Issue
   b) Due date of expiry of the passport
   c) Name, date of birth, photograph, address
   d) Stamps / entries reg. issue of visa / work permit / entry permit by any country (Including refusal)
   e) Emigration Check Not Required Stamp
6. PAN Card Copy
7. Aadhar Card Copy

Candidate E-Sign: Abhishek Gawali

Candidate E-Sign IP Address: 223.178.145.147

Candidate E-Sign Date: 12-Feb-2024

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17-Feb-2024

Dear **Amit**,

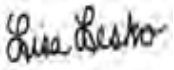
Welcome to Bristlecone!

I am pleased to know that you are joining us as **Associate - SAP**. As you might know, your role is crucial in helping us achieve the goals of your Department and the Company. I am confident that your knowledge & skills will support you in your new professional endeavour with Bristlecone.

As you transition into your new role at Bristlecone, we are all here to extend the support you may need. Do not hesitate to reach out to your Talent Acquisition Partner should you have questions or comments.

I am looking forward to your success here at Bristlecone. Enclosed, you will find documents related to your employment with us.

Warm regards,



Lisa Lesko
Chief People Officer

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Amit Molke
Molke Wadi Juna Washim Bypass
Akola
India 444001.
Tel: 91-9022511447

Sub: APPOINTMENT LETTER

Dear Amit,

Congratulations! We are delighted to make you an offer as **Associate - SAP** at **Trainee SAP** Level for Sub Studio **SAP Modernization** in our organization.

Joining Date:
Your scheduled date of employment with us will be "**10-Jun-2024**". You are requested to report to office at 10:00 AM on the day of your joining.

Your compensation details are attached in Salary Sheet

1.

a) Your place of operation will be "Pune" at the time of joining the organization. However, depending on the project / work where your involvement is continuously required, you may be transferred to any of our other offices, project locations, group companies, client locations, etc. or for deputation to any organization, to be posted at any of their offices, project locations, divisions, departments, etc. at anytime, anywhere in India or abroad. In the event of such a transfer / deputation, details of the terms and conditions will be communicated to you.

b) The working hours applicable to you will be the same as observed depending upon your place of posting and can be amended from time to time. You might be required to work in any shift, based on the Company's / client's work requirements.

c) At any time during your employment with the company, the company is entitled to terminate your employment without notice, if the information provided by you during the selection process is found to be incorrect.

2.

a) The salary structure of the Company may be altered / modified at the discretion of the management, having regards to market and business needs. 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 deductions of appropriate taxes at source.

b) Your remuneration package is strictly confidential between you and the Company and should be so maintained.

c) Your remuneration package will be reviewed as per the Company's practice and any increase will depend on the Company's performance and your performance.

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3. Resignation / Termination / Notice Period from Services:

(a) Either you or the company may terminate your employment upon giving ninety (90) days' written notice. The company may however terminate your employment by giving you salary in lieu of notice. The Company may also terminate your employment with immediate effect for any misconduct.

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When an employee resigns voluntarily, you are expected to serve 90 days' notice period from the date entered in Workday.

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(d) If you exit within 18 months from your date of joining the Company, the amount paid to you as joining bonus, relocation expenses, and notice pay buyout (as applicable) at the time of your joining will be recovered by the Company in Full and Final settlement as per the policy.

(e) Full and Final Settlement (F&F):

Employee will receive their Resignation Acceptance and Experience Letter on his / her Last Working Day, on receiving clearance from all internal departments. Full and Final Settlement of the employee takes place within 45 days of the employee's Last Working Day (Settlement period). Once communicated by Bristlecone any dues in the Full and Final settlement recoverable from employee shall be settled within 15 days from the settlement period. Failure to settle the dues may result in appropriate legal action and Relieving letter and background verification will be held till all dues are settled.

4. The age of Retirement is sixty years. The company will be registering your date of birth as per the documents provided by you i.e. PAN Card / Passport / Identity Card at the time of joining.

5. You will be liable for any losses suffered by the Company, due to your negligence, misconduct, willful insubordination or inefficiency. In all or any of such cases your services may get terminated without any notice period.

6. As per the Company's rules you cannot undertake any employment anywhere else, even on part-time basis whether for any consideration or not. Non-compliance to this will lead to termination of your services by the Company without any notice period, with no liability on the part of the Company for payment of any compensation in lieu of such notice. You must not be, involved or concerned with or provide service to any other entity, company or person whilst employed by the Company without the prior written consent of the Company. Unless specifically authorized in writing by the Company, the Employee agrees that he / she will not enter any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. The Employee shall also not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

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7. The Company rules pertaining to matters such as mentioned above but not limited to designation, working hours, etc. are subject to change without any prior notice.

8. Your address given in the application form will be deemed to be correct for the purpose of sending any communication to you. Any change in your address must be informed to the People & Culture team in writing about the same within 7 days failing which any communication sent to your last recorded address will be deemed to have been, dully served upon you.

9. You will be governed by the Company's rules, regulations and practices as intimated / published in intranet from time to time in respect of matters not covered by this letter of appointment. Company's decisions on all such matters shall be final and binding on you.

   You will be governed by the Code of Conduct and policies as published on the intranet of the Company. Any changes will be intimated to you on a periodic basis and you are expected to keep yourself updated by visiting the site regularly. The employee's employment with the Company shall be in accordance with the terms and conditions set forth in this Agreement and in accordance with the Company Policies as may be amended from time to time and such other policies as may be made applicable to the Employee from time to time.

10. If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company will be entitled to terminate your services without any notice or obligation.

11. Conflict of Interest and Confidentiality.

   (a) You must not at any time whilst you are an employee of the Company (except so far as is required for the proper performance of your duties) nor after your employment with the Company has ended communicate or divulge to any person ("person" shall include a firm or company or other body) or make use of or permit any other person to make use of for your own or any other person's benefit any trade secrets or other Confidential Information relating to the Company or any Group Company and any of its or their respective business interests or customers or clients.

   (b) For the purposes of paragraph 11(a), "Confidential Information" shall include trade secrets; customer / client / supplier lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges; budgets, forecasts, reports, interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports; market share and pricing statistics; and computer software and passwords. All such information which is not in the public domain shall be deemed to be confidential.

   (c) During your employment with the Company, you may not provide services or advice to any competitor organization which is involved in a commercial negotiation of any kind in which the Company is also participating.

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(d) During the Term of employment and always thereafter, Employee will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are likely to cause damage to any such entity or person.

(e) The Employee will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information and he / she shall promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information.

12. NDA: Code of Conduct:

(a) In the interest of securing the proprietary information and confidentiality of the Organization, it is mandatory for each employee to sign the "Bristlecone Code of Conduct" during employment. Any employee who is found not abiding to the code of conduct would be held responsible for breach of the same and appropriate disciplinary action would be taken against this.

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(c) Employees who leave Bristlecone are required not to share any information pertaining to the organization, or any of the business entities Bristlecone operates with. All databases, equipment provided to employee are the property of Bristlecone and any kind of practice which results in bringing damage to the organization will not be favorably viewed. The employees will be liable to compensate for the damage, which may result due to such practices.

13. Non-Solicitation and Non-Compete

(a) Any employee working for a competitor, upon termination or resignation, should not gain competitive advantage by abusing confidential information about Bristlecone's trade secrets or sensitive information such as customer / client lists, business practices, upcoming products and marketing plans.

(b) The Employee hereby agrees and undertakes that during the term of the employment with the Company and for a period of 12 months following the date of termination of Employee's employment with the Company for any reason, the Employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

(i) Solicit and / or attempt to solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation or any person or organization providing services to or through Company and / or its Affiliates to terminate his or her contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or

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(ii) Contact and / or attempt to contact any of the existing or prospective clients or customers (i.e. any person or organization with whom the Company and / or its Affiliates is in advanced stages of exploring a professional or business relationship) of the Company and / or its Affiliates to entice such clients or customers away from the Company and / or its Affiliates or to damage in any way their business relationship with the Company and / or its Affiliates or for the provision of substantially the same services provided to such clients by the Company and / or its Affiliates; or

(iii) Solicit and / or attempt to solicit or undertake employment with any client / customer of the Company and / or its Affiliates or any organization where the employee has been taken or sent for training, deputation or secondment or professional work by the Company; or

(iv) Enter the employ of, or render any other services to, any person engaged in a business which competes with the Business, if (i) the Employee has prior knowledge of the same or (ii) the Employee gains such knowledge during the Term of employment or (iii) it is obvious to the Employee; or

(v) Sell, supply, market or distribute any products or services similar to or competing with the Business.

14. IT Policy

(a) Prohibited Use - The Bristlecone email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Bristlecone employee should report the matter to their supervisor immediately. Employees may not forward any documents to their personal accounts. All auto-forward messages should be removed from the personal profiles. Personal Use - Using a reasonable amount of Bristlecone resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email.

(b) Sending non-business related multimedia, pictures larger than ½ MB etc., chain letters or joke emails from a Bristlecone email account is prohibited. Mass mailings from Bristlecone must be approved by Director - IT before sending. These restrictions are also applicable if you forward any email received from Bristlecone employee.

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(d) Asset Return: All company assets are to be maintained in line with clause 14 (a,b,c) and are to be returned to Bristlecone's IT department at the time of employee's exit. Non-submission of assets would warrant recovery, as per the company asset policy.

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15. Intellectual Property

(a) Any discovery, invention, secret process, improvement in procedure, trade mark, design or copyright work that you make, discover or produce in the course of your employment in connection with or in any way affecting or relating to, or capable of being used or adapted for use in connection with, the business of the Company or any Group Company shall immediately be disclosed to the Company and shall belong to and be the absolute property of the Company or such Group Company as the Company may nominate for that purpose. You will (at the request and reasonable expense of the Company) sign all such documents and perform all such acts as may be required to fully vest all such rights in the Company (or its nominee).

(b) You waive irrevocably all Moral Rights in any works produced during your employment in which copyright is vested in the Company or any Group Company whether by virtue of this paragraph 15 or otherwise.

(c) You acknowledge that the extent, if any, of the protection sought in relation to the matters referred to in paragraph 15(a) shall be decided by the Company in its sole and absolute discretion and that accordingly you will not (whether during or after this employment) apply or join in applying for any patent, registered design, trademark or other equivalent protection without the prior written approval of the Company.

16. If the terms and conditions offered herein are acceptable to you, please return the duplicate copy of this letter to the undersigned, duly executed by you by appending your signature on the last page and initials on the remaining pages.

17. Background Checks:

Bristlecone mandates you to go through Background checks. These checks verify previous employment, education qualifications, court / criminal check and addresses of every employee. You are required to provide all documents requested by Bristlecone or any agency that Bristlecone appoints for running these checks. Background check documents need to be provided within 5 days of joining the company failing which the Company is entitled to take disciplinary action including termination of the employment agreement. In an event, the employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate employment.

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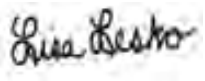
As a token of your acceptance of all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer and confirm to us your date of joining by a return email.

We welcome you to the Bristlecone family and wish you a successful career with us.

Yours Faithfully,

Bristlecone India Limited



Lisa Lesko
Chief People Officer

Date of Joining

10-Jun-2024

Candidate E-Sign: Amit Molke

Candidate E-Sign IP Address: 152.57.76.11

Candidate E-Sign Date: 1-Mar-2024

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Salary Sheet

Amit Molke

Designation: Associate - SAP

Sub Studio: SAP Modernization

Effective from the date of your reporting for duties, you will be eligible for salary, allowances, and other benefits as under:

Salary Components		Amount (Rs. Per annum)
1. Basic Salary		216000
2. Flexible Pay:	H.R.A, LTA, Child Education Allowance, Meal Allowance, Telephone/Broadband Reimbursement, Books & Periodicals, Car Fuel and Maintenance Reimbursement, Driver's salary, Supplementary Allowance	151090
3. Statutory Bonus	@ 10% of Basic Salary	21600
4. Provident Fund	@ 12% of Basic Salary	25920
5. Gratuity	@ 4.81% of Basic Salary	10390
6. Fixed Salary (1+2+3+4+5)		425000
7. Variable Pay (Paid Annually) *		0
8. Total Compensation		425000

**** Variable Pay (as applicable) is paid annually as per company policy based on organization & individual performance. Employees who are on Bristlecone payroll by Feb 28/29 are eligible for variable pay in current FY, pro-rated based on eligible tenure.***

**Over and above the committed Fixed CTC, company provides Mediclaim Insurance coverage for a sum insured amount of Rs. 600000/- per annum as a family floater for self, spouse and 2 children. Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis.

***Also, the company provides coverage under Group Personal Accident (GPA) and Group Term Life (GTL) Insurance as per company's policy.

*****Bristlecone will offer reimbursement towards relocation expenses on household goods and one-way economy class tickets for you and your immediate family (spouse and children). Additionally, you will be provided company accommodation and conveyance reimbursement for up to 15 days at your assigned Base Location, subject to prior

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approval from Talent Acquisition Team at Bristlecone. Reimbursement towards household goods will be based on prior approval and the same should be claimed within 15 days of joining. The amount paid towards household goods will be subject to existing policies and needs to be supported with actuals invoices for reimbursement purposes. For more details kindly check our relocation policy before claiming. Reimbursement will be as per existing Relocation Policy. This amount would be recovered if you leave the organization within 18 months from your date of joining.

Bristlecone India Limited

Lisa Lesko

Lisa Lesko

Chief People Officer

Candidate E-Sign: Amit Molke

Candidate E-Sign IP Address: 152.57.76.11

Candidate E-Sign Date: 1-Mar-2024

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AGREEMENT OF ACCEPTANCE

This Letter of Acceptance is executed by and between Bristlecone India Ltd (hereinafter referred to as the "Company"), and "**Amit Molke** an Indian inhabitant residing at **Molke Wadi Juna Washim Bypass, Akola-444001, India** hereinafter referred to as the "Acceptor")

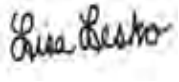
Whereas:

1. **The Acceptor has communicated his / her interest in receiving employment with the Company vide dated 28-Feb-2024.**
2. **The Company issued a Letter of Offer to the Acceptor dated 28-Feb-2024, offering him / her employment with the Company.**

By signing this Agreement of Acceptance, the Acceptor agrees to the following:

1. The Acceptor has accepted Employment with the Company on terms and conditions prescribed in the Letter of Offer.
2. The acceptor agrees to submit a copy of the letter of resignation to his / her present organization of employment to the company within a period of 2 days from the date of this Agreement.
3. The Acceptor agrees and confirms that his / her the date of joining the Company is **10-Jun-2024**.

Signed:



For the Company: Bristlecone India Limited

Lisa Lesko

Chief People Officer

Candidate E-Sign: Amit Molke

Candidate E-Sign IP Address: 152.57.76.11

Candidate E-Sign Date: 1-Mar-2024

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CHECKLIST OF DOCUMENTS / ITEMS TO BE SUBMITTED AT THE TIME OF JOINING

1. Copies of Graduation / Post-Graduation (Degree) certificates and all other qualifications
2. Copies of service certificates from all your previous employers (Actual dates of employment must be specified)
3. Relieving letter and Service Certificate from your present employer
4. Soft copy of colored passport size photographs (with white background)
5. Copies of the passport sheets (All sheets wherever any entries were made), particularly the following:
   a) Passport number, Date and Place of Issue
   b) Due date of expiry of the passport
   c) Name, date of birth, photograph, address
   d) Stamps / entries reg. issue of visa / work permit / entry permit by any country (Including refusal)
   e) Emigration Check Not Required Stamp
6. PAN Card Copy
7. Aadhar Card Copy

Candidate E-Sign: Amit Molke

Candidate E-Sign IP Address: 152.57.76.11

Candidate E-Sign Date: 1-Mar-2024

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27-Jan-2024

Dear **Gauri**,

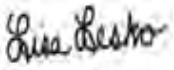
Welcome to Bristlecone!

I am pleased to know that you are joining us as **Associate - SAP**. As you might know, your role is crucial in helping us achieve the goals of your Department and the Company. I am confident that your knowledge & skills will support you in your new professional endeavour with Bristlecone.

As you transition into your new role at Bristlecone, we are all here to extend the support you may need. Do not hesitate to reach out to your Talent Acquisition Partner should you have questions or comments.

I am looking forward to your success here at Bristlecone. Enclosed, you will find documents related to your employment with us.

Warm regards,



Lisa Lesko
Chief People Officer

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Gauri Zamare
At. Rohankhed, Taq. Akot,
Dist. Akola
India .
Tel: 91-9022806466

Sub: APPOINTMENT LETTER

Dear Gauri,

Congratulations! We are delighted to make you an offer as **Associate - SAP** at **Trainee SAP** Level for Sub Studio **S4 HANA Technical** in our organization.

Joining Date:
Your scheduled date of employment with us will be "**10-Jun-2024**". You are requested to report to office at 10:00 AM on the day of your joining.

Your compensation details are attached in Salary Sheet

1.

a) Your place of operation will be "Pune" at the time of joining the organization. However, depending on the project / work where your involvement is continuously required, you may be transferred to any of our other offices, project locations, group companies, client locations, etc. or for deputation to any organization, to be posted at any of their offices, project locations, divisions, departments, etc. at anytime, anywhere in India or abroad. In the event of such a transfer / deputation, details of the terms and conditions will be communicated to you.

b) The working hours applicable to you will be the same as observed depending upon your place of posting and can be amended from time to time. You might be required to work in any shift, based on the Company's / client's work requirements.

c) At any time during your employment with the company, the company is entitled to terminate your employment without notice, if the information provided by you during the selection process is found to be incorrect.

2.

a) The salary structure of the Company may be altered / modified at the discretion of the management, having regards to market and business needs. 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 deductions of appropriate taxes at source.

b) Your remuneration package is strictly confidential between you and the Company and should be so maintained.

c) Your remuneration package will be reviewed as per the Company's practice and any increase will depend on the Company's performance and your performance.

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3. Resignation / Termination / Notice Period from Services:

(a) Either you or the company may terminate your employment upon giving ninety (90) days' written notice. The company may however terminate your employment by giving you salary in lieu of notice. The Company may also terminate your employment with immediate effect for any misconduct.

(b) Notice Period:

When an employee resigns voluntarily, you are expected to serve 90 days' notice period from the date entered in Workday.

(c) Integrity / Disciplinary Issues: An employee will be released from the organization with immediate effect on account of misconduct, integrity or for any other disciplinary issues.

(d) If you exit within 18 months from your date of joining the Company, the amount paid to you as joining bonus, relocation expenses, and notice pay buyout (as applicable) at the time of your joining will be recovered by the Company in Full and Final settlement as per the policy.

(e) Full and Final Settlement (F&F):

Employee will receive their Resignation Acceptance and Experience Letter on his / her Last Working Day, on receiving clearance from all internal departments. Full and Final Settlement of the employee takes place within 45 days of the employee's Last Working Day (Settlement period). Once communicated by Bristlecone any dues in the Full and Final settlement recoverable from employee shall be settled within 15 days from the settlement period. Failure to settle the dues may result in appropriate legal action and Relieving letter and background verification will be held till all dues are settled.

4. The age of Retirement is sixty years. The company will be registering your date of birth as per the documents provided by you i.e. PAN Card / Passport / Identity Card at the time of joining.

5. You will be liable for any losses suffered by the Company, due to your negligence, misconduct, willful insubordination or inefficiency. In all or any of such cases your services may get terminated without any notice period.

6. As per the Company's rules you cannot undertake any employment anywhere else, even on part-time basis whether for any consideration or not. Non-compliance to this will lead to termination of your services by the Company without any notice period, with no liability on the part of the Company for payment of any compensation in lieu of such notice. You must not be, involved or concerned with or provide service to any other entity, company or person whilst employed by the Company without the prior written consent of the Company. Unless specifically authorized in writing by the Company, the Employee agrees that he / she will not enter any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. The Employee shall also not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

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7. The Company rules pertaining to matters such as mentioned above but not limited to designation, working hours, etc. are subject to change without any prior notice.

8. Your address given in the application form will be deemed to be correct for the purpose of sending any communication to you. Any change in your address must be informed to the People & Culture team in writing about the same within 7 days failing which any communication sent to your last recorded address will be deemed to have been, dully served upon you.

9. You will be governed by the Company's rules, regulations and practices as intimated / published in intranet from time to time in respect of matters not covered by this letter of appointment. Company's decisions on all such matters shall be final and binding on you.

   You will be governed by the Code of Conduct and policies as published on the intranet of the Company. Any changes will be intimated to you on a periodic basis and you are expected to keep yourself updated by visiting the site regularly. The employee's employment with the Company shall be in accordance with the terms and conditions set forth in this Agreement and in accordance with the Company Policies as may be amended from time to time and such other policies as may be made applicable to the Employee from time to time.

10. If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company will be entitled to terminate your services without any notice or obligation.

11. Conflict of Interest and Confidentiality.

   (a) You must not at any time whilst you are an employee of the Company (except so far as is required for the proper performance of your duties) nor after your employment with the Company has ended communicate or divulge to any person ("person" shall include a firm or company or other body) or make use of or permit any other person to make use of for your own or any other person's benefit any trade secrets or other Confidential Information relating to the Company or any Group Company and any of its or their respective business interests or customers or clients.

   (b) For the purposes of paragraph 11(a), "Confidential Information" shall include trade secrets; customer / client / supplier lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges; budgets, forecasts, reports, interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports; market share and pricing statistics; and computer software and passwords. All such information which is not in the public domain shall be deemed to be confidential.

   (c) During your employment with the Company, you may not provide services or advice to any competitor organization which is involved in a commercial negotiation of any kind in which the Company is also participating.

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(d) During the Term of employment and always thereafter, Employee will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are likely to cause damage to any such entity or person.

(e) The Employee will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information and he / she shall promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information.

12. NDA: Code of Conduct:

(a) In the interest of securing the proprietary information and confidentiality of the Organization, it is mandatory for each employee to sign the "Bristlecone Code of Conduct" during employment. Any employee who is found not abiding to the code of conduct would be held responsible for breach of the same and appropriate disciplinary action would be taken against this.

(b) All information pertaining to Compensation and Benefits are treated as confidential. Employees are expected not to share details regarding the same with any other internal or external person. Any such information that needs to be shared by any employee can be done with prior authorization of Head of Total Rewards.

(c) Employees who leave Bristlecone are required not to share any information pertaining to the organization, or any of the business entities Bristlecone operates with. All databases, equipment provided to employee are the property of Bristlecone and any kind of practice which results in bringing damage to the organization will not be favorably viewed. The employees will be liable to compensate for the damage, which may result due to such practices.

13. Non-Solicitation and Non-Compete

(a) Any employee working for a competitor, upon termination or resignation, should not gain competitive advantage by abusing confidential information about Bristlecone's trade secrets or sensitive information such as customer / client lists, business practices, upcoming products and marketing plans.

(b) The Employee hereby agrees and undertakes that during the term of the employment with the Company and for a period of 12 months following the date of termination of Employee's employment with the Company for any reason, the Employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

(i) Solicit and / or attempt to solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation or any person or organization providing services to or through Company and / or its Affiliates to terminate his or her contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or

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(ii) Contact and / or attempt to contact any of the existing or prospective clients or customers (i.e. any person or organization with whom the Company and / or its Affiliates is in advanced stages of exploring a professional or business relationship) of the Company and / or its Affiliates to entice such clients or customers away from the Company and / or its Affiliates or to damage in any way their business relationship with the Company and / or its Affiliates or for the provision of substantially the same services provided to such clients by the Company and / or its Affiliates; or

(iii) Solicit and / or attempt to solicit or undertake employment with any client / customer of the Company and / or its Affiliates or any organization where the employee has been taken or sent for training, deputation or secondment or professional work by the Company; or

(iv) Enter the employ of, or render any other services to, any person engaged in a business which competes with the Business, if (i) the Employee has prior knowledge of the same or (ii) the Employee gains such knowledge during the Term of employment or (iii) it is obvious to the Employee; or

(v) Sell, supply, market or distribute any products or services similar to or competing with the Business.

14. IT Policy

(a) Prohibited Use - The Bristlecone email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Bristlecone employee should report the matter to their supervisor immediately. Employees may not forward any documents to their personal accounts. All auto-forward messages should be removed from the personal profiles. Personal Use - Using a reasonable amount of Bristlecone resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email.

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15. Intellectual Property

(a) Any discovery, invention, secret process, improvement in procedure, trade mark, design or copyright work that you make, discover or produce in the course of your employment in connection with or in any way affecting or relating to, or capable of being used or adapted for use in connection with, the business of the Company or any Group Company shall immediately be disclosed to the Company and shall belong to and be the absolute property of the Company or such Group Company as the Company may nominate for that purpose. You will (at the request and reasonable expense of the Company) sign all such documents and perform all such acts as may be required to fully vest all such rights in the Company (or its nominee).

(b) You waive irrevocably all Moral Rights in any works produced during your employment in which copyright is vested in the Company or any Group Company whether by virtue of this paragraph 15 or otherwise.

(c) You acknowledge that the extent, if any, of the protection sought in relation to the matters referred to in paragraph 15(a) shall be decided by the Company in its sole and absolute discretion and that accordingly you will not (whether during or after this employment) apply or join in applying for any patent, registered design, trademark or other equivalent protection without the prior written approval of the Company.

16. If the terms and conditions offered herein are acceptable to you, please return the duplicate copy of this letter to the undersigned, duly executed by you by appending your signature on the last page and initials on the remaining pages.

17. Background Checks:

Bristlecone mandates you to go through Background checks. These checks verify previous employment, education qualifications, court / criminal check and addresses of every employee. You are required to provide all documents requested by Bristlecone or any agency that Bristlecone appoints for running these checks. Background check documents need to be provided within 5 days of joining the company failing which the Company is entitled to take disciplinary action including termination of the employment agreement. In an event, the employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate employment.

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As a token of your acceptance of all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer and confirm to us your date of joining by a return email.

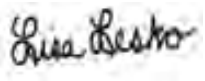
We welcome you to the Bristlecone family and wish you a successful career with us.

Yours Faithfully,

Bristlecone India Limited

Date of Joining

10-Jun-2024



Lisa Lesko
Chief People Officer

Candidate E-Sign: Gauri Zamare

Candidate E-Sign IP Address: 152.57.121.155

Candidate E-Sign Date: 12-Feb-2024

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CIN: U30007MH1991PLC064368
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BRISTLECONE

Bristlecone India Limited
5th Floor, Binarius, Deepak Complex
Opposite Golf Course, Airport Road
Yerwada, Pune - 411 006, Maharashtra
P: +91 20 6623 8888 | F: +91 20 6623 8899

Salary Sheet

Gauri Zamare

Designation: Associate - SAP

Sub Studio: S4 HANA Technical

Effective from the date of your reporting for duties, you will be eligible for salary, allowances, and other benefits as under:

Salary Components		**Amount (Rs. Per annum)**
1. Basic Salary		216000
2. Flexible Pay:	H.R.A, LTA, Child Education Allowance, Meal Allowance, Telephone/Broadband Reimbursement, Books & Periodicals, Car Fuel and Maintenance Reimbursement, Driver's salary, Supplementary Allowance	151090
3. Statutory Bonus	@ 10% of Basic Salary	21600
4. Provident Fund	@ 12% of Basic Salary	25920
5. Gratuity	@ 4.81% of Basic Salary	10390
6. Fixed Salary (1+2+3+4+5)		425000
7. Variable Pay (Paid Annually) *		0
8. Total Compensation		425000

**** Variable Pay (as applicable) is paid annually as per company policy based on organization & individual performance. Employees who are on Bristlecone payroll by Feb 28/29 are eligible for variable pay in current FY, pro-rated based on eligible tenure.***

**Over and above the committed Fixed CTC, company provides Mediclaim Insurance coverage for a sum insured amount of Rs. 600000/- per annum as a family floater for self, spouse and 2 children. Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis.

***Also, the company provides coverage under Group Personal Accident (GPA) and Group Term Life (GTL) Insurance as per company's policy.

*****Bristlecone will offer reimbursement towards relocation expenses on household goods and one-way economy class tickets for you and your immediate family (spouse and children). Additionally, you will be provided company accommodation and conveyance reimbursement for up to 15 days at your assigned Base Location, subject to prior

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Bristlecone India Limited

Lisa Lesko

Lisa Lesko

Chief People Officer

Candidate E-Sign: Gauri Zamare

Candidate E-Sign IP Address: 152.57.121.155

Candidate E-Sign Date: 12-Feb-2024

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AGREEMENT OF ACCEPTANCE

This Letter of Acceptance is executed by and between Bristlecone India Ltd (hereinafter referred to as the "Company"), and "**Gauri Zamare** an Indian inhabitant residing at **At. Rohankhed,, Taq. Akot,, Dist. Akola, India** hereinafter referred to as the "Acceptor")

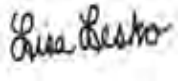
Whereas:

1. **The Acceptor has communicated his / her interest in receiving employment with the Company vide dated 9-Feb-2024.**
2. **The Company issued a Letter of Offer to the Acceptor dated 9-Feb-2024, offering him / her employment with the Company.**

By signing this Agreement of Acceptance, the Acceptor agrees to the following:

1. The Acceptor has accepted Employment with the Company on terms and conditions prescribed in the Letter of Offer.
2. The acceptor agrees to submit a copy of the letter of resignation to his / her present organization of employment to the company within a period of 2 days from the date of this Agreement.
3. The Acceptor agrees and confirms that his / her the date of joining the Company is **10-Jun-2024**.

Signed:



For the Company: Bristlecone India Limited

Lisa Lesko

Chief People Officer

Candidate E-Sign: Gauri Zamare

Candidate E-Sign IP Address: 152.57.121.155

Candidate E-Sign Date: 12-Feb-2024

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CHECKLIST OF DOCUMENTS / ITEMS TO BE SUBMITTED AT THE TIME OF JOINING

1. Copies of Graduation / Post-Graduation (Degree) certificates and all other qualifications
2. Copies of service certificates from all your previous employers (Actual dates of employment must be specified)
3. Relieving letter and Service Certificate from your present employer
4. Soft copy of colored passport size photographs (with white background)
5. Copies of the passport sheets (All sheets wherever any entries were made), particularly the following:
   a) Passport number, Date and Place of Issue
   b) Due date of expiry of the passport
   c) Name, date of birth, photograph, address
   d) Stamps / entries reg. issue of visa / work permit / entry permit by any country (Including refusal)
   e) Emigration Check Not Required Stamp
6. PAN Card Copy
7. Aadhar Card Copy

Candidate E-Sign: Gauri Zamare

Candidate E-Sign IP Address: 152.57.121.155

Candidate E-Sign Date: 12-Feb-2024

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20-Feb-2024

Dear **Kirti**,

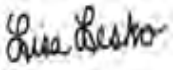
Welcome to Bristlecone!

I am pleased to know that you are joining us as **Associate - SAP**. As you might know, your role is crucial in helping us achieve the goals of your Department and the Company. I am confident that your knowledge & skills will support you in your new professional endeavour with Bristlecone.

As you transition into your new role at Bristlecone, we are all here to extend the support you may need. Do not hesitate to reach out to your Talent Acquisition Partner should you have questions or comments.

I am looking forward to your success here at Bristlecone. Enclosed, you will find documents related to your employment with us.

Warm regards,



Lisa Lesko
Chief People Officer

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Kirti Raut
Ganesh Colony Akola Road
Akot
India 444101.
Tel: 91-8999208730

Sub: APPOINTMENT LETTER

Dear Kirti,

Congratulations! We are delighted to make you an offer as **Associate - SAP** at **Trainee SAP** Level for Sub Studio **SAP Modernization** in our organization.

Joining Date:
Your scheduled date of employment with us will be "**10-Jun-2024**". You are requested to report to office at 10:00 AM on the day of your joining.

Your compensation details are attached in Salary Sheet

1.

a) Your place of operation will be "Pune" at the time of joining the organization. However, depending on the project / work where your involvement is continuously required, you may be transferred to any of our other offices, project locations, group companies, client locations, etc. or for deputation to any organization, to be posted at any of their offices, project locations, divisions, departments, etc. at anytime, anywhere in India or abroad. In the event of such a transfer / deputation, details of the terms and conditions will be communicated to you.

b) The working hours applicable to you will be the same as observed depending upon your place of posting and can be amended from time to time. You might be required to work in any shift, based on the Company's / client's work requirements.

c) At any time during your employment with the company, the company is entitled to terminate your employment without notice, if the information provided by you during the selection process is found to be incorrect.

2.

a) The salary structure of the Company may be altered / modified at the discretion of the management, having regards to market and business needs. 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 deductions of appropriate taxes at source.

b) Your remuneration package is strictly confidential between you and the Company and should be so maintained.

c) Your remuneration package will be reviewed as per the Company's practice and any increase will depend on the Company's performance and your performance.

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3. Resignation / Termination / Notice Period from Services:

(a) Either you or the company may terminate your employment upon giving ninety (90) days' written notice. The company may however terminate your employment by giving you salary in lieu of notice. The Company may also terminate your employment with immediate effect for any misconduct.

(b) Notice Period:

When an employee resigns voluntarily, you are expected to serve 90 days' notice period from the date entered in Workday.

(c) Integrity / Disciplinary Issues: An employee will be released from the organization with immediate effect on account of misconduct, integrity or for any other disciplinary issues.

(d) If you exit within 18 months from your date of joining the Company, the amount paid to you as joining bonus, relocation expenses, and notice pay buyout (as applicable) at the time of your joining will be recovered by the Company in Full and Final settlement as per the policy.

(e) Full and Final Settlement (F&F):

Employee will receive their Resignation Acceptance and Experience Letter on his / her Last Working Day, on receiving clearance from all internal departments. Full and Final Settlement of the employee takes place within 45 days of the employee's Last Working Day (Settlement period). Once communicated by Bristlecone any dues in the Full and Final settlement recoverable from employee shall be settled within 15 days from the settlement period. Failure to settle the dues may result in appropriate legal action and Relieving letter and background verification will be held till all dues are settled.

4. The age of Retirement is sixty years. The company will be registering your date of birth as per the documents provided by you i.e. PAN Card / Passport / Identity Card at the time of joining.

5. You will be liable for any losses suffered by the Company, due to your negligence, misconduct, willful insubordination or inefficiency. In all or any of such cases your services may get terminated without any notice period.

6. As per the Company's rules you cannot undertake any employment anywhere else, even on part-time basis whether for any consideration or not. Non-compliance to this will lead to termination of your services by the Company without any notice period, with no liability on the part of the Company for payment of any compensation in lieu of such notice. You must not be, involved or concerned with or provide service to any other entity, company or person whilst employed by the Company without the prior written consent of the Company. Unless specifically authorized in writing by the Company, the Employee agrees that he / she will not enter any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. The Employee shall also not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

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7. The Company rules pertaining to matters such as mentioned above but not limited to designation, working hours, etc. are subject to change without any prior notice.

8. Your address given in the application form will be deemed to be correct for the purpose of sending any communication to you. Any change in your address must be informed to the People & Culture team in writing about the same within 7 days failing which any communication sent to your last recorded address will be deemed to have been, dully served upon you.

9. You will be governed by the Company's rules, regulations and practices as intimated / published in intranet from time to time in respect of matters not covered by this letter of appointment. Company's decisions on all such matters shall be final and binding on you.

   You will be governed by the Code of Conduct and policies as published on the intranet of the Company. Any changes will be intimated to you on a periodic basis and you are expected to keep yourself updated by visiting the site regularly. The employee's employment with the Company shall be in accordance with the terms and conditions set forth in this Agreement and in accordance with the Company Policies as may be amended from time to time and such other policies as may be made applicable to the Employee from time to time.

10. If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company will be entitled to terminate your services without any notice or obligation.

11. Conflict of Interest and Confidentiality.

   (a) You must not at any time whilst you are an employee of the Company (except so far as is required for the proper performance of your duties) nor after your employment with the Company has ended communicate or divulge to any person ("person" shall include a firm or company or other body) or make use of or permit any other person to make use of for your own or any other person's benefit any trade secrets or other Confidential Information relating to the Company or any Group Company and any of its or their respective business interests or customers or clients.

   (b) For the purposes of paragraph 11(a), "Confidential Information" shall include trade secrets; customer / client / supplier lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges; budgets, forecasts, reports, interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports; market share and pricing statistics; and computer software and passwords. All such information which is not in the public domain shall be deemed to be confidential.

   (c) During your employment with the Company, you may not provide services or advice to any competitor organization which is involved in a commercial negotiation of any kind in which the Company is also participating.

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(d) During the Term of employment and always thereafter, Employee will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are likely to cause damage to any such entity or person.

(e) The Employee will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information and he / she shall promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information.

12. NDA: Code of Conduct:

(a) In the interest of securing the proprietary information and confidentiality of the Organization, it is mandatory for each employee to sign the "Bristlecone Code of Conduct" during employment. Any employee who is found not abiding to the code of conduct would be held responsible for breach of the same and appropriate disciplinary action would be taken against this.

(b) All information pertaining to Compensation and Benefits are treated as confidential. Employees are expected not to share details regarding the same with any other internal or external person. Any such information that needs to be shared by any employee can be done with prior authorization of Head of Total Rewards.

(c) Employees who leave Bristlecone are required not to share any information pertaining to the organization, or any of the business entities Bristlecone operates with. All databases, equipment provided to employee are the property of Bristlecone and any kind of practice which results in bringing damage to the organization will not be favorably viewed. The employees will be liable to compensate for the damage, which may result due to such practices.

13. Non-Solicitation and Non-Compete

(a) Any employee working for a competitor, upon termination or resignation, should not gain competitive advantage by abusing confidential information about Bristlecone's trade secrets or sensitive information such as customer / client lists, business practices, upcoming products and marketing plans.

(b) The Employee hereby agrees and undertakes that during the term of the employment with the Company and for a period of 12 months following the date of termination of Employee's employment with the Company for any reason, the Employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

(i) Solicit and / or attempt to solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation or any person or organization providing services to or through Company and / or its Affiliates to terminate his or her contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or

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(ii) Contact and / or attempt to contact any of the existing or prospective clients or customers (i.e. any person or organization with whom the Company and / or its Affiliates is in advanced stages of exploring a professional or business relationship) of the Company and / or its Affiliates to entice such clients or customers away from the Company and / or its Affiliates or to damage in any way their business relationship with the Company and / or its Affiliates or for the provision of substantially the same services provided to such clients by the Company and / or its Affiliates; or

(iii) Solicit and / or attempt to solicit or undertake employment with any client / customer of the Company and / or its Affiliates or any organization where the employee has been taken or sent for training, deputation or secondment or professional work by the Company; or

(iv) Enter the employ of, or render any other services to, any person engaged in a business which competes with the Business, if (i) the Employee has prior knowledge of the same or (ii) the Employee gains such knowledge during the Term of employment or (iii) it is obvious to the Employee; or

(v) Sell, supply, market or distribute any products or services similar to or competing with the Business.

14. IT Policy

(a) Prohibited Use - The Bristlecone email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Bristlecone employee should report the matter to their supervisor immediately. Employees may not forward any documents to their personal accounts. All auto-forward messages should be removed from the personal profiles. Personal Use - Using a reasonable amount of Bristlecone resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email.

(b) Sending non-business related multimedia, pictures larger than ½ MB etc., chain letters or joke emails from a Bristlecone email account is prohibited. Mass mailings from Bristlecone must be approved by Director - IT before sending. These restrictions are also applicable if you forward any email received from Bristlecone employee.

(c) Diligent Use: You are expected to handle Bristlecone assets with due care and will be held accountable for any damage incurred to the allocated equipment. This damage may be during regular use or due to negligence or mishandling. In the event of any damage, penalty may be applicable as per the company asset policy.

(d) Asset Return: All company assets are to be maintained in line with clause 14 (a,b,c) and are to be returned to Bristlecone's IT department at the time of employee's exit. Non-submission of assets would warrant recovery, as per the company asset policy.

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15. Intellectual Property

(a) Any discovery, invention, secret process, improvement in procedure, trade mark, design or copyright work that you make, discover or produce in the course of your employment in connection with or in any way affecting or relating to, or capable of being used or adapted for use in connection with, the business of the Company or any Group Company shall immediately be disclosed to the Company and shall belong to and be the absolute property of the Company or such Group Company as the Company may nominate for that purpose. You will (at the request and reasonable expense of the Company) sign all such documents and perform all such acts as may be required to fully vest all such rights in the Company (or its nominee).

(b) You waive irrevocably all Moral Rights in any works produced during your employment in which copyright is vested in the Company or any Group Company whether by virtue of this paragraph 15 or otherwise.

(c) You acknowledge that the extent, if any, of the protection sought in relation to the matters referred to in paragraph 15(a) shall be decided by the Company in its sole and absolute discretion and that accordingly you will not (whether during or after this employment) apply or join in applying for any patent, registered design, trademark or other equivalent protection without the prior written approval of the Company.

16. If the terms and conditions offered herein are acceptable to you, please return the duplicate copy of this letter to the undersigned, duly executed by you by appending your signature on the last page and initials on the remaining pages.

17. Background Checks:

Bristlecone mandates you to go through Background checks. These checks verify previous employment, education qualifications, court / criminal check and addresses of every employee. You are required to provide all documents requested by Bristlecone or any agency that Bristlecone appoints for running these checks. Background check documents need to be provided within 5 days of joining the company failing which the Company is entitled to take disciplinary action including termination of the employment agreement. In an event, the employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate employment.

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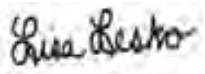
As a token of your acceptance of all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer and confirm to us your date of joining by a return email.

We welcome you to the Bristlecone family and wish you a successful career with us.

Yours Faithfully,

Bristlecone India Limited



Lisa Lesko
Chief People Officer

Date of Joining

10-Jun-2024

Candidate E-Sign:

Candidate E-Sign IP Address:

Candidate E-Sign Date:

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Salary Sheet

Kirti Raut

Designation: Associate - SAP

Sub Studio: SAP Modernization

Effective from the date of your reporting for duties, you will be eligible for salary, allowances, and other benefits as under:

Salary Components		Amount (Rs. Per annum)
1. Basic Salary		216000
2. Flexible Pay:	H.R.A, LTA, Child Education Allowance, Meal Allowance, Telephone/Broadband Reimbursement, Books & Periodicals, Car Fuel and Maintenance Reimbursement, Driver's salary, Supplementary Allowance	151090
3. Statutory Bonus	@ 10% of Basic Salary	21600
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7. Variable Pay (Paid Annually) *		0
8. Total Compensation		425000

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**Over and above the committed Fixed CTC, company provides Mediclaim Insurance coverage for a sum insured amount of Rs. 600000/- per annum as a family floater for self, spouse and 2 children. Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis.

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Bristlecone India Limited

Lisa Lesko

Lisa Lesko
Chief People Officer

Candidate E-Sign:

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AGREEMENT OF ACCEPTANCE

This Letter of Acceptance is executed by and between Bristlecone India Ltd (hereinafter referred to as the "Company"), and "**Kirti Raut** an Indian inhabitant residing at **Ganesh Colony Akola Road, Akot-444101, India** hereinafter referred to as the "Acceptor")

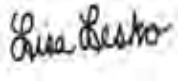
Whereas:

1. **The Acceptor has communicated his / her interest in receiving employment with the Company vide dated .**
2. **The Company issued a Letter of Offer to the Acceptor dated , offering him / her employment with the Company.**

By signing this Agreement of Acceptance, the Acceptor agrees to the following:

1. The Acceptor has accepted Employment with the Company on terms and conditions prescribed in the Letter of Offer.
2. The acceptor agrees to submit a copy of the letter of resignation to his / her present organization of employment to the company within a period of 2 days from the date of this Agreement.
3. The Acceptor agrees and confirms that his / her the date of joining the Company is **10-Jun-2024**.

Signed:



For the Company: Bristlecone India Limited

Lisa Lesko

Chief People Officer

Candidate E-Sign:

Candidate E-Sign IP Address:

Candidate E-Sign Date:

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CHECKLIST OF DOCUMENTS / ITEMS TO BE SUBMITTED AT THE TIME OF JOINING

1. Copies of Graduation / Post-Graduation (Degree) certificates and all other qualifications
2. Copies of service certificates from all your previous employers (Actual dates of employment must be specified)
3. Relieving letter and Service Certificate from your present employer
4. Soft copy of colored passport size photographs (with white background)
5. Copies of the passport sheets (All sheets wherever any entries were made), particularly the following:
   a) Passport number, Date and Place of Issue
   b) Due date of expiry of the passport
   c) Name, date of birth, photograph, address
   d) Stamps / entries reg. issue of visa / work permit / entry permit by any country (Including refusal)
   e) Emigration Check Not Required Stamp
6. PAN Card Copy
7. Aadhar Card Copy

Candidate E-Sign:

Candidate E-Sign IP Address:

Candidate E-Sign Date:

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5th Floor, Binarius, Deepak Complex
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17-Feb-2024

Dear **Khushbu**,

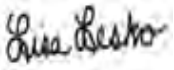
Welcome to Bristlecone!

I am pleased to know that you are joining us as **Associate - SAP**. As you might know, your role is crucial in helping us achieve the goals of your Department and the Company. I am confident that your knowledge & skills will support you in your new professional endeavour with Bristlecone.

As you transition into your new role at Bristlecone, we are all here to extend the support you may need. Do not hesitate to reach out to your Talent Acquisition Partner should you have questions or comments.

I am looking forward to your success here at Bristlecone. Enclosed, you will find documents related to your employment with us.

Warm regards,



Lisa Lesko
Chief People Officer

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Khushbu Pareek
Abhang Colony
Khamgaon
India .
Tel: 91-9503559927

Sub: APPOINTMENT LETTER

Dear Khushbu,

Congratulations! We are delighted to make you an offer as **Associate - SAP** at **Trainee SAP** Level for Sub Studio **SAP Modernization** in our organization.

Joining Date:
Your scheduled date of employment with us will be "**10-Jun-2024**". You are requested to report to office at 10:00 AM on the day of your joining.

Your compensation details are attached in Salary Sheet

1.

a) Your place of operation will be "Pune" at the time of joining the organization. However, depending on the project / work where your involvement is continuously required, you may be transferred to any of our other offices, project locations, group companies, client locations, etc. or for deputation to any organization, to be posted at any of their offices, project locations, divisions, departments, etc. at anytime, anywhere in India or abroad. In the event of such a transfer / deputation, details of the terms and conditions will be communicated to you.

b) The working hours applicable to you will be the same as observed depending upon your place of posting and can be amended from time to time. You might be required to work in any shift, based on the Company's / client's work requirements.

c) At any time during your employment with the company, the company is entitled to terminate your employment without notice, if the information provided by you during the selection process is found to be incorrect.

2.

a) The salary structure of the Company may be altered / modified at the discretion of the management, having regards to market and business needs. 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 deductions of appropriate taxes at source.

b) Your remuneration package is strictly confidential between you and the Company and should be so maintained.

c) Your remuneration package will be reviewed as per the Company's practice and any increase will depend on the Company's performance and your performance.

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3. Resignation / Termination / Notice Period from Services:

(a) Either you or the company may terminate your employment upon giving ninety (90) days' written notice. The company may however terminate your employment by giving you salary in lieu of notice. The Company may also terminate your employment with immediate effect for any misconduct.

(b) Notice Period:

When an employee resigns voluntarily, you are expected to serve 90 days' notice period from the date entered in Workday.

(c) Integrity / Disciplinary Issues: An employee will be released from the organization with immediate effect on account of misconduct, integrity or for any other disciplinary issues.

(d) If you exit within 18 months from your date of joining the Company, the amount paid to you as joining bonus, relocation expenses, and notice pay buyout (as applicable) at the time of your joining will be recovered by the Company in Full and Final settlement as per the policy.

(e) Full and Final Settlement (F&F):

Employee will receive their Resignation Acceptance and Experience Letter on his / her Last Working Day, on receiving clearance from all internal departments. Full and Final Settlement of the employee takes place within 45 days of the employee's Last Working Day (Settlement period). Once communicated by Bristlecone any dues in the Full and Final settlement recoverable from employee shall be settled within 15 days from the settlement period. Failure to settle the dues may result in appropriate legal action and Relieving letter and background verification will be held till all dues are settled.

4. The age of Retirement is sixty years. The company will be registering your date of birth as per the documents provided by you i.e. PAN Card / Passport / Identity Card at the time of joining.

5. You will be liable for any losses suffered by the Company, due to your negligence, misconduct, willful insubordination or inefficiency. In all or any of such cases your services may get terminated without any notice period.

6. As per the Company's rules you cannot undertake any employment anywhere else, even on part-time basis whether for any consideration or not. Non-compliance to this will lead to termination of your services by the Company without any notice period, with no liability on the part of the Company for payment of any compensation in lieu of such notice. You must not be, involved or concerned with or provide service to any other entity, company or person whilst employed by the Company without the prior written consent of the Company. Unless specifically authorized in writing by the Company, the Employee agrees that he / she will not enter any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. The Employee shall also not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

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7. The Company rules pertaining to matters such as mentioned above but not limited to designation, working hours, etc. are subject to change without any prior notice.

8. Your address given in the application form will be deemed to be correct for the purpose of sending any communication to you. Any change in your address must be informed to the People & Culture team in writing about the same within 7 days failing which any communication sent to your last recorded address will be deemed to have been, dully served upon you.

9. You will be governed by the Company's rules, regulations and practices as intimated / published in intranet from time to time in respect of matters not covered by this letter of appointment. Company's decisions on all such matters shall be final and binding on you.

   You will be governed by the Code of Conduct and policies as published on the intranet of the Company. Any changes will be intimated to you on a periodic basis and you are expected to keep yourself updated by visiting the site regularly. The employee's employment with the Company shall be in accordance with the terms and conditions set forth in this Agreement and in accordance with the Company Policies as may be amended from time to time and such other policies as may be made applicable to the Employee from time to time.

10. If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company will be entitled to terminate your services without any notice or obligation.

11. Conflict of Interest and Confidentiality.

   (a) You must not at any time whilst you are an employee of the Company (except so far as is required for the proper performance of your duties) nor after your employment with the Company has ended communicate or divulge to any person ("person" shall include a firm or company or other body) or make use of or permit any other person to make use of for your own or any other person's benefit any trade secrets or other Confidential Information relating to the Company or any Group Company and any of its or their respective business interests or customers or clients.

   (b) For the purposes of paragraph 11(a), "Confidential Information" shall include trade secrets; customer / client / supplier lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges; budgets, forecasts, reports, interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports; market share and pricing statistics; and computer software and passwords. All such information which is not in the public domain shall be deemed to be confidential.

   (c) During your employment with the Company, you may not provide services or advice to any competitor organization which is involved in a commercial negotiation of any kind in which the Company is also participating.

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(d) During the Term of employment and always thereafter, Employee will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are likely to cause damage to any such entity or person.

(e) The Employee will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information and he / she shall promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information.

12. NDA: Code of Conduct:

(a) In the interest of securing the proprietary information and confidentiality of the Organization, it is mandatory for each employee to sign the "Bristlecone Code of Conduct" during employment. Any employee who is found not abiding to the code of conduct would be held responsible for breach of the same and appropriate disciplinary action would be taken against this.

(b) All information pertaining to Compensation and Benefits are treated as confidential. Employees are expected not to share details regarding the same with any other internal or external person. Any such information that needs to be shared by any employee can be done with prior authorization of Head of Total Rewards.

(c) Employees who leave Bristlecone are required not to share any information pertaining to the organization, or any of the business entities Bristlecone operates with. All databases, equipment provided to employee are the property of Bristlecone and any kind of practice which results in bringing damage to the organization will not be favorably viewed. The employees will be liable to compensate for the damage, which may result due to such practices.

13. Non-Solicitation and Non-Compete

(a) Any employee working for a competitor, upon termination or resignation, should not gain competitive advantage by abusing confidential information about Bristlecone's trade secrets or sensitive information such as customer / client lists, business practices, upcoming products and marketing plans.

(b) The Employee hereby agrees and undertakes that during the term of the employment with the Company and for a period of 12 months following the date of termination of Employee's employment with the Company for any reason, the Employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

(i) Solicit and / or attempt to solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation or any person or organization providing services to or through Company and / or its Affiliates to terminate his or her contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or

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(ii) Contact and / or attempt to contact any of the existing or prospective clients or customers (i.e. any person or organization with whom the Company and / or its Affiliates is in advanced stages of exploring a professional or business relationship) of the Company and / or its Affiliates to entice such clients or customers away from the Company and / or its Affiliates or to damage in any way their business relationship with the Company and / or its Affiliates or for the provision of substantially the same services provided to such clients by the Company and / or its Affiliates; or

(iii) Solicit and / or attempt to solicit or undertake employment with any client / customer of the Company and / or its Affiliates or any organization where the employee has been taken or sent for training, deputation or secondment or professional work by the Company; or

(iv) Enter the employ of, or render any other services to, any person engaged in a business which competes with the Business, if (i) the Employee has prior knowledge of the same or (ii) the Employee gains such knowledge during the Term of employment or (iii) it is obvious to the Employee; or

(v) Sell, supply, market or distribute any products or services similar to or competing with the Business.

14. IT Policy

(a) Prohibited Use - The Bristlecone email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Bristlecone employee should report the matter to their supervisor immediately. Employees may not forward any documents to their personal accounts. All auto-forward messages should be removed from the personal profiles. Personal Use - Using a reasonable amount of Bristlecone resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email.

(b) Sending non-business related multimedia, pictures larger than ½ MB etc., chain letters or joke emails from a Bristlecone email account is prohibited. Mass mailings from Bristlecone must be approved by Director - IT before sending. These restrictions are also applicable if you forward any email received from Bristlecone employee.

(c) Diligent Use: You are expected to handle Bristlecone assets with due care and will be held accountable for any damage incurred to the allocated equipment. This damage may be during regular use or due to negligence or mishandling. In the event of any damage, penalty may be applicable as per the company asset policy.

(d) Asset Return: All company assets are to be maintained in line with clause 14 (a,b,c) and are to be returned to Bristlecone's IT department at the time of employee's exit. Non-submission of assets would warrant recovery, as per the company asset policy.

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15. Intellectual Property

(a) Any discovery, invention, secret process, improvement in procedure, trade mark, design or copyright work that you make, discover or produce in the course of your employment in connection with or in any way affecting or relating to, or capable of being used or adapted for use in connection with, the business of the Company or any Group Company shall immediately be disclosed to the Company and shall belong to and be the absolute property of the Company or such Group Company as the Company may nominate for that purpose. You will (at the request and reasonable expense of the Company) sign all such documents and perform all such acts as may be required to fully vest all such rights in the Company (or its nominee).

(b) You waive irrevocably all Moral Rights in any works produced during your employment in which copyright is vested in the Company or any Group Company whether by virtue of this paragraph 15 or otherwise.

(c) You acknowledge that the extent, if any, of the protection sought in relation to the matters referred to in paragraph 15(a) shall be decided by the Company in its sole and absolute discretion and that accordingly you will not (whether during or after this employment) apply or join in applying for any patent, registered design, trademark or other equivalent protection without the prior written approval of the Company.

16. If the terms and conditions offered herein are acceptable to you, please return the duplicate copy of this letter to the undersigned, duly executed by you by appending your signature on the last page and initials on the remaining pages.

17. Background Checks:

Bristlecone mandates you to go through Background checks. These checks verify previous employment, education qualifications, court / criminal check and addresses of every employee. You are required to provide all documents requested by Bristlecone or any agency that Bristlecone appoints for running these checks. Background check documents need to be provided within 5 days of joining the company failing which the Company is entitled to take disciplinary action including termination of the employment agreement. In an event, the employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate employment.

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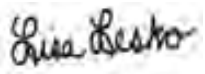
As a token of your acceptance of all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer and confirm to us your date of joining by a return email.

We welcome you to the Bristlecone family and wish you a successful career with us.

Yours Faithfully,

Bristlecone India Limited



Lisa Lesko
Chief People Officer

Date of Joining

10-Jun-2024

Candidate E-Sign:

Candidate E-Sign IP Address:

Candidate E-Sign Date:

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Salary Sheet

Khushbu Pareek

Designation: Associate - SAP

Sub Studio: SAP Modernization

Effective from the date of your reporting for duties, you will be eligible for salary, allowances, and other benefits as under:

Salary Components		**Amount (Rs. Per annum)**
1. Basic Salary		216000
2. Flexible Pay:	H.R.A, LTA, Child Education Allowance, Meal Allowance, Telephone/Broadband Reimbursement, Books & Periodicals, Car Fuel and Maintenance Reimbursement, Driver's salary, Supplementary Allowance	151090
3. Statutory Bonus	@ 10% of Basic Salary	21600
4. Provident Fund	@ 12% of Basic Salary	25920
5. Gratuity	@ 4.81% of Basic Salary	10390
6. Fixed Salary (1+2+3+4+5)		425000
7. Variable Pay (Paid Annually) *		0
8. Total Compensation		425000

**** Variable Pay (as applicable) is paid annually as per company policy based on organization & individual performance. Employees who are on Bristlecone payroll by Feb 28/29 are eligible for variable pay in current FY, pro-rated based on eligible tenure.***

**Over and above the committed Fixed CTC, company provides Mediclaim Insurance coverage for a sum insured amount of Rs. 600000/- per annum as a family floater for self, spouse and 2 children. Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis.

***Also, the company provides coverage under Group Personal Accident (GPA) and Group Term Life (GTL) Insurance as per company's policy.

*****Bristlecone will offer reimbursement towards relocation expenses on household goods and one-way economy class tickets for you and your immediate family (spouse and children). Additionally, you will be provided company accommodation and conveyance reimbursement for up to 15 days at your assigned Base Location, subject to prior

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approval from Talent Acquisition Team at Bristlecone. Reimbursement towards household goods will be based on prior approval and the same should be claimed within 15 days of joining. The amount paid towards household goods will be subject to existing policies and needs to be supported with actuals invoices for reimbursement purposes. For more details kindly check our relocation policy before claiming. Reimbursement will be as per existing Relocation Policy. This amount would be recovered if you leave the organization within 18 months from your date of joining.

Bristlecone India Limited

Lisa Lesko

Lisa Lesko
Chief People Officer

Candidate E-Sign:

Candidate E-Sign IP Address:

Candidate E-Sign Date:

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AGREEMENT OF ACCEPTANCE

This Letter of Acceptance is executed by and between Bristlecone India Ltd (hereinafter referred to as the "Company"), and "**Khushbu Pareek** an Indian inhabitant residing at **Abhang Colony, Khamgaon, India** hereinafter referred to as the "Acceptor")

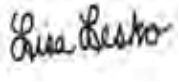
Whereas:

1. **The Acceptor has communicated his / her interest in receiving employment with the Company vide dated .**
2. **The Company issued a Letter of Offer to the Acceptor dated , offering him / her employment with the Company.**

By signing this Agreement of Acceptance, the Acceptor agrees to the following:

1. The Acceptor has accepted Employment with the Company on terms and conditions prescribed in the Letter of Offer.
2. The acceptor agrees to submit a copy of the letter of resignation to his / her present organization of employment to the company within a period of 2 days from the date of this Agreement.
3. The Acceptor agrees and confirms that his / her the date of joining the Company is **10-Jun-2024**.

Signed:



For the Company: Bristlecone India Limited

Lisa Lesko

Chief People Officer

Candidate E-Sign:

Candidate E-Sign IP Address:

Candidate E-Sign Date:

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CHECKLIST OF DOCUMENTS / ITEMS TO BE SUBMITTED AT THE TIME OF JOINING

1. Copies of Graduation / Post-Graduation (Degree) certificates and all other qualifications
2. Copies of service certificates from all your previous employers (Actual dates of employment must be specified)
3. Relieving letter and Service Certificate from your present employer
4. Soft copy of colored passport size photographs (with white background)
5. Copies of the passport sheets (All sheets wherever any entries were made), particularly the following:
   a) Passport number, Date and Place of Issue
   b) Due date of expiry of the passport
   c) Name, date of birth, photograph, address
   d) Stamps / entries reg. issue of visa / work permit / entry permit by any country (Including refusal)
   e) Emigration Check Not Required Stamp
6. PAN Card Copy
7. Aadhar Card Copy

Candidate E-Sign:

Candidate E-Sign IP Address:

Candidate E-Sign Date:

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27-Jan-2024

Dear **Sanket**,

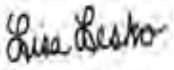
Welcome to Bristlecone!

I am pleased to know that you are joining us as **Associate - SAP**. As you might know, your role is crucial in helping us achieve the goals of your Department and the Company. I am confident that your knowledge & skills will support you in your new professional endeavour with Bristlecone.

As you transition into your new role at Bristlecone, we are all here to extend the support you may need. Do not hesitate to reach out to your Talent Acquisition Partner should you have questions or comments.

I am looking forward to your success here at Bristlecone. Enclosed, you will find documents related to your employment with us.

Warm regards,



Lisa Lesko
Chief People Officer

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Sanket Gode

.
Tel: 91-8767572798

Sub: APPOINTMENT LETTER

Dear Sanket,

Congratulations! We are delighted to make you an offer as **Associate - SAP** at **Trainee SAP** Level for Sub Studio **S4 HANA Technical** in our organization.

Joining Date:
Your scheduled date of employment with us will be "**10-Jun-2024**". You are requested to report to office at 10:00 AM on the day of your joining.

Your compensation details are attached in Salary Sheet

1.

a) Your place of operation will be "Pune" at the time of joining the organization. However, depending on the project / work where your involvement is continuously required, you may be transferred to any of our other offices, project locations, group companies, client locations, etc. or for deputation to any organization, to be posted at any of their offices, project locations, divisions, departments, etc. at anytime, anywhere in India or abroad. In the event of such a transfer / deputation, details of the terms and conditions will be communicated to you.

b) The working hours applicable to you will be the same as observed depending upon your place of posting and can be amended from time to time. You might be required to work in any shift, based on the Company's / client's work requirements.

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(e) Full and Final Settlement (F&F):

Employee will receive their Resignation Acceptance and Experience Letter on his / her Last Working Day, on receiving clearance from all internal departments. Full and Final Settlement of the employee takes place within 45 days of the employee's Last Working Day (Settlement period). Once communicated by Bristlecone any dues in the Full and Final settlement recoverable from employee shall be settled within 15 days from the settlement period. Failure to settle the dues may result in appropriate legal action and Relieving letter and background verification will be held till all dues are settled.

4. The age of Retirement is sixty years. The company will be registering your date of birth as per the documents provided by you i.e. PAN Card / Passport / Identity Card at the time of joining.

5. You will be liable for any losses suffered by the Company, due to your negligence, misconduct, willful insubordination or inefficiency. In all or any of such cases your services may get terminated without any notice period.

6. As per the Company's rules you cannot undertake any employment anywhere else, even on part-time basis whether for any consideration or not. Non-compliance to this will lead to termination of your services by the Company without any notice period, with no liability on the part of the Company for payment of any compensation in lieu of such notice. You must not be, involved or concerned with or provide service to any other entity, company or person whilst employed by the Company without the prior written consent of the Company. Unless specifically authorized in writing by the Company, the Employee agrees that he / she will not enter any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. The Employee shall also not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

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7. The Company rules pertaining to matters such as mentioned above but not limited to designation, working hours, etc. are subject to change without any prior notice.

8. Your address given in the application form will be deemed to be correct for the purpose of sending any communication to you. Any change in your address must be informed to the People & Culture team in writing about the same within 7 days failing which any communication sent to your last recorded address will be deemed to have been, dully served upon you.

9. You will be governed by the Company's rules, regulations and practices as intimated / published in intranet from time to time in respect of matters not covered by this letter of appointment. Company's decisions on all such matters shall be final and binding on you.

   You will be governed by the Code of Conduct and policies as published on the intranet of the Company. Any changes will be intimated to you on a periodic basis and you are expected to keep yourself updated by visiting the site regularly. The employee's employment with the Company shall be in accordance with the terms and conditions set forth in this Agreement and in accordance with the Company Policies as may be amended from time to time and such other policies as may be made applicable to the Employee from time to time.

10. If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company will be entitled to terminate your services without any notice or obligation.

11. Conflict of Interest and Confidentiality.

   (a) You must not at any time whilst you are an employee of the Company (except so far as is required for the proper performance of your duties) nor after your employment with the Company has ended communicate or divulge to any person ("person" shall include a firm or company or other body) or make use of or permit any other person to make use of for your own or any other person's benefit any trade secrets or other Confidential Information relating to the Company or any Group Company and any of its or their respective business interests or customers or clients.

   (b) For the purposes of paragraph 11(a), "Confidential Information" shall include trade secrets; customer / client / supplier lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges; budgets, forecasts, reports, interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports; market share and pricing statistics; and computer software and passwords. All such information which is not in the public domain shall be deemed to be confidential.

   (c) During your employment with the Company, you may not provide services or advice to any competitor organization which is involved in a commercial negotiation of any kind in which the Company is also participating.

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(d) During the Term of employment and always thereafter, Employee will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are likely to cause damage to any such entity or person.

(e) The Employee will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information and he / she shall promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information.

12. NDA: Code of Conduct:

(a) In the interest of securing the proprietary information and confidentiality of the Organization, it is mandatory for each employee to sign the "Bristlecone Code of Conduct" during employment. Any employee who is found not abiding to the code of conduct would be held responsible for breach of the same and appropriate disciplinary action would be taken against this.

(b) All information pertaining to Compensation and Benefits are treated as confidential. Employees are expected not to share details regarding the same with any other internal or external person. Any such information that needs to be shared by any employee can be done with prior authorization of Head of Total Rewards.

(c) Employees who leave Bristlecone are required not to share any information pertaining to the organization, or any of the business entities Bristlecone operates with. All databases, equipment provided to employee are the property of Bristlecone and any kind of practice which results in bringing damage to the organization will not be favorably viewed. The employees will be liable to compensate for the damage, which may result due to such practices.

13. Non-Solicitation and Non-Compete

(a) Any employee working for a competitor, upon termination or resignation, should not gain competitive advantage by abusing confidential information about Bristlecone's trade secrets or sensitive information such as customer / client lists, business practices, upcoming products and marketing plans.

(b) The Employee hereby agrees and undertakes that during the term of the employment with the Company and for a period of 12 months following the date of termination of Employee's employment with the Company for any reason, the Employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

(i) Solicit and / or attempt to solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation or any person or organization providing services to or through Company and / or its Affiliates to terminate his or her contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or

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(ii) Contact and / or attempt to contact any of the existing or prospective clients or customers (i.e. any person or organization with whom the Company and / or its Affiliates is in advanced stages of exploring a professional or business relationship) of the Company and / or its Affiliates to entice such clients or customers away from the Company and / or its Affiliates or to damage in any way their business relationship with the Company and / or its Affiliates or for the provision of substantially the same services provided to such clients by the Company and / or its Affiliates; or

(iii) Solicit and / or attempt to solicit or undertake employment with any client / customer of the Company and / or its Affiliates or any organization where the employee has been taken or sent for training, deputation or secondment or professional work by the Company; or

(iv) Enter the employ of, or render any other services to, any person engaged in a business which competes with the Business, if (i) the Employee has prior knowledge of the same or (ii) the Employee gains such knowledge during the Term of employment or (iii) it is obvious to the Employee; or

(v) Sell, supply, market or distribute any products or services similar to or competing with the Business.

14. IT Policy

(a) Prohibited Use - The Bristlecone email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Bristlecone employee should report the matter to their supervisor immediately. Employees may not forward any documents to their personal accounts. All auto-forward messages should be removed from the personal profiles. Personal Use - Using a reasonable amount of Bristlecone resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email.

(b) Sending non-business related multimedia, pictures larger than ½ MB etc., chain letters or joke emails from a Bristlecone email account is prohibited. Mass mailings from Bristlecone must be approved by Director - IT before sending. These restrictions are also applicable if you forward any email received from Bristlecone employee.

(c) Diligent Use: You are expected to handle Bristlecone assets with due care and will be held accountable for any damage incurred to the allocated equipment. This damage may be during regular use or due to negligence or mishandling. In the event of any damage, penalty may be applicable as per the company asset policy.

(d) Asset Return: All company assets are to be maintained in line with clause 14 (a,b,c) and are to be returned to Bristlecone's IT department at the time of employee's exit. Non-submission of assets would warrant recovery, as per the company asset policy.

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15. Intellectual Property

(a) Any discovery, invention, secret process, improvement in procedure, trade mark, design or copyright work that you make, discover or produce in the course of your employment in connection with or in any way affecting or relating to, or capable of being used or adapted for use in connection with, the business of the Company or any Group Company shall immediately be disclosed to the Company and shall belong to and be the absolute property of the Company or such Group Company as the Company may nominate for that purpose. You will (at the request and reasonable expense of the Company) sign all such documents and perform all such acts as may be required to fully vest all such rights in the Company (or its nominee).

(b) You waive irrevocably all Moral Rights in any works produced during your employment in which copyright is vested in the Company or any Group Company whether by virtue of this paragraph 15 or otherwise.

(c) You acknowledge that the extent, if any, of the protection sought in relation to the matters referred to in paragraph 15(a) shall be decided by the Company in its sole and absolute discretion and that accordingly you will not (whether during or after this employment) apply or join in applying for any patent, registered design, trademark or other equivalent protection without the prior written approval of the Company.

16. If the terms and conditions offered herein are acceptable to you, please return the duplicate copy of this letter to the undersigned, duly executed by you by appending your signature on the last page and initials on the remaining pages.

17. Background Checks:

Bristlecone mandates you to go through Background checks. These checks verify previous employment, education qualifications, court / criminal check and addresses of every employee. You are required to provide all documents requested by Bristlecone or any agency that Bristlecone appoints for running these checks. Background check documents need to be provided within 5 days of joining the company failing which the Company is entitled to take disciplinary action including termination of the employment agreement. In an event, the employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate employment.

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As a token of your acceptance of all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer and confirm to us your date of joining by a return email.

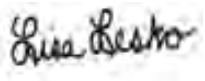
We welcome you to the Bristlecone family and wish you a successful career with us.

Yours Faithfully,

Bristlecone India Limited

Date of Joining

10-Jun-2024



Lisa Lesko
Chief People Officer

Candidate E-Sign: Sanket Gode

Candidate E-Sign IP Address: 152.57.164.217

Candidate E-Sign Date: 12-Feb-2024

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Salary Sheet

Sanket Gode

Designation: Associate - SAP

Sub Studio: S4 HANA Technical

Effective from the date of your reporting for duties, you will be eligible for salary, allowances, and other benefits as under:

Salary Components		Amount (Rs. Per annum)
1. Basic Salary		216000
2. Flexible Pay:	H.R.A, LTA, Child Education Allowance, Meal Allowance, Telephone/Broadband Reimbursement, Books & Periodicals, Car Fuel and Maintenance Reimbursement, Driver's salary, Supplementary Allowance	151090
3. Statutory Bonus	@ 10% of Basic Salary	21600
4. Provident Fund	@ 12% of Basic Salary	25920
5. Gratuity	@ 4.81% of Basic Salary	10390
6. Fixed Salary (1+2+3+4+5)		425000
7. Variable Pay (Paid Annually) *		0
8. Total Compensation		425000

**** Variable Pay (as applicable) is paid annually as per company policy based on organization & individual performance. Employees who are on Bristlecone payroll by Feb 28/29 are eligible for variable pay in current FY, pro-rated based on eligible tenure.***

**Over and above the committed Fixed CTC, company provides Mediclaim Insurance coverage for a sum insured amount of Rs. 600000/- per annum as a family floater for self, spouse and 2 children. Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis.

***Also, the company provides coverage under Group Personal Accident (GPA) and Group Term Life (GTL) Insurance as per company's policy.

*****Bristlecone will offer reimbursement towards relocation expenses on household goods and one-way economy class tickets for you and your immediate family (spouse and children). Additionally, you will be provided company accommodation and conveyance reimbursement for up to 15 days at your assigned Base Location, subject to prior

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approval from Talent Acquisition Team at Bristlecone. Reimbursement towards household goods will be based on prior approval and the same should be claimed within 15 days of joining. The amount paid towards household goods will be subject to existing policies and needs to be supported with actuals invoices for reimbursement purposes. For more details kindly check our relocation policy before claiming. Reimbursement will be as per existing Relocation Policy. This amount would be recovered if you leave the organization within 18 months from your date of joining.

Bristlecone India Limited

Lisa Lesko

Lisa Lesko

Chief People Officer

Candidate E-Sign: Sanket Gode

Candidate E-Sign IP Address: 152.57.164.217

Candidate E-Sign Date: 12-Feb-2024

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AGREEMENT OF ACCEPTANCE

This Letter of Acceptance is executed by and between Bristlecone India Ltd (hereinafter referred to as the "Company"), and "**Sanket Gode** an Indian inhabitant residing at hereinafter referred to as the "Acceptor")

Whereas:

1. **The Acceptor has communicated his / her interest in receiving employment with the Company vide dated 9-Feb-2024.**
2. **The Company issued a Letter of Offer to the Acceptor dated 9-Feb-2024, offering him / her employment with the Company.**

By signing this Agreement of Acceptance, the Acceptor agrees to the following:

1. The Acceptor has accepted Employment with the Company on terms and conditions prescribed in the Letter of Offer.
2. The acceptor agrees to submit a copy of the letter of resignation to his / her present organization of employment to the company within a period of 2 days from the date of this Agreement.
3. The Acceptor agrees and confirms that his / her the date of joining the Company is **10-Jun-2024**.

Signed:

Lisa Lesko

For the Company: Bristlecone India Limited

Lisa Lesko

Chief People Officer

Candidate E-Sign: Sanket Gode

Candidate E-Sign IP Address: 152.57.164.217

Candidate E-Sign Date: 12-Feb-2024

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CHECKLIST OF DOCUMENTS / ITEMS TO BE SUBMITTED AT THE TIME OF JOINING

1. Copies of Graduation / Post-Graduation (Degree) certificates and all other qualifications
2. Copies of service certificates from all your previous employers (Actual dates of employment must be specified)
3. Relieving letter and Service Certificate from your present employer
4. Soft copy of colored passport size photographs (with white background)
5. Copies of the passport sheets (All sheets wherever any entries were made), particularly the following:
   a) Passport number, Date and Place of Issue
   b) Due date of expiry of the passport
   c) Name, date of birth, photograph, address
   d) Stamps / entries reg. issue of visa / work permit / entry permit by any country (Including refusal)
   e) Emigration Check Not Required Stamp
6. PAN Card Copy
7. Aadhar Card Copy

Candidate E-Sign: Sanket Gode

Candidate E-Sign IP Address: 152.57.164.217

Candidate E-Sign Date: 12-Feb-2024

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17-Feb-2024

Dear **Vaishnavi**,

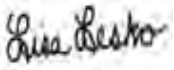
Welcome to Bristlecone!

I am pleased to know that you are joining us as **Associate - SAP**. As you might know, your role is crucial in helping us achieve the goals of your Department and the Company. I am confident that your knowledge & skills will support you in your new professional endeavour with Bristlecone.

As you transition into your new role at Bristlecone, we are all here to extend the support you may need. Do not hesitate to reach out to your Talent Acquisition Partner should you have questions or comments.

I am looking forward to your success here at Bristlecone. Enclosed, you will find documents related to your employment with us.

Warm regards,



Lisa Lesko
Chief People Officer

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Vaishnavi Dabhade
Vaishnav Sadan, Nagar Vikas Colony, Popatkhed Road,
Akot
India .
Tel: 91-9370741165

Sub: APPOINTMENT LETTER

Dear Vaishnavi,

Congratulations! We are delighted to make you an offer as **Associate - SAP** at **Trainee SAP** Level for Sub Studio **SAP Modernization** in our organization.

Joining Date:
Your scheduled date of employment with us will be "**10-Jun-2024**". You are requested to report to office at 10:00 AM on the day of your joining.

Your compensation details are attached in Salary Sheet

1.

a) Your place of operation will be "Pune" at the time of joining the organization. However, depending on the project / work where your involvement is continuously required, you may be transferred to any of our other offices, project locations, group companies, client locations, etc. or for deputation to any organization, to be posted at any of their offices, project locations, divisions, departments, etc. at anytime, anywhere in India or abroad. In the event of such a transfer / deputation, details of the terms and conditions will be communicated to you.

b) The working hours applicable to you will be the same as observed depending upon your place of posting and can be amended from time to time. You might be required to work in any shift, based on the Company's / client's work requirements.

c) At any time during your employment with the company, the company is entitled to terminate your employment without notice, if the information provided by you during the selection process is found to be incorrect.

2.

a) The salary structure of the Company may be altered / modified at the discretion of the management, having regards to market and business needs. 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 deductions of appropriate taxes at source.

b) Your remuneration package is strictly confidential between you and the Company and should be so maintained.

c) Your remuneration package will be reviewed as per the Company's practice and any increase will depend on the Company's performance and your performance.

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3. Resignation / Termination / Notice Period from Services:

(a) Either you or the company may terminate your employment upon giving ninety (90) days' written notice. The company may however terminate your employment by giving you salary in lieu of notice. The Company may also terminate your employment with immediate effect for any misconduct.

(b) Notice Period:

When an employee resigns voluntarily, you are expected to serve 90 days' notice period from the date entered in Workday.

(c) Integrity / Disciplinary Issues: An employee will be released from the organization with immediate effect on account of misconduct, integrity or for any other disciplinary issues.

(d) If you exit within 18 months from your date of joining the Company, the amount paid to you as joining bonus, relocation expenses, and notice pay buyout (as applicable) at the time of your joining will be recovered by the Company in Full and Final settlement as per the policy.

(e) Full and Final Settlement (F&F):

Employee will receive their Resignation Acceptance and Experience Letter on his / her Last Working Day, on receiving clearance from all internal departments. Full and Final Settlement of the employee takes place within 45 days of the employee's Last Working Day (Settlement period). Once communicated by Bristlecone any dues in the Full and Final settlement recoverable from employee shall be settled within 15 days from the settlement period. Failure to settle the dues may result in appropriate legal action and Relieving letter and background verification will be held till all dues are settled.

4. The age of Retirement is sixty years. The company will be registering your date of birth as per the documents provided by you i.e. PAN Card / Passport / Identity Card at the time of joining.

5. You will be liable for any losses suffered by the Company, due to your negligence, misconduct, willful insubordination or inefficiency. In all or any of such cases your services may get terminated without any notice period.

6. As per the Company's rules you cannot undertake any employment anywhere else, even on part-time basis whether for any consideration or not. Non-compliance to this will lead to termination of your services by the Company without any notice period, with no liability on the part of the Company for payment of any compensation in lieu of such notice. You must not be, involved or concerned with or provide service to any other entity, company or person whilst employed by the Company without the prior written consent of the Company. Unless specifically authorized in writing by the Company, the Employee agrees that he / she will not enter any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. The Employee shall also not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

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7. The Company rules pertaining to matters such as mentioned above but not limited to designation, working hours, etc. are subject to change without any prior notice.

8. Your address given in the application form will be deemed to be correct for the purpose of sending any communication to you. Any change in your address must be informed to the People & Culture team in writing about the same within 7 days failing which any communication sent to your last recorded address will be deemed to have been, dully served upon you.

9. You will be governed by the Company's rules, regulations and practices as intimated / published in intranet from time to time in respect of matters not covered by this letter of appointment. Company's decisions on all such matters shall be final and binding on you.

   You will be governed by the Code of Conduct and policies as published on the intranet of the Company. Any changes will be intimated to you on a periodic basis and you are expected to keep yourself updated by visiting the site regularly. The employee's employment with the Company shall be in accordance with the terms and conditions set forth in this Agreement and in accordance with the Company Policies as may be amended from time to time and such other policies as may be made applicable to the Employee from time to time.

10. If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company will be entitled to terminate your services without any notice or obligation.

11. Conflict of Interest and Confidentiality.

   (a) You must not at any time whilst you are an employee of the Company (except so far as is required for the proper performance of your duties) nor after your employment with the Company has ended communicate or divulge to any person ("person" shall include a firm or company or other body) or make use of or permit any other person to make use of for your own or any other person's benefit any trade secrets or other Confidential Information relating to the Company or any Group Company and any of its or their respective business interests or customers or clients.

   (b) For the purposes of paragraph 11(a), "Confidential Information" shall include trade secrets; customer / client / supplier lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges; budgets, forecasts, reports, interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports; market share and pricing statistics; and computer software and passwords. All such information which is not in the public domain shall be deemed to be confidential.

   (c) During your employment with the Company, you may not provide services or advice to any competitor organization which is involved in a commercial negotiation of any kind in which the Company is also participating.

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(d) During the Term of employment and always thereafter, Employee will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are likely to cause damage to any such entity or person.

(e) The Employee will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information and he / she shall promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information.

12. NDA: Code of Conduct:

(a) In the interest of securing the proprietary information and confidentiality of the Organization, it is mandatory for each employee to sign the "Bristlecone Code of Conduct" during employment. Any employee who is found not abiding to the code of conduct would be held responsible for breach of the same and appropriate disciplinary action would be taken against this.

(b) All information pertaining to Compensation and Benefits are treated as confidential. Employees are expected not to share details regarding the same with any other internal or external person. Any such information that needs to be shared by any employee can be done with prior authorization of Head of Total Rewards.

(c) Employees who leave Bristlecone are required not to share any information pertaining to the organization, or any of the business entities Bristlecone operates with. All databases, equipment provided to employee are the property of Bristlecone and any kind of practice which results in bringing damage to the organization will not be favorably viewed. The employees will be liable to compensate for the damage, which may result due to such practices.

13. Non-Solicitation and Non-Compete

(a) Any employee working for a competitor, upon termination or resignation, should not gain competitive advantage by abusing confidential information about Bristlecone's trade secrets or sensitive information such as customer / client lists, business practices, upcoming products and marketing plans.

(b) The Employee hereby agrees and undertakes that during the term of the employment with the Company and for a period of 12 months following the date of termination of Employee's employment with the Company for any reason, the Employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

(i) Solicit and / or attempt to solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation or any person or organization providing services to or through Company and / or its Affiliates to terminate his or her contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or

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(ii) Contact and / or attempt to contact any of the existing or prospective clients or customers (i.e. any person or organization with whom the Company and / or its Affiliates is in advanced stages of exploring a professional or business relationship) of the Company and / or its Affiliates to entice such clients or customers away from the Company and / or its Affiliates or to damage in any way their business relationship with the Company and / or its Affiliates or for the provision of substantially the same services provided to such clients by the Company and / or its Affiliates; or

(iii) Solicit and / or attempt to solicit or undertake employment with any client / customer of the Company and / or its Affiliates or any organization where the employee has been taken or sent for training, deputation or secondment or professional work by the Company; or

(iv) Enter the employ of, or render any other services to, any person engaged in a business which competes with the Business, if (i) the Employee has prior knowledge of the same or (ii) the Employee gains such knowledge during the Term of employment or (iii) it is obvious to the Employee; or

(v) Sell, supply, market or distribute any products or services similar to or competing with the Business.

14. IT Policy

(a) Prohibited Use - The Bristlecone email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Bristlecone employee should report the matter to their supervisor immediately. Employees may not forward any documents to their personal accounts. All auto-forward messages should be removed from the personal profiles. Personal Use - Using a reasonable amount of Bristlecone resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email.

(b) Sending non-business related multimedia, pictures larger than ½ MB etc., chain letters or joke emails from a Bristlecone email account is prohibited. Mass mailings from Bristlecone must be approved by Director - IT before sending. These restrictions are also applicable if you forward any email received from Bristlecone employee.

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(d) Asset Return: All company assets are to be maintained in line with clause 14 (a,b,c) and are to be returned to Bristlecone's IT department at the time of employee's exit. Non-submission of assets would warrant recovery, as per the company asset policy.

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15. Intellectual Property

(a) Any discovery, invention, secret process, improvement in procedure, trade mark, design or copyright work that you make, discover or produce in the course of your employment in connection with or in any way affecting or relating to, or capable of being used or adapted for use in connection with, the business of the Company or any Group Company shall immediately be disclosed to the Company and shall belong to and be the absolute property of the Company or such Group Company as the Company may nominate for that purpose. You will (at the request and reasonable expense of the Company) sign all such documents and perform all such acts as may be required to fully vest all such rights in the Company (or its nominee).

(b) You waive irrevocably all Moral Rights in any works produced during your employment in which copyright is vested in the Company or any Group Company whether by virtue of this paragraph 15 or otherwise.

(c) You acknowledge that the extent, if any, of the protection sought in relation to the matters referred to in paragraph 15(a) shall be decided by the Company in its sole and absolute discretion and that accordingly you will not (whether during or after this employment) apply or join in applying for any patent, registered design, trademark or other equivalent protection without the prior written approval of the Company.

16. If the terms and conditions offered herein are acceptable to you, please return the duplicate copy of this letter to the undersigned, duly executed by you by appending your signature on the last page and initials on the remaining pages.

17. Background Checks:

Bristlecone mandates you to go through Background checks. These checks verify previous employment, education qualifications, court / criminal check and addresses of every employee. You are required to provide all documents requested by Bristlecone or any agency that Bristlecone appoints for running these checks. Background check documents need to be provided within 5 days of joining the company failing which the Company is entitled to take disciplinary action including termination of the employment agreement. In an event, the employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate employment.

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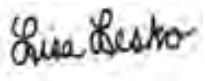
As a token of your acceptance of all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer and confirm to us your date of joining by a return email.

We welcome you to the Bristlecone family and wish you a successful career with us.

Yours Faithfully,

Bristlecone India Limited



Lisa Lesko
Chief People Officer

Date of Joining

10-Jun-2024

Candidate E-Sign: Vaishnavi Dabhade

Candidate E-Sign IP Address: 157.33.34.59

Candidate E-Sign Date: 28-Feb-2024

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Salary Sheet

Vaishnavi Dabhade

Designation: Associate - SAP

Sub Studio: SAP Modernization

Effective from the date of your reporting for duties, you will be eligible for salary, allowances, and other benefits as under:

Salary Components		**Amount (Rs. Per annum)**
1. Basic Salary		216000
2. Flexible Pay:	H.R.A, LTA, Child Education Allowance, Meal Allowance, Telephone/Broadband Reimbursement, Books & Periodicals, Car Fuel and Maintenance Reimbursement, Driver's salary, Supplementary Allowance	151090
3. Statutory Bonus	@ 10% of Basic Salary	21600
4. Provident Fund	@ 12% of Basic Salary	25920
5. Gratuity	@ 4.81% of Basic Salary	10390
6. Fixed Salary (1+2+3+4+5)		425000
7. Variable Pay (Paid Annually) *		0
8. Total Compensation		425000

**** Variable Pay (as applicable) is paid annually as per company policy based on organization & individual performance. Employees who are on Bristlecone payroll by Feb 28/29 are eligible for variable pay in current FY, pro-rated based on eligible tenure.***

**Over and above the committed Fixed CTC, company provides Mediclaim Insurance coverage for a sum insured amount of Rs. 600000/- per annum as a family floater for self, spouse and 2 children. Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis.

***Also, the company provides coverage under Group Personal Accident (GPA) and Group Term Life (GTL) Insurance as per company's policy.

*****Bristlecone will offer reimbursement towards relocation expenses on household goods and one-way economy class tickets for you and your immediate family (spouse and children). Additionally, you will be provided company accommodation and conveyance reimbursement for up to 15 days at your assigned Base Location, subject to prior

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approval from Talent Acquisition Team at Bristlecone. Reimbursement towards household goods will be based on prior approval and the same should be claimed within 15 days of joining. The amount paid towards household goods will be subject to existing policies and needs to be supported with actuals invoices for reimbursement purposes. For more details kindly check our relocation policy before claiming. Reimbursement will be as per existing Relocation Policy. This amount would be recovered if you leave the organization within 18 months from your date of joining.

Bristlecone India Limited

Lisa Lesko

Lisa Lesko

Chief People Officer

Candidate E-Sign: Vaishnavi Dabhade

Candidate E-Sign IP Address: 157.33.34.59

Candidate E-Sign Date: 28-Feb-2024

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AGREEMENT OF ACCEPTANCE

This Letter of Acceptance is executed by and between Bristlecone India Ltd (hereinafter referred to as the "Company"), and "**Vaishnavi Dabhade** an Indian inhabitant residing at **Vaishnav Sadan, Nagar Vikas Colony,, Popatkhed Road,, Akot, India** hereinafter referred to as the "Acceptor")

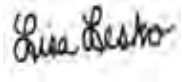
Whereas:

1. **The Acceptor has communicated his / her interest in receiving employment with the Company vide dated 28-Feb-2024.**
2. **The Company issued a Letter of Offer to the Acceptor dated 28-Feb-2024, offering him / her employment with the Company.**

By signing this Agreement of Acceptance, the Acceptor agrees to the following:

1. The Acceptor has accepted Employment with the Company on terms and conditions prescribed in the Letter of Offer.
2. The acceptor agrees to submit a copy of the letter of resignation to his / her present organization of employment to the company within a period of 2 days from the date of this Agreement.
3. The Acceptor agrees and confirms that his / her the date of joining the Company is **10-Jun-2024**.

Signed:



For the Company: Bristlecone India Limited

Lisa Lesko

Chief People Officer

Candidate E-Sign: Vaishnavi Dabhade

Candidate E-Sign IP Address: 157.33.34.59

Candidate E-Sign Date: 28-Feb-2024

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CHECKLIST OF DOCUMENTS / ITEMS TO BE SUBMITTED AT THE TIME OF JOINING

1. Copies of Graduation / Post-Graduation (Degree) certificates and all other qualifications
2. Copies of service certificates from all your previous employers (Actual dates of employment must be specified)
3. Relieving letter and Service Certificate from your present employer
4. Soft copy of colored passport size photographs (with white background)
5. Copies of the passport sheets (All sheets wherever any entries were made), particularly the following:
   a) Passport number, Date and Place of Issue
   b) Due date of expiry of the passport
   c) Name, date of birth, photograph, address
   d) Stamps / entries reg. issue of visa / work permit / entry permit by any country (Including refusal)
   e) Emigration Check Not Required Stamp
6. PAN Card Copy
7. Aadhar Card Copy

Candidate E-Sign: Vaishnavi Dabhade

Candidate E-Sign IP Address: 157.33.34.59

Candidate E-Sign Date: 28-Feb-2024

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17-Feb-2024

Dear **Vishal**,

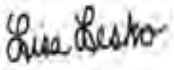
Welcome to Bristlecone!

I am pleased to know that you are joining us as **Associate - SAP**. As you might know, your role is crucial in helping us achieve the goals of your Department and the Company. I am confident that your knowledge & skills will support you in your new professional endeavour with Bristlecone.

As you transition into your new role at Bristlecone, we are all here to extend the support you may need. Do not hesitate to reach out to your Talent Acquisition Partner should you have questions or comments.

I am looking forward to your success here at Bristlecone. Enclosed, you will find documents related to your employment with us.

Warm regards,



Lisa Lesko
Chief People Officer

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Vishal Katkar
Ward No 01, Sonegaon Road, Kedar Layout,
Deoli
India 442101.
Tel: 91-7057600753

Sub: APPOINTMENT LETTER

Dear Vishal,

Congratulations! We are delighted to make you an offer as **Associate - SAP** at **Trainee SAP** Level for Sub Studio **SAP Modernization** in our organization.

Joining Date:
Your scheduled date of employment with us will be "**10-Jun-2024**". You are requested to report to office at 10:00 AM on the day of your joining.

Your compensation details are attached in Salary Sheet

1.

a) Your place of operation will be "Pune" at the time of joining the organization. However, depending on the project / work where your involvement is continuously required, you may be transferred to any of our other offices, project locations, group companies, client locations, etc. or for deputation to any organization, to be posted at any of their offices, project locations, divisions, departments, etc. at anytime, anywhere in India or abroad. In the event of such a transfer / deputation, details of the terms and conditions will be communicated to you.

b) The working hours applicable to you will be the same as observed depending upon your place of posting and can be amended from time to time. You might be required to work in any shift, based on the Company's / client's work requirements.

c) At any time during your employment with the company, the company is entitled to terminate your employment without notice, if the information provided by you during the selection process is found to be incorrect.

2.

a) The salary structure of the Company may be altered / modified at the discretion of the management, having regards to market and business needs. 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 deductions of appropriate taxes at source.

b) Your remuneration package is strictly confidential between you and the Company and should be so maintained.

c) Your remuneration package will be reviewed as per the Company's practice and any increase will depend on the Company's performance and your performance.

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3. Resignation / Termination / Notice Period from Services:

(a) Either you or the company may terminate your employment upon giving ninety (90) days' written notice. The company may however terminate your employment by giving you salary in lieu of notice. The Company may also terminate your employment with immediate effect for any misconduct.

(b) Notice Period:

When an employee resigns voluntarily, you are expected to serve 90 days' notice period from the date entered in Workday.

(c) Integrity / Disciplinary Issues: An employee will be released from the organization with immediate effect on account of misconduct, integrity or for any other disciplinary issues.

(d) If you exit within 18 months from your date of joining the Company, the amount paid to you as joining bonus, relocation expenses, and notice pay buyout (as applicable) at the time of your joining will be recovered by the Company in Full and Final settlement as per the policy.

(e) Full and Final Settlement (F&F):

Employee will receive their Resignation Acceptance and Experience Letter on his / her Last Working Day, on receiving clearance from all internal departments. Full and Final Settlement of the employee takes place within 45 days of the employee's Last Working Day (Settlement period). Once communicated by Bristlecone any dues in the Full and Final settlement recoverable from employee shall be settled within 15 days from the settlement period. Failure to settle the dues may result in appropriate legal action and Relieving letter and background verification will be held till all dues are settled.

4. The age of Retirement is sixty years. The company will be registering your date of birth as per the documents provided by you i.e. PAN Card / Passport / Identity Card at the time of joining.

5. You will be liable for any losses suffered by the Company, due to your negligence, misconduct, willful insubordination or inefficiency. In all or any of such cases your services may get terminated without any notice period.

6. As per the Company's rules you cannot undertake any employment anywhere else, even on part-time basis whether for any consideration or not. Non-compliance to this will lead to termination of your services by the Company without any notice period, with no liability on the part of the Company for payment of any compensation in lieu of such notice. You must not be, involved or concerned with or provide service to any other entity, company or person whilst employed by the Company without the prior written consent of the Company. Unless specifically authorized in writing by the Company, the Employee agrees that he / she will not enter any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. The Employee shall also not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

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7. The Company rules pertaining to matters such as mentioned above but not limited to designation, working hours, etc. are subject to change without any prior notice.

8. Your address given in the application form will be deemed to be correct for the purpose of sending any communication to you. Any change in your address must be informed to the People & Culture team in writing about the same within 7 days failing which any communication sent to your last recorded address will be deemed to have been, dully served upon you.

9. You will be governed by the Company's rules, regulations and practices as intimated / published in intranet from time to time in respect of matters not covered by this letter of appointment. Company's decisions on all such matters shall be final and binding on you.

   You will be governed by the Code of Conduct and policies as published on the intranet of the Company. Any changes will be intimated to you on a periodic basis and you are expected to keep yourself updated by visiting the site regularly. The employee's employment with the Company shall be in accordance with the terms and conditions set forth in this Agreement and in accordance with the Company Policies as may be amended from time to time and such other policies as may be made applicable to the Employee from time to time.

10. If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company will be entitled to terminate your services without any notice or obligation.

11. Conflict of Interest and Confidentiality.

   (a) You must not at any time whilst you are an employee of the Company (except so far as is required for the proper performance of your duties) nor after your employment with the Company has ended communicate or divulge to any person ("person" shall include a firm or company or other body) or make use of or permit any other person to make use of for your own or any other person's benefit any trade secrets or other Confidential Information relating to the Company or any Group Company and any of its or their respective business interests or customers or clients.

   (b) For the purposes of paragraph 11(a), "Confidential Information" shall include trade secrets; customer / client / supplier lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges; budgets, forecasts, reports, interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports; market share and pricing statistics; and computer software and passwords. All such information which is not in the public domain shall be deemed to be confidential.

   (c) During your employment with the Company, you may not provide services or advice to any competitor organization which is involved in a commercial negotiation of any kind in which the Company is also participating.

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(d) During the Term of employment and always thereafter, Employee will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are likely to cause damage to any such entity or person.

(e) The Employee will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information and he / she shall promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information.

12. NDA: Code of Conduct:

(a) In the interest of securing the proprietary information and confidentiality of the Organization, it is mandatory for each employee to sign the "Bristlecone Code of Conduct" during employment. Any employee who is found not abiding to the code of conduct would be held responsible for breach of the same and appropriate disciplinary action would be taken against this.

(b) All information pertaining to Compensation and Benefits are treated as confidential. Employees are expected not to share details regarding the same with any other internal or external person. Any such information that needs to be shared by any employee can be done with prior authorization of Head of Total Rewards.

(c) Employees who leave Bristlecone are required not to share any information pertaining to the organization, or any of the business entities Bristlecone operates with. All databases, equipment provided to employee are the property of Bristlecone and any kind of practice which results in bringing damage to the organization will not be favorably viewed. The employees will be liable to compensate for the damage, which may result due to such practices.

13. Non-Solicitation and Non-Compete

(a) Any employee working for a competitor, upon termination or resignation, should not gain competitive advantage by abusing confidential information about Bristlecone's trade secrets or sensitive information such as customer / client lists, business practices, upcoming products and marketing plans.

(b) The Employee hereby agrees and undertakes that during the term of the employment with the Company and for a period of 12 months following the date of termination of Employee's employment with the Company for any reason, the Employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

(i) Solicit and / or attempt to solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation or any person or organization providing services to or through Company and / or its Affiliates to terminate his or her contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or

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(ii) Contact and / or attempt to contact any of the existing or prospective clients or customers (i.e. any person or organization with whom the Company and / or its Affiliates is in advanced stages of exploring a professional or business relationship) of the Company and / or its Affiliates to entice such clients or customers away from the Company and / or its Affiliates or to damage in any way their business relationship with the Company and / or its Affiliates or for the provision of substantially the same services provided to such clients by the Company and / or its Affiliates; or

(iii) Solicit and / or attempt to solicit or undertake employment with any client / customer of the Company and / or its Affiliates or any organization where the employee has been taken or sent for training, deputation or secondment or professional work by the Company; or

(iv) Enter the employ of, or render any other services to, any person engaged in a business which competes with the Business, if (i) the Employee has prior knowledge of the same or (ii) the Employee gains such knowledge during the Term of employment or (iii) it is obvious to the Employee; or

(v) Sell, supply, market or distribute any products or services similar to or competing with the Business.

14. IT Policy

(a) Prohibited Use - The Bristlecone email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Bristlecone employee should report the matter to their supervisor immediately. Employees may not forward any documents to their personal accounts. All auto-forward messages should be removed from the personal profiles. Personal Use - Using a reasonable amount of Bristlecone resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email.

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15. Intellectual Property

(a) Any discovery, invention, secret process, improvement in procedure, trade mark, design or copyright work that you make, discover or produce in the course of your employment in connection with or in any way affecting or relating to, or capable of being used or adapted for use in connection with, the business of the Company or any Group Company shall immediately be disclosed to the Company and shall belong to and be the absolute property of the Company or such Group Company as the Company may nominate for that purpose. You will (at the request and reasonable expense of the Company) sign all such documents and perform all such acts as may be required to fully vest all such rights in the Company (or its nominee).

(b) You waive irrevocably all Moral Rights in any works produced during your employment in which copyright is vested in the Company or any Group Company whether by virtue of this paragraph 15 or otherwise.

(c) You acknowledge that the extent, if any, of the protection sought in relation to the matters referred to in paragraph 15(a) shall be decided by the Company in its sole and absolute discretion and that accordingly you will not (whether during or after this employment) apply or join in applying for any patent, registered design, trademark or other equivalent protection without the prior written approval of the Company.

16. If the terms and conditions offered herein are acceptable to you, please return the duplicate copy of this letter to the undersigned, duly executed by you by appending your signature on the last page and initials on the remaining pages.

17. Background Checks:

Bristlecone mandates you to go through Background checks. These checks verify previous employment, education qualifications, court / criminal check and addresses of every employee. You are required to provide all documents requested by Bristlecone or any agency that Bristlecone appoints for running these checks. Background check documents need to be provided within 5 days of joining the company failing which the Company is entitled to take disciplinary action including termination of the employment agreement. In an event, the employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate employment.

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As a token of your acceptance of all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer and confirm to us your date of joining by a return email.

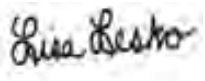
We welcome you to the Bristlecone family and wish you a successful career with us.

Yours Faithfully,

Bristlecone India Limited

Date of Joining

10-Jun-2024



Lisa Lesko
Chief People Officer

Candidate E-Sign: Vishal Katkar

Candidate E-Sign IP Address: 106.79.137.17

Candidate E-Sign Date: 28-Feb-2024

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Salary Sheet

Vishal Katkar

Designation: Associate - SAP

Sub Studio: SAP Modernization

Effective from the date of your reporting for duties, you will be eligible for salary, allowances, and other benefits as under:

Salary Components		**Amount (Rs. Per annum)**
1. Basic Salary		216000
2. Flexible Pay:	H.R.A, LTA, Child Education Allowance, Meal Allowance, Telephone/Broadband Reimbursement, Books & Periodicals, Car Fuel and Maintenance Reimbursement, Driver's salary, Supplementary Allowance	151090
3. Statutory Bonus	@ 10% of Basic Salary	21600
4. Provident Fund	@ 12% of Basic Salary	25920
5. Gratuity	@ 4.81% of Basic Salary	10390
6. Fixed Salary (1+2+3+4+5)		425000
7. Variable Pay (Paid Annually) *		0
8. Total Compensation		425000

**** Variable Pay (as applicable) is paid annually as per company policy based on organization & individual performance. Employees who are on Bristlecone payroll by Feb 28/29 are eligible for variable pay in current FY, pro-rated based on eligible tenure.***

**Over and above the committed Fixed CTC, company provides Mediclaim Insurance coverage for a sum insured amount of Rs. 600000/- per annum as a family floater for self, spouse and 2 children. Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis.

***Also, the company provides coverage under Group Personal Accident (GPA) and Group Term Life (GTL) Insurance as per company's policy.

*****Bristlecone will offer reimbursement towards relocation expenses on household goods and one-way economy class tickets for you and your immediate family (spouse and children). Additionally, you will be provided company accommodation and conveyance reimbursement for up to 15 days at your assigned Base Location, subject to prior

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approval from Talent Acquisition Team at Bristlecone. Reimbursement towards household goods will be based on prior approval and the same should be claimed within 15 days of joining. The amount paid towards household goods will be subject to existing policies and needs to be supported with actuals invoices for reimbursement purposes. For more details kindly check our relocation policy before claiming. Reimbursement will be as per existing Relocation Policy. This amount would be recovered if you leave the organization within 18 months from your date of joining.

Bristlecone India Limited

Lisa Lesko

Lisa Lesko

Chief People Officer

Candidate E-Sign: Vishal Katkar

Candidate E-Sign IP Address: 106.79.137.17

Candidate E-Sign Date: 28-Feb-2024

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Bristlecone India Limited
5th Floor, Binarius, Deepak Complex
Opposite Golf Course, Airport Road
Yerwada, Pune - 411 006, Maharashtra
P: +91 20 6623 8888 | F: +91 20 6623 8899

AGREEMENT OF ACCEPTANCE

This Letter of Acceptance is executed by and between Bristlecone India Ltd (hereinafter referred to as the "Company"), and "**Vishal Katkar** an Indian inhabitant residing at **Ward No 01, Sonegaon Road,, Kedar Layout,, Deoli-442101, India** hereinafter referred to as the "Acceptor")

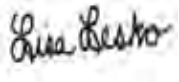
Whereas:

1. **The Acceptor has communicated his / her interest in receiving employment with the Company vide dated 28-Feb-2024.**
2. **The Company issued a Letter of Offer to the Acceptor dated 28-Feb-2024, offering him / her employment with the Company.**

By signing this Agreement of Acceptance, the Acceptor agrees to the following:

1. The Acceptor has accepted Employment with the Company on terms and conditions prescribed in the Letter of Offer.
2. The acceptor agrees to submit a copy of the letter of resignation to his / her present organization of employment to the company within a period of 2 days from the date of this Agreement.
3. The Acceptor agrees and confirms that his / her the date of joining the Company is **10-Jun-2024**.

Signed:



For the Company: Bristlecone India Limited

Lisa Lesko

Chief People Officer

Candidate E-Sign: Vishal Katkar

Candidate E-Sign IP Address: 106.79.137.17

Candidate E-Sign Date: 28-Feb-2024

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CHECKLIST OF DOCUMENTS / ITEMS TO BE SUBMITTED AT THE TIME OF JOINING

1. Copies of Graduation / Post-Graduation (Degree) certificates and all other qualifications
2. Copies of service certificates from all your previous employers (Actual dates of employment must be specified)
3. Relieving letter and Service Certificate from your present employer
4. Soft copy of colored passport size photographs (with white background)
5. Copies of the passport sheets (All sheets wherever any entries were made), particularly the following:
   a) Passport number, Date and Place of Issue
   b) Due date of expiry of the passport
   c) Name, date of birth, photograph, address
   d) Stamps / entries reg. issue of visa / work permit / entry permit by any country (Including refusal)
   e) Emigration Check Not Required Stamp
6. PAN Card Copy
7. Aadhar Card Copy

Candidate E-Sign: Vishal Katkar

Candidate E-Sign IP Address: 106.79.137.17

Candidate E-Sign Date: 28-Feb-2024

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20-Feb-2024

Dear **Unnati**,

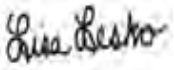
Welcome to Bristlecone!

I am pleased to know that you are joining us as **Associate - SAP**. As you might know, your role is crucial in helping us achieve the goals of your Department and the Company. I am confident that your knowledge & skills will support you in your new professional endeavour with Bristlecone.

As you transition into your new role at Bristlecone, we are all here to extend the support you may need. Do not hesitate to reach out to your Talent Acquisition Partner should you have questions or comments.

I am looking forward to your success here at Bristlecone. Enclosed, you will find documents related to your employment with us.

Warm regards,



Lisa Lesko
Chief People Officer

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Unnati Kharate
Ward No 2, Khanapur,
Morshi
India 444905.
Tel: 91-7507008298

Sub: APPOINTMENT LETTER

Dear Unnati,

Congratulations! We are delighted to make you an offer as **Associate - SAP** at **Trainee SAP** Level for Sub Studio **SAP Modernization** in our organization.

Joining Date:
Your scheduled date of employment with us will be "**10-Jun-2024**". You are requested to report to office at 10:00 AM on the day of your joining.

Your compensation details are attached in Salary Sheet

1.

a) Your place of operation will be "Pune" at the time of joining the organization. However, depending on the project / work where your involvement is continuously required, you may be transferred to any of our other offices, project locations, group companies, client locations, etc. or for deputation to any organization, to be posted at any of their offices, project locations, divisions, departments, etc. at anytime, anywhere in India or abroad. In the event of such a transfer / deputation, details of the terms and conditions will be communicated to you.

b) The working hours applicable to you will be the same as observed depending upon your place of posting and can be amended from time to time. You might be required to work in any shift, based on the Company's / client's work requirements.

c) At any time during your employment with the company, the company is entitled to terminate your employment without notice, if the information provided by you during the selection process is found to be incorrect.

2.

a) The salary structure of the Company may be altered / modified at the discretion of the management, having regards to market and business needs. 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 deductions of appropriate taxes at source.

b) Your remuneration package is strictly confidential between you and the Company and should be so maintained.

c) Your remuneration package will be reviewed as per the Company's practice and any increase will depend on the Company's performance and your performance.

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3. Resignation / Termination / Notice Period from Services:

(a) Either you or the company may terminate your employment upon giving ninety (90) days' written notice. The company may however terminate your employment by giving you salary in lieu of notice. The Company may also terminate your employment with immediate effect for any misconduct.

(b) Notice Period:

When an employee resigns voluntarily, you are expected to serve 90 days' notice period from the date entered in Workday.

(c) Integrity / Disciplinary Issues: An employee will be released from the organization with immediate effect on account of misconduct, integrity or for any other disciplinary issues.

(d) If you exit within 18 months from your date of joining the Company, the amount paid to you as joining bonus, relocation expenses, and notice pay buyout (as applicable) at the time of your joining will be recovered by the Company in Full and Final settlement as per the policy.

(e) Full and Final Settlement (F&F):

Employee will receive their Resignation Acceptance and Experience Letter on his / her Last Working Day, on receiving clearance from all internal departments. Full and Final Settlement of the employee takes place within 45 days of the employee's Last Working Day (Settlement period). Once communicated by Bristlecone any dues in the Full and Final settlement recoverable from employee shall be settled within 15 days from the settlement period. Failure to settle the dues may result in appropriate legal action and Relieving letter and background verification will be held till all dues are settled.

4. The age of Retirement is sixty years. The company will be registering your date of birth as per the documents provided by you i.e. PAN Card / Passport / Identity Card at the time of joining.

5. You will be liable for any losses suffered by the Company, due to your negligence, misconduct, willful insubordination or inefficiency. In all or any of such cases your services may get terminated without any notice period.

6. As per the Company's rules you cannot undertake any employment anywhere else, even on part-time basis whether for any consideration or not. Non-compliance to this will lead to termination of your services by the Company without any notice period, with no liability on the part of the Company for payment of any compensation in lieu of such notice. You must not be, involved or concerned with or provide service to any other entity, company or person whilst employed by the Company without the prior written consent of the Company. Unless specifically authorized in writing by the Company, the Employee agrees that he / she will not enter any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. The Employee shall also not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

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7. The Company rules pertaining to matters such as mentioned above but not limited to designation, working hours, etc. are subject to change without any prior notice.

8. Your address given in the application form will be deemed to be correct for the purpose of sending any communication to you. Any change in your address must be informed to the People & Culture team in writing about the same within 7 days failing which any communication sent to your last recorded address will be deemed to have been, dully served upon you.

9. You will be governed by the Company's rules, regulations and practices as intimated / published in intranet from time to time in respect of matters not covered by this letter of appointment. Company's decisions on all such matters shall be final and binding on you.

   You will be governed by the Code of Conduct and policies as published on the intranet of the Company. Any changes will be intimated to you on a periodic basis and you are expected to keep yourself updated by visiting the site regularly. The employee's employment with the Company shall be in accordance with the terms and conditions set forth in this Agreement and in accordance with the Company Policies as may be amended from time to time and such other policies as may be made applicable to the Employee from time to time.

10. If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company will be entitled to terminate your services without any notice or obligation.

11. Conflict of Interest and Confidentiality.

   (a) You must not at any time whilst you are an employee of the Company (except so far as is required for the proper performance of your duties) nor after your employment with the Company has ended communicate or divulge to any person ("person" shall include a firm or company or other body) or make use of or permit any other person to make use of for your own or any other person's benefit any trade secrets or other Confidential Information relating to the Company or any Group Company and any of its or their respective business interests or customers or clients.

   (b) For the purposes of paragraph 11(a), "Confidential Information" shall include trade secrets; customer / client / supplier lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges; budgets, forecasts, reports, interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports; market share and pricing statistics; and computer software and passwords. All such information which is not in the public domain shall be deemed to be confidential.

   (c) During your employment with the Company, you may not provide services or advice to any competitor organization which is involved in a commercial negotiation of any kind in which the Company is also participating.

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(d) During the Term of employment and always thereafter, Employee will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are likely to cause damage to any such entity or person.

(e) The Employee will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information and he / she shall promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information.

12. NDA: Code of Conduct:

(a) In the interest of securing the proprietary information and confidentiality of the Organization, it is mandatory for each employee to sign the "Bristlecone Code of Conduct" during employment. Any employee who is found not abiding to the code of conduct would be held responsible for breach of the same and appropriate disciplinary action would be taken against this.

(b) All information pertaining to Compensation and Benefits are treated as confidential. Employees are expected not to share details regarding the same with any other internal or external person. Any such information that needs to be shared by any employee can be done with prior authorization of Head of Total Rewards.

(c) Employees who leave Bristlecone are required not to share any information pertaining to the organization, or any of the business entities Bristlecone operates with. All databases, equipment provided to employee are the property of Bristlecone and any kind of practice which results in bringing damage to the organization will not be favorably viewed. The employees will be liable to compensate for the damage, which may result due to such practices.

13. Non-Solicitation and Non-Compete

(a) Any employee working for a competitor, upon termination or resignation, should not gain competitive advantage by abusing confidential information about Bristlecone's trade secrets or sensitive information such as customer / client lists, business practices, upcoming products and marketing plans.

(b) The Employee hereby agrees and undertakes that during the term of the employment with the Company and for a period of 12 months following the date of termination of Employee's employment with the Company for any reason, the Employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

(i) Solicit and / or attempt to solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation or any person or organization providing services to or through Company and / or its Affiliates to terminate his or her contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or

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(ii) Contact and / or attempt to contact any of the existing or prospective clients or customers (i.e. any person or organization with whom the Company and / or its Affiliates is in advanced stages of exploring a professional or business relationship) of the Company and / or its Affiliates to entice such clients or customers away from the Company and / or its Affiliates or to damage in any way their business relationship with the Company and / or its Affiliates or for the provision of substantially the same services provided to such clients by the Company and / or its Affiliates; or

(iii) Solicit and / or attempt to solicit or undertake employment with any client / customer of the Company and / or its Affiliates or any organization where the employee has been taken or sent for training, deputation or secondment or professional work by the Company; or

(iv) Enter the employ of, or render any other services to, any person engaged in a business which competes with the Business, if (i) the Employee has prior knowledge of the same or (ii) the Employee gains such knowledge during the Term of employment or (iii) it is obvious to the Employee; or

(v) Sell, supply, market or distribute any products or services similar to or competing with the Business.

14. IT Policy

(a) Prohibited Use - The Bristlecone email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Bristlecone employee should report the matter to their supervisor immediately. Employees may not forward any documents to their personal accounts. All auto-forward messages should be removed from the personal profiles. Personal Use - Using a reasonable amount of Bristlecone resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email.

(b) Sending non-business related multimedia, pictures larger than ½ MB etc., chain letters or joke emails from a Bristlecone email account is prohibited. Mass mailings from Bristlecone must be approved by Director - IT before sending. These restrictions are also applicable if you forward any email received from Bristlecone employee.

(c) Diligent Use: You are expected to handle Bristlecone assets with due care and will be held accountable for any damage incurred to the allocated equipment. This damage may be during regular use or due to negligence or mishandling. In the event of any damage, penalty may be applicable as per the company asset policy.

(d) Asset Return: All company assets are to be maintained in line with clause 14 (a,b,c) and are to be returned to Bristlecone's IT department at the time of employee's exit. Non-submission of assets would warrant recovery, as per the company asset policy.

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15. Intellectual Property

(a) Any discovery, invention, secret process, improvement in procedure, trade mark, design or copyright work that you make, discover or produce in the course of your employment in connection with or in any way affecting or relating to, or capable of being used or adapted for use in connection with, the business of the Company or any Group Company shall immediately be disclosed to the Company and shall belong to and be the absolute property of the Company or such Group Company as the Company may nominate for that purpose. You will (at the request and reasonable expense of the Company) sign all such documents and perform all such acts as may be required to fully vest all such rights in the Company (or its nominee).

(b) You waive irrevocably all Moral Rights in any works produced during your employment in which copyright is vested in the Company or any Group Company whether by virtue of this paragraph 15 or otherwise.

(c) You acknowledge that the extent, if any, of the protection sought in relation to the matters referred to in paragraph 15(a) shall be decided by the Company in its sole and absolute discretion and that accordingly you will not (whether during or after this employment) apply or join in applying for any patent, registered design, trademark or other equivalent protection without the prior written approval of the Company.

16. If the terms and conditions offered herein are acceptable to you, please return the duplicate copy of this letter to the undersigned, duly executed by you by appending your signature on the last page and initials on the remaining pages.

17. Background Checks:

Bristlecone mandates you to go through Background checks. These checks verify previous employment, education qualifications, court / criminal check and addresses of every employee. You are required to provide all documents requested by Bristlecone or any agency that Bristlecone appoints for running these checks. Background check documents need to be provided within 5 days of joining the company failing which the Company is entitled to take disciplinary action including termination of the employment agreement. In an event, the employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate employment.

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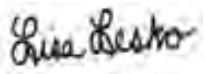
As a token of your acceptance of all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer and confirm to us your date of joining by a return email.

We welcome you to the Bristlecone family and wish you a successful career with us.

Yours Faithfully,

Bristlecone India Limited



Lisa Lesko
Chief People Officer

Date of Joining

10-Jun-2024

Candidate E-Sign:

Candidate E-Sign IP Address:

Candidate E-Sign Date:

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Salary Sheet

Unnati Kharate

Designation: Associate - SAP

Sub Studio: SAP Modernization

Effective from the date of your reporting for duties, you will be eligible for salary, allowances, and other benefits as under:

Salary Components		**Amount (Rs. Per annum)**
1. Basic Salary		216000
2. Flexible Pay:	H.R.A, LTA, Child Education Allowance, Meal Allowance, Telephone/Broadband Reimbursement, Books & Periodicals, Car Fuel and Maintenance Reimbursement, Driver's salary, Supplementary Allowance	151090
3. Statutory Bonus	@ 10% of Basic Salary	21600
4. Provident Fund	@ 12% of Basic Salary	25920
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6. Fixed Salary (1+2+3+4+5)		425000
7. Variable Pay (Paid Annually) *		0
8. Total Compensation		425000

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**Over and above the committed Fixed CTC, company provides Mediclaim Insurance coverage for a sum insured amount of Rs. 600000/- per annum as a family floater for self, spouse and 2 children. Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis.

***Also, the company provides coverage under Group Personal Accident (GPA) and Group Term Life (GTL) Insurance as per company's policy.

*****Bristlecone will offer reimbursement towards relocation expenses on household goods and one-way economy class tickets for you and your immediate family (spouse and children). Additionally, you will be provided company accommodation and conveyance reimbursement for up to 15 days at your assigned Base Location, subject to prior

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approval from Talent Acquisition Team at Bristlecone. Reimbursement towards household goods will be based on prior approval and the same should be claimed within 15 days of joining. The amount paid towards household goods will be subject to existing policies and needs to be supported with actuals invoices for reimbursement purposes. For more details kindly check our relocation policy before claiming. Reimbursement will be as per existing Relocation Policy. This amount would be recovered if you leave the organization within 18 months from your date of joining.

Bristlecone India Limited

Lisa Lesko

Lisa Lesko
Chief People Officer

Candidate E-Sign:

Candidate E-Sign IP Address:

Candidate E-Sign Date:

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AGREEMENT OF ACCEPTANCE

This Letter of Acceptance is executed by and between Bristlecone India Ltd (hereinafter referred to as the "Company"), and "**Unnati Kharate** an Indian inhabitant residing at **Ward No 2, Khanapur,, Morshi-444905, India** hereinafter referred to as the "Acceptor")

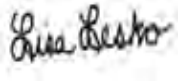
Whereas:

1. **The Acceptor has communicated his / her interest in receiving employment with the Company vide dated .**
2. **The Company issued a Letter of Offer to the Acceptor dated , offering him / her employment with the Company.**

By signing this Agreement of Acceptance, the Acceptor agrees to the following:

1. The Acceptor has accepted Employment with the Company on terms and conditions prescribed in the Letter of Offer.
2. The acceptor agrees to submit a copy of the letter of resignation to his / her present organization of employment to the company within a period of 2 days from the date of this Agreement.
3. The Acceptor agrees and confirms that his / her the date of joining the Company is **10-Jun-2024**.

Signed:



For the Company: Bristlecone India Limited

Lisa Lesko

Chief People Officer

Candidate E-Sign:

Candidate E-Sign IP Address:

Candidate E-Sign Date:

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CHECKLIST OF DOCUMENTS / ITEMS TO BE SUBMITTED AT THE TIME OF JOINING

1. Copies of Graduation / Post-Graduation (Degree) certificates and all other qualifications
2. Copies of service certificates from all your previous employers (Actual dates of employment must be specified)
3. Relieving letter and Service Certificate from your present employer
4. Soft copy of colored passport size photographs (with white background)
5. Copies of the passport sheets (All sheets wherever any entries were made), particularly the following:
   a) Passport number, Date and Place of Issue
   b) Due date of expiry of the passport
   c) Name, date of birth, photograph, address
   d) Stamps / entries reg. issue of visa / work permit / entry permit by any country (Including refusal)
   e) Emigration Check Not Required Stamp
6. PAN Card Copy
7. Aadhar Card Copy

Candidate E-Sign:

Candidate E-Sign IP Address:

Candidate E-Sign Date:

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31-Jan-2024

Dear **Yash**,

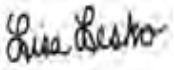
Welcome to Bristlecone!

I am pleased to know that you are joining us as **Associate - SAP**. As you might know, your role is crucial in helping us achieve the goals of your Department and the Company. I am confident that your knowledge & skills will support you in your new professional endeavour with Bristlecone.

As you transition into your new role at Bristlecone, we are all here to extend the support you may need. Do not hesitate to reach out to your Talent Acquisition Partner should you have questions or comments.

I am looking forward to your success here at Bristlecone. Enclosed, you will find documents related to your employment with us.

Warm regards,



Lisa Lesko
Chief People Officer

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BRISTLECONE

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5th Floor, Binarius, Deepak Complex
Opposite Golf Course, Airport Road
Yerwada, Pune - 411 006, Maharashtra
P: +91 20 6623 8888 | F: +91 20 6623 8899

Yash Tote
777 Near June Rimand Home Gajanan Nagar Ward No 1 Arvi Naka Chowk
Wardha Maharashtra
India 442001.
Tel: 91-8766977179

Sub: APPOINTMENT LETTER

Dear Yash,

Congratulations! We are delighted to make you an offer as **Associate - SAP** at **Trainee SAP** Level for Sub Studio **S4 HANA Technical** in our organization.

Joining Date:
Your scheduled date of employment with us will be "**10-Jun-2024**". You are requested to report to office at 10:00 AM on the day of your joining.

Your compensation details are attached in Salary Sheet

1.

a) Your place of operation will be "Pune" at the time of joining the organization. However, depending on the project / work where your involvement is continuously required, you may be transferred to any of our other offices, project locations, group companies, client locations, etc. or for deputation to any organization, to be posted at any of their offices, project locations, divisions, departments, etc. at anytime, anywhere in India or abroad. In the event of such a transfer / deputation, details of the terms and conditions will be communicated to you.

b) The working hours applicable to you will be the same as observed depending upon your place of posting and can be amended from time to time. You might be required to work in any shift, based on the Company's / client's work requirements.

c) At any time during your employment with the company, the company is entitled to terminate your employment without notice, if the information provided by you during the selection process is found to be incorrect.

2.

a) The salary structure of the Company may be altered / modified at the discretion of the management, having regards to market and business needs. 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 deductions of appropriate taxes at source.

b) Your remuneration package is strictly confidential between you and the Company and should be so maintained.

c) Your remuneration package will be reviewed as per the Company's practice and any increase will depend on the Company's performance and your performance.

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3. Resignation / Termination / Notice Period from Services:

(a) Either you or the company may terminate your employment upon giving ninety (90) days' written notice. The company may however terminate your employment by giving you salary in lieu of notice. The Company may also terminate your employment with immediate effect for any misconduct.

(b) Notice Period:

When an employee resigns voluntarily, you are expected to serve 90 days' notice period from the date entered in Workday.

(c) Integrity / Disciplinary Issues: An employee will be released from the organization with immediate effect on account of misconduct, integrity or for any other disciplinary issues.

(d) If you exit within 18 months from your date of joining the Company, the amount paid to you as joining bonus, relocation expenses, and notice pay buyout (as applicable) at the time of your joining will be recovered by the Company in Full and Final settlement as per the policy.

(e) Full and Final Settlement (F&F):

Employee will receive their Resignation Acceptance and Experience Letter on his / her Last Working Day, on receiving clearance from all internal departments. Full and Final Settlement of the employee takes place within 45 days of the employee's Last Working Day (Settlement period). Once communicated by Bristlecone any dues in the Full and Final settlement recoverable from employee shall be settled within 15 days from the settlement period. Failure to settle the dues may result in appropriate legal action and Relieving letter and background verification will be held till all dues are settled.

4. The age of Retirement is sixty years. The company will be registering your date of birth as per the documents provided by you i.e. PAN Card / Passport / Identity Card at the time of joining.

5. You will be liable for any losses suffered by the Company, due to your negligence, misconduct, willful insubordination or inefficiency. In all or any of such cases your services may get terminated without any notice period.

6. As per the Company's rules you cannot undertake any employment anywhere else, even on part-time basis whether for any consideration or not. Non-compliance to this will lead to termination of your services by the Company without any notice period, with no liability on the part of the Company for payment of any compensation in lieu of such notice. You must not be, involved or concerned with or provide service to any other entity, company or person whilst employed by the Company without the prior written consent of the Company. Unless specifically authorized in writing by the Company, the Employee agrees that he / she will not enter any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. The Employee shall also not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

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7. The Company rules pertaining to matters such as mentioned above but not limited to designation, working hours, etc. are subject to change without any prior notice.

8. Your address given in the application form will be deemed to be correct for the purpose of sending any communication to you. Any change in your address must be informed to the People & Culture team in writing about the same within 7 days failing which any communication sent to your last recorded address will be deemed to have been, dully served upon you.

9. You will be governed by the Company's rules, regulations and practices as intimated / published in intranet from time to time in respect of matters not covered by this letter of appointment. Company's decisions on all such matters shall be final and binding on you.

   You will be governed by the Code of Conduct and policies as published on the intranet of the Company. Any changes will be intimated to you on a periodic basis and you are expected to keep yourself updated by visiting the site regularly. The employee's employment with the Company shall be in accordance with the terms and conditions set forth in this Agreement and in accordance with the Company Policies as may be amended from time to time and such other policies as may be made applicable to the Employee from time to time.

10. If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company will be entitled to terminate your services without any notice or obligation.

11. Conflict of Interest and Confidentiality.

   (a) You must not at any time whilst you are an employee of the Company (except so far as is required for the proper performance of your duties) nor after your employment with the Company has ended communicate or divulge to any person ("person" shall include a firm or company or other body) or make use of or permit any other person to make use of for your own or any other person's benefit any trade secrets or other Confidential Information relating to the Company or any Group Company and any of its or their respective business interests or customers or clients.

   (b) For the purposes of paragraph 11(a), "Confidential Information" shall include trade secrets; customer / client / supplier lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges; budgets, forecasts, reports, interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports; market share and pricing statistics; and computer software and passwords. All such information which is not in the public domain shall be deemed to be confidential.

   (c) During your employment with the Company, you may not provide services or advice to any competitor organization which is involved in a commercial negotiation of any kind in which the Company is also participating.

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(d) During the Term of employment and always thereafter, Employee will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are likely to cause damage to any such entity or person.

(e) The Employee will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information and he / she shall promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information.

12. NDA: Code of Conduct:

(a) In the interest of securing the proprietary information and confidentiality of the Organization, it is mandatory for each employee to sign the "Bristlecone Code of Conduct" during employment. Any employee who is found not abiding to the code of conduct would be held responsible for breach of the same and appropriate disciplinary action would be taken against this.

(b) All information pertaining to Compensation and Benefits are treated as confidential. Employees are expected not to share details regarding the same with any other internal or external person. Any such information that needs to be shared by any employee can be done with prior authorization of Head of Total Rewards.

(c) Employees who leave Bristlecone are required not to share any information pertaining to the organization, or any of the business entities Bristlecone operates with. All databases, equipment provided to employee are the property of Bristlecone and any kind of practice which results in bringing damage to the organization will not be favorably viewed. The employees will be liable to compensate for the damage, which may result due to such practices.

13. Non-Solicitation and Non-Compete

(a) Any employee working for a competitor, upon termination or resignation, should not gain competitive advantage by abusing confidential information about Bristlecone's trade secrets or sensitive information such as customer / client lists, business practices, upcoming products and marketing plans.

(b) The Employee hereby agrees and undertakes that during the term of the employment with the Company and for a period of 12 months following the date of termination of Employee's employment with the Company for any reason, the Employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

(i) Solicit and / or attempt to solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation or any person or organization providing services to or through Company and / or its Affiliates to terminate his or her contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or

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(ii) Contact and / or attempt to contact any of the existing or prospective clients or customers (i.e. any person or organization with whom the Company and / or its Affiliates is in advanced stages of exploring a professional or business relationship) of the Company and / or its Affiliates to entice such clients or customers away from the Company and / or its Affiliates or to damage in any way their business relationship with the Company and / or its Affiliates or for the provision of substantially the same services provided to such clients by the Company and / or its Affiliates; or

(iii) Solicit and / or attempt to solicit or undertake employment with any client / customer of the Company and / or its Affiliates or any organization where the employee has been taken or sent for training, deputation or secondment or professional work by the Company; or

(iv) Enter the employ of, or render any other services to, any person engaged in a business which competes with the Business, if (i) the Employee has prior knowledge of the same or (ii) the Employee gains such knowledge during the Term of employment or (iii) it is obvious to the Employee; or

(v) Sell, supply, market or distribute any products or services similar to or competing with the Business.

14. IT Policy

(a) Prohibited Use - The Bristlecone email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Bristlecone employee should report the matter to their supervisor immediately. Employees may not forward any documents to their personal accounts. All auto-forward messages should be removed from the personal profiles. Personal Use - Using a reasonable amount of Bristlecone resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email.

(b) Sending non-business related multimedia, pictures larger than ½ MB etc., chain letters or joke emails from a Bristlecone email account is prohibited. Mass mailings from Bristlecone must be approved by Director - IT before sending. These restrictions are also applicable if you forward any email received from Bristlecone employee.

(c) Diligent Use: You are expected to handle Bristlecone assets with due care and will be held accountable for any damage incurred to the allocated equipment. This damage may be during regular use or due to negligence or mishandling. In the event of any damage, penalty may be applicable as per the company asset policy.

(d) Asset Return: All company assets are to be maintained in line with clause 14 (a,b,c) and are to be returned to Bristlecone's IT department at the time of employee's exit. Non-submission of assets would warrant recovery, as per the company asset policy.

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15. Intellectual Property

(a) Any discovery, invention, secret process, improvement in procedure, trade mark, design or copyright work that you make, discover or produce in the course of your employment in connection with or in any way affecting or relating to, or capable of being used or adapted for use in connection with, the business of the Company or any Group Company shall immediately be disclosed to the Company and shall belong to and be the absolute property of the Company or such Group Company as the Company may nominate for that purpose. You will (at the request and reasonable expense of the Company) sign all such documents and perform all such acts as may be required to fully vest all such rights in the Company (or its nominee).

(b) You waive irrevocably all Moral Rights in any works produced during your employment in which copyright is vested in the Company or any Group Company whether by virtue of this paragraph 15 or otherwise.

(c) You acknowledge that the extent, if any, of the protection sought in relation to the matters referred to in paragraph 15(a) shall be decided by the Company in its sole and absolute discretion and that accordingly you will not (whether during or after this employment) apply or join in applying for any patent, registered design, trademark or other equivalent protection without the prior written approval of the Company.

16. If the terms and conditions offered herein are acceptable to you, please return the duplicate copy of this letter to the undersigned, duly executed by you by appending your signature on the last page and initials on the remaining pages.

17. Background Checks:

Bristlecone mandates you to go through Background checks. These checks verify previous employment, education qualifications, court / criminal check and addresses of every employee. You are required to provide all documents requested by Bristlecone or any agency that Bristlecone appoints for running these checks. Background check documents need to be provided within 5 days of joining the company failing which the Company is entitled to take disciplinary action including termination of the employment agreement. In an event, the employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate employment.

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As a token of your acceptance of all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer and confirm to us your date of joining by a return email.

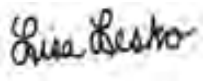
We welcome you to the Bristlecone family and wish you a successful career with us.

Yours Faithfully,

Bristlecone India Limited

Date of Joining

10-Jun-2024



Lisa Lesko
Chief People Officer

Candidate E-Sign: Yash Tote

Candidate E-Sign IP Address: 152.57.57.172

Candidate E-Sign Date: 12-Feb-2024

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Salary Sheet

Yash Tote

Designation: Associate - SAP

Sub Studio: S4 HANA Technical

Effective from the date of your reporting for duties, you will be eligible for salary, allowances, and other benefits as under:

Salary Components		Amount (Rs. Per annum)
1. Basic Salary		216000
2. Flexible Pay:	H.R.A, LTA, Child Education Allowance, Meal Allowance, Telephone/Broadband Reimbursement, Books & Periodicals, Car Fuel and Maintenance Reimbursement, Driver's salary, Supplementary Allowance	151090
3. Statutory Bonus	@ 10% of Basic Salary	21600
4. Provident Fund	@ 12% of Basic Salary	25920
5. Gratuity	@ 4.81% of Basic Salary	10390
6. Fixed Salary (1+2+3+4+5)		425000
7. Variable Pay (Paid Annually) *		0
8. Total Compensation		425000

**** Variable Pay (as applicable) is paid annually as per company policy based on organization & individual performance. Employees who are on Bristlecone payroll by Feb 28/29 are eligible for variable pay in current FY, pro-rated based on eligible tenure.***

**Over and above the committed Fixed CTC, company provides Mediclaim Insurance coverage for a sum insured amount of Rs. 600000/- per annum as a family floater for self, spouse and 2 children. Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis.

***Also, the company provides coverage under Group Personal Accident (GPA) and Group Term Life (GTL) Insurance as per company's policy.

*****Bristlecone will offer reimbursement towards relocation expenses on household goods and one-way economy class tickets for you and your immediate family (spouse and children). Additionally, you will be provided company accommodation and conveyance reimbursement for up to 15 days at your assigned Base Location, subject to prior

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approval from Talent Acquisition Team at Bristlecone. Reimbursement towards household goods will be based on prior approval and the same should be claimed within 15 days of joining. The amount paid towards household goods will be subject to existing policies and needs to be supported with actuals invoices for reimbursement purposes. For more details kindly check our relocation policy before claiming. Reimbursement will be as per existing Relocation Policy. This amount would be recovered if you leave the organization within 18 months from your date of joining.

Bristlecone India Limited

Lisa Lesko

Lisa Lesko

Chief People Officer

Candidate E-Sign: Yash Tote

Candidate E-Sign IP Address: 152.57.57.172

Candidate E-Sign Date: 12-Feb-2024

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AGREEMENT OF ACCEPTANCE

This Letter of Acceptance is executed by and between Bristlecone India Ltd (hereinafter referred to as the "Company"), and "**Yash Tote** an Indian inhabitant residing at **777 Near June Rimand Home Gajanan Nagar, Ward No 1 Arvi Naka Chowk, Wardha-442001, Maharashtra, India** hereinafter referred to as the "Acceptor")

Whereas:

1. **The Acceptor has communicated his / her interest in receiving employment with the Company vide dated 9-Feb-2024.**
2. **The Company issued a Letter of Offer to the Acceptor dated 9-Feb-2024, offering him / her employment with the Company.**

By signing this Agreement of Acceptance, the Acceptor agrees to the following:

1. The Acceptor has accepted Employment with the Company on terms and conditions prescribed in the Letter of Offer.
2. The acceptor agrees to submit a copy of the letter of resignation to his / her present organization of employment to the company within a period of 2 days from the date of this Agreement.
3. The Acceptor agrees and confirms that his / her the date of joining the Company is **10-Jun-2024**.

Signed:

Lisa Lesko

For the Company: Bristlecone India Limited

Lisa Lesko

Chief People Officer

Candidate E-Sign: Yash Tote

Candidate E-Sign IP Address: 152.57.57.172

Candidate E-Sign Date: 12-Feb-2024

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CHECKLIST OF DOCUMENTS / ITEMS TO BE SUBMITTED AT THE TIME OF JOINING

1. Copies of Graduation / Post-Graduation (Degree) certificates and all other qualifications
2. Copies of service certificates from all your previous employers (Actual dates of employment must be specified)
3. Relieving letter and Service Certificate from your present employer
4. Soft copy of colored passport size photographs (with white background)
5. Copies of the passport sheets (All sheets wherever any entries were made), particularly the following:
   a) Passport number, Date and Place of Issue
   b) Due date of expiry of the passport
   c) Name, date of birth, photograph, address
   d) Stamps / entries reg. issue of visa / work permit / entry permit by any country (Including refusal)
   e) Emigration Check Not Required Stamp
6. PAN Card Copy
7. Aadhar Card Copy

Candidate E-Sign: Yash Tote

Candidate E-Sign IP Address: 152.57.57.172

Candidate E-Sign Date: 12-Feb-2024

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BUSH ELECTROMECH & ENGINEERING PVT LTD.

Authorized Panel Builder & Channel Partner

Plot No. K-89, MIDC, Waluj, Aurangabad – 431 136 (India) Ph. +91-240-2553381
Cell: 08956269794, Email: sales1@bushelectromech.com, Web: www.bushelectromech.com

Offer Letter

Date: 13/07/2024

Mr. Rohan Homraj Kamdi
At. Hinganghat
Maharashtra, PIN-444303.

Dear Mr. Rohan,

This has reference to your interview with us via google meet dated 04/07/2024 in this connection we are pleased to offer you the position of **"Graduate Trainee Engineer"** for a job on the following terms and conditions:

Location: Chhatrapati Sambhajinagar (Aurangabad)

Designation: **Graduate Trainee Engineer- (GET)**

1. You will abide all the rules and regulations of our Company and maintain discipline during the tenure of your service with us.

2. Your joining will be on OR before 10.08.2024.

3. This Offer stands Null & void in case candidate verification result adverse.

4. Your detailed appointment letter will be hand over to you at the time of joining after verification of all documents.

5. You will be paid annual remuneration of **Rs.2.8 lakh** CTC per annum including all incentives and perks (such as PF, ESIC, bonus, PT any other) as per applicable norms.

6. We are confident that you will find this offer exiting and I assure you of a very rewarding career in our organizations.

We look forward to working with you and hope that you will find working with us a rewarding experience.

Kindly acknowledge receipt of your sign of this letter for having accepted the contents of this letter.

For Bush Electromech & Engineering Pvt. Ltd.

Authorized Signatory

Bush Electromech & Engineering Pvt Ltd Aurangabad

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Offer Letter

Date: 13/07/2024

Mr. Om Gajanan Shelke
Add. F-21/6, Saudamini chowk
CTPS colony, Chandrapur,
Maharashtra.

Dear Mr. Om,

This has reference to your interview with us via google meet dated 03/07/2024 in this connection we are pleased to offer you the position of **"Graduate Trainee Engineer"** for a job on the following terms and conditions:

Location: Chhatrapati Sambhajinagar (Aurangabad)

Designation: **Graduate Trainee Engineer- (GET)**

1. You will observe all the rules and regulations of our Company and maintain discipline during the tenure of your service with us.

2. Your joining will be on OR before 10.08.2024.

3. This Offer stands Null & void in case candidate verification result adverse.

4. Your detailed appointment letter will be hand over to you at the time of joining after verification of all documents.

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We look forward to working with you and hope that you will find working with us a rewarding experience.

Kindly acknowledge receipt of your sign of this letter for having accepted the contents of this letter.

For Bush Electromech & Engineering Pvt. Ltd.

Authorized Signatory

Bush Electromech & Engineering Pvt. Ltd. Aurangabad

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Cell: 08956269794, Email: sales1@bushelectromech.com, Web: www.bushelectromech.com

Offer Letter

Date: 13/07/2024

Ms. Nikita Digambar Jadhav
Add. Samata colony, Khamgaon
Maharashtra, PIN-444303.

Dear Ms. Nikita,

This has reference to your interview with us via google meet dated 03/07/2024 in this connection we are pleased to offer you the position of **"Graduate Trainee Engineer"** for a job on the following terms and conditions:

Location: Chhatrapati Sambhajinagar (Aurangabad)

Designation: **Graduate Trainee Engineer- (GET)**

1. You will observe all the rules and regulations of our Company and maintain discipline during the tenure of your service with us.

2. Your joining will be on OR before 10.08.2024.

3. This Offer stands Null & void in case candidate verification result adverse.

4. Your detailed appointment letter will be hand over to you at the time of joining after verification of all documents.

5. You will be paid annual remuneration of **Rs.2.8 lakh** CTC per annum including all incentives and perks (such as PF, ESIC, bonus, PT any other) as per applicable norms.

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We look forward to working with you and hope that you will find working with us a rewarding experience.

Kindly acknowledge receipt of your sign of this letter for having accepted the contents of this letter.

For Bush Electromech & Engineering Pvt. Ltd.

Authorized Signatory

Bush Electromech & Engineering Pvt. Ltd. Aurangabad

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Offer Letter

Date: 13/07/2024

Ms. Sakshi Prakash Jungade
Ramkunj Mehere Nagar,
Dabki Road, Old city, Akola
Maharashtra.

Dear Ms. Sakshi,

This has reference to your interview with us via google meet dated 12/07/2024 in this connection we are pleased to offer you the position of **"Graduate Trainee Engineer"** for a job on the following terms and conditions:

Location: Chhatrapati Sambhajinagar (Aurangabad)

Designation: **Graduate Trainee Engineer- (GET)**

1. You will observe all the rules and regulations of our Company and maintain discipline during the tenure of your service with us.

2. Your joining will be on OR before 10.08.2024.

3. This Offer stands Null & void in case candidate verification result adverse.

4. Your detailed appointment letter will be hand over to you at the time of joining after verification of all documents.

5. You will be paid annual remuneration of **Rs.2.8 lakh** CTC per annum including all incentives and perks (such as PF, ESIC, bonus, PT any other) as per applicable norms.

6. We are confident that you will find this offer exiting and I assure you of a very rewarding career in our organizations.

We look forward to working with you and hope that you will find working with us a rewarding experience.

Kindly acknowledge receipt of your sign of this letter for having accepted the contents of this letter.

For Bush Electromech & Engineering Pvt. Ltd.

Authorized Signatory

Bush Electromech & Engineering Pvt. Ltd. Aurangabad

Fwd: Congratulations! Your Offer Letter from Butterfly Next!

Om Paraswar <omparaswar0706@gmail.com>

Tue 2024-05-28 07:29

To:Placements <placements@ssgmce.ac.in>

2 attachments (368 KB)

Om Sadanand Paraswar offer letter.pdf; BDAT-Probation-Criteria.pdf;

---------- Forwarded message ---------
From: <anjali@butterflynext.com>
Date: Mon, 27 May 2024, 20:53
Subject: Congratulations! Your Offer Letter from Butterfly Next!
To: <omparaswar0706@gmail.com>
Cc: <hello@butterflynext.com>, <Shubham@butterflynext.com>

Dear Om,

I hope this message finds you well.

We are pleased to inform you that after a thorough evaluation of your interview and qualifications, we have decided to extend an offer for the position of Business Development Associate Trainee (BDAT) at Butterfly Next.

Please find the attached offer letter detailing the terms and conditions of your employment, including your compensation package and other relevant information.

Important: To confirm your acceptance of this offer, please reply to this email with your signed acceptance letter by 28th May 2024, no later than 10:00 AM. If we do not receive your acceptance by the specified deadline, this offer will be withdrawn.

Should you have any questions or require further clarification, please do not hesitate to contact us.

We look forward to welcoming you to our team and embarking on a successful journey together!

Kind regards,
Anjali S
HR Manager

Offer Letter

27/05/2024

Dear **Om Sadanand Paraswar,**

We are pleased to extend an offer of employment to you for the position of **Business Development Associate Trainee** at ButterflyNext. We are confident that your skills and experience will make a valuable contribution to our team.

Position:Business Development Associate Trainee
CTC: 4.5LPA
Fixed: 2.5LPA
Incentive: 2LPA
Probation Period: 21 Days

During your probation period, you will have the opportunity to familiarise yourself with our company culture, policies, and procedures, as well as to demonstrate your abilities in your role. We will provide you with the necessary support and resources to ensure your success during this time.

Please find attached detailed information regarding your employment terms and conditions, including benefits and any additional terms specific to your role. If you have any questions or require further clarification, please do not hesitate to contact us.

Your first day of employment will be **28/05/2024**, and you will report to the Manager, Sales Head.
We look forward to welcoming you to the ButterflyNext team and working together to achieve our goals.

Warm regards,

HR Manager
Butterfly Next
butterflynext.com
7316980468

Fwd: Congratulations! Your Offer Letter from Butterfly Next!

Pooja Masne <poojamasne44@gmail.com>
Tue 2024-05-28 11:09
To:Placements <placements@ssgmce.ac.in>

2 attachments (366 KB)
Pooja Masne Offer letter.pdf; BDAT-Probation-Criteria.pdf;

---------- Forwarded message ---------
From: <onboard@butterflynext.com>
Date: Fri, May 24, 2024, 2:23 PM
Subject: Congratulations! Your Offer Letter from Butterfly Next!
To: <poojamasne44@gmail.com>
Cc: <Hello@butterflynext.com>, <Shubham@butterflynext.com>

Dear Pooja,

I hope this message finds you well.

We are pleased to inform you that after a thorough evaluation of your interview and qualifications, we have decided to extend an offer for the position of Business Development Associate Trainee (BDAT) at Butterfly Next.

Please find the attached offer letter detailing the terms and conditions of your employment, including your compensation package and other relevant information.

Important: To confirm your acceptance of this offer, please reply to this email with your signed acceptance letter by 25th May 2024, no later than 10:00 AM. If we do not receive your acceptance by the specified deadline, this offer will be withdrawn.

Should you have any questions or require further clarification, please do not hesitate to contact us.

We look forward to welcoming you to our team and embarking on a successful journey together!

Kind regards,
Anjali
HR Manager

Offer Letter

02/05/2024

Dear **Pooja Pramod Masne**,

We are pleased to extend an offer of employment to you for the position of **Business Development Associate Trainee (BDAT)** at ButterflyNext. We are confident that your skills and experience will make a valuable contribution to our team.

Position:Business Development Associate
CTC: 4.5LPA
Fixed: 2.5LPA
Incentive: 2LPA
Probation Period: 21 Days

During your probation period, you will have the opportunity to familiarise yourself with our company culture, policies, and procedures, as well as to demonstrate your abilities in your role. We will provide you with the necessary support and resources to ensure your success during this time.

Please find attached detailed information regarding your employment terms and conditions, including benefits and any additional terms specific to your role. If you have any questions or require further clarification, please do not hesitate to contact us.

Your first day of employment will be **25/05/2024**, and you will report to the Manager, Sales Head.
We look forward to welcoming you to the ButterflyNext team and working together to achieve our goals.

Warm regards,

HR Manager
Butterfly Next
butterflynext.com
9316980468

Fwd: Congratulations! Your Offer Letter from Butterfly Next!

Sharvari Lahane <salahane001@gmail.com>
Tue 2024-05-28 11:09
To:Placements <placements@ssgmce.ac.in>

2 attachments (367 KB)
Sharvari Arvind Lahane offer letter.pdf; BDAT-Probation-Criteria.pdf;

---------- Forwarded message ---------
From: <anjali@butterflynext.com>
Date: Sat, 25 May, 2024, 10:34 pm
Subject: Congratulations! Your Offer Letter from Butterfly Next!
To: <salahane001@gmail.com>
Cc: <hello@butterflynext.com>, <Shubham@butterflynext.com>

Dear Sharvari,

I hope this message finds you well.

We are pleased to inform you that after a thorough evaluation of your interview and qualifications, we have decided to extend an offer for the position of Business Development Associate Trainee (BDAT) at Butterfly Next.

Please find the attached offer letter detailing the terms and conditions of your employment, including your compensation package and other relevant information.

Important: To confirm your acceptance of this offer, please reply to this email with your signed acceptance letter by 26th May 2024, no later than 10:00 AM. If we do not receive your acceptance by the specified deadline, this offer will be withdrawn.

Should you have any questions or require further clarification, please do not hesitate to contact us.

We look forward to welcoming you to our team and embarking on a successful journey together!

Kind regards,
Anjali S
HR Manager

Offer Letter

25/05/2024

Dear **Sharvari Arvind Lahane,**

We are pleased to extend an offer of employment to you for the position of **Business Development Associate Trainee** at ButterflyNext. We are confident that your skills and experience will make a valuable contribution to our team.

Position:Business Development Associate Trainee
CTC: 8LPA
Fixed: 5LPA
Incentive: 3LPA
Probation Period: 21 Days

During your probation period, you will have the opportunity to familiarise yourself with our company culture, policies, and procedures, as well as to demonstrate your abilities in your role. We will provide you with the necessary support and resources to ensure your success during this time.

Please find attached detailed information regarding your employment terms and conditions, including benefits and any additional terms specific to your role. If you have any questions or require further clarification, please do not hesitate to contact us.

Your first day of employment will be **26/05/2024**, and you will report to the Manager, Sales Head.
We look forward to welcoming you to the ButterflyNext team and working together to achieve our goals.

Warm regards,

HR Manager
Butterfly Next
butterflynext.com
7316980468

Fwd: Congratulations! Your Offer Letter from Butterfly Next!

Shruti Ingale <ishruti885@gmail.com>

Tue 2024-05-28 11:19

To:Placements <placements@ssgmce.ac.in>

2 attachments (368 KB)

Shruti Umesh Ingale offer letter.pdf; BDAT-Probation-Criteria.pdf;

---------- Forwarded message ---------
From: <onboard@butterflynext.com>
Date: Fri, 24 May 2024 at 23:09
Subject: Congratulations! Your Offer Letter from Butterfly Next!
To: <ishruti885@gmail.com>
Cc: <hello@butterflynext.com>, <Shubham@butterflynext.com>

Dear Shruti,

I hope this message finds you well.

We are pleased to inform you that after a thorough evaluation of your interview and qualifications, we have decided to extend an offer for the position of Business Development Associate Trainee (BDAT) at Butterfly Next.

Please find the attached offer letter detailing the terms and conditions of your employment, including your compensation package and other relevant information.

Important: To confirm your acceptance of this offer, please reply to this email with your signed acceptance letter by tommorrow, 25th May 2024, no later than EOD. If we do not receive your acceptance by the specified deadline, this offer will be withdrawn.

Should you have any questions or require further clarification, please do not hesitate to contact us.

We look forward to welcoming you to our team and embarking on a successful journey together!

Kind regards,
Anjali S
HR Manager

Offer Letter

24/05/2024

Dear **Shruti Umesh Ingale,**

We are pleased to extend an offer of employment to you for the position of **Business Development Associate Trainee (BDAT)** at ButterflyNext. We are confident that your skills and experience will make a valuable contribution to our team.

Position:Business Development Associate
CTC: 4.5LPA
Fixed: 2.5LPA
Incentive: 2LPA
Probation Period: 21 Days

During your probation period, you will have the opportunity to familiarise yourself with our company culture, policies, and procedures, as well as to demonstrate your abilities in your role. We will provide you with the necessary support and resources to ensure your success during this time.

Please find attached detailed information regarding your employment terms and conditions, including benefits and any additional terms specific to your role. If you have any questions or require further clarification, please do not hesitate to contact us.

Your first day of employment will be **25/05/2024**, and you will report to the Manager, Sales Head.
We look forward to welcoming you to the ButterflyNext team and working together to achieve our goals.

Warm regards,

HR Manager
Butterfly Next
butterflynext.com
9316980468

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

Superset ID: 4424652

Letter of Intent ("LOI")

September 04, 2024

Dear Laxmi Sunil Hargunani,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company).
You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later.
Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.

B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.

C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.

D The progress made by you in this learning journey would not only help you in getting onboarded 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.

E Pre-onboarding training Program and Terms & Conditions of the LOI

1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter **("Offer")** based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii)on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. 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.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please click here.

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

Laxmi Hargunani, Analyst

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

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

Acceptance
I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, all Graduation Marksheets and Graduation Degree Certificate
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

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

Superset ID: 4424602

Letter of Intent ("LOI")

September 04, 2024

Dear Manali Arun Patil,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company).
You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later.
Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.

B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.

C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.

D The progress made by you in this learning journey would not only help you in getting onboarded 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.

E Pre-onboarding training Program and Terms & Conditions of the LOI

1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter **("Offer")** based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii)on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. 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.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please click here.

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

Manali Patil, Analyst

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

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

Acceptance
I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, all Graduation Marksheets and Graduation Degree Certificate
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

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

Superset ID: 4424374

Letter of Intent ("LOI")

September 04, 2024

Dear Manisha Kailas Kadam,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company).
You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later.
Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.

B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.

C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.

D The progress made by you in this learning journey would not only help you in getting onboarded 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.

E Pre-onboarding training Program and Terms & Conditions of the LOI

1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter **("Offer")** based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

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2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
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training and your employment depending on your performance in its opinion.

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5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
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For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Manisha Kadam, Analyst

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For Capgemini Technology Services India Limited

Puneet Kumra
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Acceptance
I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

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(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: 4424371

Letter of Intent ("LOI")

September 04, 2024

Dear Nikita Eknath Jadhav,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company).
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For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Nikita Jadhav, Analyst

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For Capgemini Technology Services India Limited

Puneet Kumra
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Superset ID: 4424399

Letter of Intent ("LOI")

September 04, 2024

Dear Riya Atulrao Dhole,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company).
You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later.
Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

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For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Riya Dhole, Analyst

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Superset ID: 4424600

Letter of Intent ("LOI")

September 04, 2024

Dear Riya Ramchandra Chikankar,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company).
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For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

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ANNEXURE 2

Documents for LOI acceptance

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2. HSC Certificate
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4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, all Graduation Marksheets and Graduation Degree Certificate
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

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

Superset ID: 4424492

Letter of Intent ("LOI")

November 04, 2024

Dear Sejal Raju Shripat,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company).
You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later.
Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

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D The progress made by you in this learning journey would not only help you in getting onboarded 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.

E Pre-onboarding training Program and Terms & Conditions of the LOI

1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

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F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

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training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please click here.

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Sejal Shripat, Analyst

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

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

Acceptance
I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

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Superset ID: 4424376

Letter of Intent ("LOI")

September 04, 2024

Dear Shreya Prashant Dipke,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company).
You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later.
Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.

B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.

C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.

D The progress made by you in this learning journey would not only help you in getting onboarded 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.

E Pre-onboarding training Program and Terms & Conditions of the LOI

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F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

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We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please click here.

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Shreya Dipke, Analyst

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

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Superset ID: 4424523

Letter of Intent ("LOI")

September 04, 2024

Dear Vaishnavi Yogesh Jaiswal,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company).
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For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Vaishnavi Jaiswal, Analyst

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For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

Acceptance
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7. Passport size photo
8. Government ID Proof

cencora

11th March 2024

Gauri Patil,
D/O Jaising Patil,
Near Bharat Vidhyalay Tapadiya Nagar,
Plot No 96 Akola,PO Jatherpet Akola
Maharashtra-444005

Dear Gauri,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **IT Engineer Trainee** with Cencora India Technology Services Private Limited **(Company)**

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

(a) **Position**:

Your position will be as **IT Engineer Trainee** with the Company, and you will be required to report to **Director - Software Engineering**. In the course of your employment, you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by the Company based on your knowledge, qualifications, and experience.

The first **12 months** of your employment will be considered as a training assessment period. The training imparted to you during this period is designed to equip you with the skills necessary to assist in the business of the Company and will also benefit your overall professional development. Your employment with the Company shall only be confirmed subject to your overall satisfactory performance and successful completion of any required performance assessments during this period. The Company reserves the right to extend the training assessment period or terminate employment at its sole discretion at any time during this period without providing notice or payment in lieu thereof.

(b) **Place of Work:**

Your principal place of work shall be **Unit no. 301, 3rd Floor, building no. 4, Commerzone, Survey no. 144 & 145, Yerawada, Sarat Ashok Path, Off Airport Road,**

Pune, Maharashtra, 411006. Based on your request, you may be permitted to work from home for such duration as may be decided by the Company.

You may also be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of business.

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

Your gross annual salary payable by the Company shall be **INR 5,17,771.5**. The detailed break-up of your gross annual salary, allowances and benefits is annexed as Schedule I of this offer letter. The compensation and benefits laid down in Schedule I are subject to periodical review by the Company and the breakdown may need to be revised from time to time in keeping with regulatory developments or otherwise.

The gross annual salary shall be subject to deduction of tax at source. Statutory contributions as per the relevant Indian laws will also be payable by the Company. The salary payable to you shall be paid monthly in arrears.

In addition to the gross annual salary, you will be eligible to receive a target bonus of up to **8%** of the annual salary from the Company subject to your performance and terms of the applicable bonus plan. The target bonus is subject to the Company's terms and conditions and is at all times at the Company's sole and absolute discretion.

(d) **Hours of Work:**

Your hours of work will be as per the working hours policy of the Company. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will be entitled to receive additional remuneration for working beyond the prescribed working hour limits under the applicable laws.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with the Company shall commence on **15 July 2024** or such other date that shall be communicated to you in writing by the Company (the **15 July 2024**):

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

(b) you are having executed an employment agreement with the Company on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions,

termination provisions, etc. and you shall be governed by various Company rules, standards and policies as communicated to you from time to time; and

(c) you agreeing to and passing a background investigation conducted by the Company. By signing this letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by the Company. This includes undergoing drug and alcohol testing as per Company's Drug and Alcohol Policy and Privacy Policy, if required and expressed specifically from time to time by the Company. By signing this letter, you hereby authorize the Company to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state, or local laws and, to receive and use the results of the test.

You hereby undertake to the Company that by accepting this offer and executing an employment agreement with the Company and agreeing to perform any and all obligations thereunder, you will not be in breach of any court order or any express or implied terms of any contract with any third-party or other obligation binding you.

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

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

4. This letter shall be governed by and construed in accordance with the laws of India. The courts at **PMT Building, Commercial Building-1, PMT Building, Shankar Sheth Rd, Police Colony,**

Swargate, Pune, Maharashtra 411042, India shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within **3 days** from the date of this letter.

We look forward to welcoming you to the Company and working with you.

Best Regards,

For and on behalf of Cencora India Technology Services Private Limited

Sue Betters

Sue Betters

Sr Director, Human Resources Business Partner.

Acknowledgement

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

_____

Gauri Patil
11th March 2024

cencora

SCHEDULE I

COMPENSATION STRUCTURE

Proposed Monthly Salary Details	
Monthly Base	21573.81
Annual HRA (50% of Basic)	10786.91
Annual Med Allow (10% of Basic)	2157.38
Annual Transport Allow (5% of Basic)	1078.69
Leave Travel Allowance (15% of Basic)	3236.07
Special Flexibale Allowance (Balance)	2114.76
Meal Coupon	2200.00
Monthly Gross Salary	**43147.63**
Proposed Annual Salary Details	
Annual Basic (50% of Base)	258885.75
Annual HRA (50% of Basic)	129442.88
Annual Med Allow (10% of Basic)	25888.58
Annual Transport Allow (5% of Basic)	12944.29
Leave Travel Allowance (15% of Basic)	38832.86
Special Flexibale Allowance (Balance)	25377.15
Meal Coupon	26400.00
Annual Gross Salary (Base)	**517771.50**
Annual Emp'r Contribution to PF (12% of Basic)	31066.29
Annual Emp'r Contr to Gratuity (Accruals Only) (4.81% of Basic)	12452.40
Annual Fixed Comp CTC	**561290.20**

cencora

11th March 2024

Pallavi Gajanan Awasare,
D/O Gajanan Malhari Awasare, 39 Ward No 3,
Hanuman Mandir Jawal,Mu Katkheda Bk
Yavatmal Maharashtra-445204

Dear Pallavi,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **IT Engineer Trainee** with Cencora India Technology Services Private Limited **(Company)**

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

(a) **Position**:

Your position will be as **IT Engineer Trainee** with the Company, and you will be required to report to **Director - Software Engineering**. In the course of your employment, you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by the Company based on your knowledge, qualifications, and experience.

The first **12 months** of your employment will be considered as a training assessment period. The training imparted to you during this period is designed to equip you with the skills necessary to assist in the business of the Company and will also benefit your overall professional development. Your employment with the Company shall only be confirmed subject to your overall satisfactory performance and successful completion of any required performance assessments during this period. The Company reserves the right to extend the training assessment period or terminate employment at its sole discretion at any time during this period without providing notice or payment in lieu thereof.

(b) **Place of Work:**

Your principal place of work shall be **Unit no. 301, 3rd Floor, building no. 4, Commerzone, Survey no. 144 & 145, Yerawada, Sarat Ashok Path, Off Airport Road,**

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Pune, Maharashtra, 411006. Based on your request, you may be permitted to work from home for such duration as may be decided by the Company.

You may also be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of business.

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

Your gross annual salary payable by the Company shall be **INR 5,17,771.5**. The detailed break-up of your gross annual salary, allowances and benefits is annexed as Schedule I of this offer letter. The compensation and benefits laid down in Schedule I are subject to periodical review by the Company and the breakdown may need to be revised from time to time in keeping with regulatory developments or otherwise.

The gross annual salary shall be subject to deduction of tax at source. Statutory contributions as per the relevant Indian laws will also be payable by the Company. The salary payable to you shall be paid monthly in arrears.

In addition to the gross annual salary, you will be eligible to receive a target bonus of up to **8%** of the annual salary from the Company subject to your performance and terms of the applicable bonus plan. The target bonus is subject to the Company's terms and conditions and is at all times at the Company's sole and absolute discretion.

(d) **Hours of Work:**

Your hours of work will be as per the working hours policy of the Company. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will be entitled to receive additional remuneration for working beyond the prescribed working hour limits under the applicable laws.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with the Company shall commence on **15 July 2024** or such other date that shall be communicated to you in writing by the Company (the **15 July 2024**):

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

(b) you are having executed an employment agreement with the Company on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions,

termination provisions, etc. and you shall be governed by various Company rules, standards and policies as communicated to you from time to time; and

(c) you agreeing to and passing a background investigation conducted by the Company. By signing this letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by the Company. This includes undergoing drug and alcohol testing as per Company's Drug and Alcohol Policy and Privacy Policy, if required and expressed specifically from time to time by the Company. By signing this letter, you hereby authorize the Company to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state, or local laws and, to receive and use the results of the test.

You hereby undertake to the Company that by accepting this offer and executing an employment agreement with the Company and agreeing to perform any and all obligations thereunder, you will not be in breach of any court order or any express or implied terms of any contract with any third-party or other obligation binding you.

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

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

4. This letter shall be governed by and construed in accordance with the laws of India. The courts at **PMT Building, Commercial Building-1, PMT Building, Shankar Sheth Rd, Police Colony,**

Swargate, Pune, Maharashtra 411042, India shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within **3 days** from the date of this letter.

We look forward to welcoming you to the Company and working with you.

Best Regards,

For and on behalf of Cencora India Technology Services Private Limited

Sue Betters

Sue Betters

Sr Director, Human Resources Business Partner.

Acknowledgement

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

_____

Pallavi Gajanan Awasare
11th March 2024

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SCHEDULE I

COMPENSATION STRUCTURE

Proposed Monthly Salary Details	
Monthly Base	21573.81
Annual HRA (50% of Basic)	10786.91
Annual Med Allow (10% of Basic)	2157.38
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Annual Transport Allow (5% of Basic)	12944.29
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Annual Emp'r Contribution to PF (12% of Basic)	31066.29
Annual Emp'r Contr to Gratuity (Accruals Only) (4.81% of Basic)	12452.40
Annual Fixed Comp CTC	**561290.20**

cencora

11th March 2024

Pravadnya Dnyaneshwar More,
D/O Dnyaneshwar More, Birla Rammandir Rd,
Satav Chowk Unsawali Duplex,Akola
Maharashtra-444001

Dear Pravadnya,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **IT Engineer Trainee** with Cencora India Technology Services Private Limited **(Company)**

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

(a) **Position**:

Your position will be as **IT Engineer Trainee** with the Company, and you will be required to report to **Director - Software Engineering**. In the course of your employment, you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by the Company based on your knowledge, qualifications, and experience.

The first **12 months** of your employment will be considered as a training assessment period. The training imparted to you during this period is designed to equip you with the skills necessary to assist in the business of the Company and will also benefit your overall professional development. Your employment with the Company shall only be confirmed subject to your overall satisfactory performance and successful completion of any required performance assessments during this period. The Company reserves the right to extend the training assessment period or terminate employment at its sole discretion at any time during this period without providing notice or payment in lieu thereof.

(b) **Place of Work:**

Your principal place of work shall be **Unit no. 301, 3rd Floor, building no. 4, Commerzone, Survey no. 144 & 145, Yerawada, Sarat Ashok Path, Off Airport Road,**

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Pune, Maharashtra, 411006. Based on your request, you may be permitted to work from home for such duration as may be decided by the Company.

You may also be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of business.

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

Your gross annual salary payable by the Company shall be **INR 5,17,771.5**. The detailed break-up of your gross annual salary, allowances and benefits is annexed as Schedule I of this offer letter. The compensation and benefits laid down in Schedule I are subject to periodical review by the Company and the breakdown may need to be revised from time to time in keeping with regulatory developments or otherwise.

The gross annual salary shall be subject to deduction of tax at source. Statutory contributions as per the relevant Indian laws will also be payable by the Company. The salary payable to you shall be paid monthly in arrears.

In addition to the gross annual salary, you will be eligible to receive a target bonus of up to **8%** of the annual salary from the Company subject to your performance and terms of the applicable bonus plan. The target bonus is subject to the Company's terms and conditions and is at all times at the Company's sole and absolute discretion.

(d) **Hours of Work:**

Your hours of work will be as per the working hours policy of the Company. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will be entitled to receive additional remuneration for working beyond the prescribed working hour limits under the applicable laws.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with the Company shall commence on **15 July 2024** or such other date that shall be communicated to you in writing by the Company (the **15 July 2024**):

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

(b) you are having executed an employment agreement with the Company on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions,

termination provisions, etc. and you shall be governed by various Company rules, standards and policies as communicated to you from time to time; and

(c) you agreeing to and passing a background investigation conducted by the Company. By signing this letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by the Company. This includes undergoing drug and alcohol testing as per Company's Drug and Alcohol Policy and Privacy Policy, if required and expressed specifically from time to time by the Company. By signing this letter, you hereby authorize the Company to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state, or local laws and, to receive and use the results of the test.

You hereby undertake to the Company that by accepting this offer and executing an employment agreement with the Company and agreeing to perform any and all obligations thereunder, you will not be in breach of any court order or any express or implied terms of any contract with any third-party or other obligation binding you.

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

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

4. This letter shall be governed by and construed in accordance with the laws of India. The courts at **PMT Building, Commercial Building-1, PMT Building, Shankar Sheth Rd, Police Colony,**

Swargate, Pune, Maharashtra 411042, India shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within **3 days** from the date of this letter.

We look forward to welcoming you to the Company and working with you.

Best Regards,

For and on behalf of Cencora India Technology Services Private Limited

Sue Betters

Sue Betters

Sr Director, Human Resources Business Partner.

Acknowledgement

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

_____

Pravadnya Dnyaneshwar More
11th March 2024

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SCHEDULE I

COMPENSATION STRUCTURE

Proposed Monthly Salary Details	
Monthly Base	21573.81
Annual HRA (50% of Basic)	10786.91
Annual Med Allow (10% of Basic)	2157.38
Annual Transport Allow (5% of Basic)	1078.69
Leave Travel Allowance (15% of Basic)	3236.07
Special Flexibale Allowance (Balance)	2114.76
Meal Coupon	2200.00
Monthly Gross Salary	**43147.63**
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Annual Transport Allow (5% of Basic)	12944.29
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Meal Coupon	26400.00
Annual Gross Salary (Base)	**517771.50**
Annual Emp'r Contribution to PF (12% of Basic)	31066.29
Annual Emp'r Contr to Gratuity (Accruals Only) (4.81% of Basic)	12452.40
Annual Fixed Comp CTC	**561290.20**

cencora

11th March 2024

Sneha Sunil Khatke,
Plot No 77, Khamala Road,
Near Sonegaon Lake Sahakar Nagar,
Nagpur Maharashtra-440025

Dear Sneha,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **IT Engineer Trainee** with Cencora India Technology Services Private Limited **(Company)**

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

(a) **Position**:

Your position will be as **IT Engineer Trainee** with the Company, and you will be required to report to **Director - Software Engineering**. In the course of your employment, you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by the Company based on your knowledge, qualifications, and experience.

The first **12 months** of your employment will be considered as a training assessment period. The training imparted to you during this period is designed to equip you with the skills necessary to assist in the business of the Company and will also benefit your overall professional development. Your employment with the Company shall only be confirmed subject to your overall satisfactory performance and successful completion of any required performance assessments during this period. The Company reserves the right to extend the training assessment period or terminate employment at its sole discretion at any time during this period without providing notice or payment in lieu thereof.

(b) **Place of Work:**

Your principal place of work shall be **Unit no. 301, 3rd Floor, building no. 4, Commerzone, Survey no. 144 & 145, Yerawada, Sarat Ashok Path, Off Airport Road,**

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Pune, Maharashtra, 411006. Based on your request, you may be permitted to work from home for such duration as may be decided by the Company.

You may also be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of business.

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

Your gross annual salary payable by the Company shall be **INR 5,17,771.5**. The detailed break-up of your gross annual salary, allowances and benefits is annexed as Schedule I of this offer letter. The compensation and benefits laid down in Schedule I are subject to periodical review by the Company and the breakdown may need to be revised from time to time in keeping with regulatory developments or otherwise.

The gross annual salary shall be subject to deduction of tax at source. Statutory contributions as per the relevant Indian laws will also be payable by the Company. The salary payable to you shall be paid monthly in arrears.

In addition to the gross annual salary, you will be eligible to receive a target bonus of up to **8%** of the annual salary from the Company subject to your performance and terms of the applicable bonus plan. The target bonus is subject to the Company's terms and conditions and is at all times at the Company's sole and absolute discretion.

(d) **Hours of Work:**

Your hours of work will be as per the working hours policy of the Company. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will be entitled to receive additional remuneration for working beyond the prescribed working hour limits under the applicable laws.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with the Company shall commence on **15 July 2024** or such other date that shall be communicated to you in writing by the Company (the **15 July 2024**):

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

(b) you are having executed an employment agreement with the Company on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions,

termination provisions, etc. and you shall be governed by various Company rules, standards and policies as communicated to you from time to time; and

(c) you agreeing to and passing a background investigation conducted by the Company. By signing this letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by the Company. This includes undergoing drug and alcohol testing as per Company's Drug and Alcohol Policy and Privacy Policy, if required and expressed specifically from time to time by the Company. By signing this letter, you hereby authorize the Company to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state, or local laws and, to receive and use the results of the test.

You hereby undertake to the Company that by accepting this offer and executing an employment agreement with the Company and agreeing to perform any and all obligations thereunder, you will not be in breach of any court order or any express or implied terms of any contract with any third-party or other obligation binding you.

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

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

4. This letter shall be governed by and construed in accordance with the laws of India. The courts at **PMT Building, Commercial Building-1, PMT Building, Shankar Sheth Rd, Police Colony,**

Swargate, Pune, Maharashtra 411042, India shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within **3 days** from the date of this letter.

We look forward to welcoming you to the Company and working with you.

Best Regards,

For and on behalf of Cencora India Technology Services Private Limited

Sue Betters

Sue Betters

Sr Director, Human Resources Business Partner.

Acknowledgement

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

_____

Sneha Sunil Khatke
11th March 2024

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SCHEDULE I

COMPENSATION STRUCTURE

Proposed Monthly Salary Details	
Monthly Base	21573.81
Annual HRA (50% of Basic)	10786.91
Annual Med Allow (10% of Basic)	2157.38
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Annual Emp'r Contr to Gratuity (Accruals Only) (4.81% of Basic)	12452.40
Annual Fixed Comp CTC	**561290.20**

cencora

11th March 2024

Shreya Mohanrao Pattewar,
D/O Mohanrao Pattewar, At post sadegaon,
Sadegaon Parbhani Maharashtra-431540

Dear Shreya,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **IT Engineer Trainee** with Cencora India Technology Services Private Limited **(Company)**

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

(a) **Position**:

Your position will be as **IT Engineer Trainee** with the Company, and you will be required to report to **Director - Software Engineering**. In the course of your employment, you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by the Company based on your knowledge, qualifications, and experience.

The first **12 months** of your employment will be considered as a training assessment period. The training imparted to you during this period is designed to equip you with the skills necessary to assist in the business of the Company and will also benefit your overall professional development. Your employment with the Company shall only be confirmed subject to your overall satisfactory performance and successful completion of any required performance assessments during this period. The Company reserves the right to extend the training assessment period or terminate employment at its sole discretion at any time during this period without providing notice or payment in lieu thereof.

(b) **Place of Work:**

Your principal place of work shall be **Unit no. 301, 3rd Floor, building no. 4, Commerzone, Survey no. 144 & 145, Yerawada, Sarat Ashok Path, Off Airport Road,**

Pune, Maharashtra, 411006. Based on your request, you may be permitted to work from home for such duration as may be decided by the Company.

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

Your gross annual salary payable by the Company shall be **INR 5,17,771.5**. The detailed break-up of your gross annual salary, allowances and benefits is annexed as Schedule I of this offer letter. The compensation and benefits laid down in Schedule I are subject to periodical review by the Company and the breakdown may need to be revised from time to time in keeping with regulatory developments or otherwise.

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In addition to the gross annual salary, you will be eligible to receive a target bonus of up to **8%** of the annual salary from the Company subject to your performance and terms of the applicable bonus plan. The target bonus is subject to the Company's terms and conditions and is at all times at the Company's sole and absolute discretion.

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

(b) you are having executed an employment agreement with the Company on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions,

termination provisions, etc. and you shall be governed by various Company rules, standards and policies as communicated to you from time to time; and

(c) you agreeing to and passing a background investigation conducted by the Company. By signing this letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by the Company. This includes undergoing drug and alcohol testing as per Company's Drug and Alcohol Policy and Privacy Policy, if required and expressed specifically from time to time by the Company. By signing this letter, you hereby authorize the Company to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state, or local laws and, to receive and use the results of the test.

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Please sign and return one copy of this letter within **3 days** from the date of this letter.

We look forward to welcoming you to the Company and working with you.

Best Regards,

For and on behalf of Cencora India Technology Services Private Limited

Sue Betters

Sue Betters

Sr Director, Human Resources Business Partner.

Acknowledgement

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

_____

Shreya Mohanrao Pattewar
11th March 2024

cencora

SCHEDULE I

COMPENSATION STRUCTURE

Proposed Monthly Salary Details	
Monthly Base	21573.81
Annual HRA (50% of Basic)	10786.91
Annual Med Allow (10% of Basic)	2157.38
Annual Transport Allow (5% of Basic)	1078.69
Leave Travel Allowance (15% of Basic)	3236.07
Special Flexibale Allowance (Balance)	2114.76
Meal Coupon	2200.00
Monthly Gross Salary	**43147.63**
Proposed Annual Salary Details	
Annual Basic (50% of Base)	258885.75
Annual HRA (50% of Basic)	129442.88
Annual Med Allow (10% of Basic)	25888.58
Annual Transport Allow (5% of Basic)	12944.29
Leave Travel Allowance (15% of Basic)	38832.86
Special Flexibale Allowance (Balance)	25377.15
Meal Coupon	26400.00
Annual Gross Salary (Base)	**517771.50**
Annual Emp'r Contribution to PF (12% of Basic)	31066.29
Annual Emp'r Contr to Gratuity (Accruals Only) (4.81% of Basic)	12452.40
Annual Fixed Comp CTC	**561290.20**

cencora

11th March 2024

Shreya Vinodrao Darodkar,
D/O Vinodrao Darodkar, Shivaji Ward,
Near Santoshi Mata Mandir, Hinganghat,
Wardha Maharashtra-442301

Dear Shreya,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **IT Engineer Trainee** with Cencora India Technology Services Private Limited **(Company)**

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

(a) **Position**:

Your position will be as **IT Engineer Trainee** with the Company, and you will be required to report to **Director - Software Engineering**. In the course of your employment, you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by the Company based on your knowledge, qualifications, and experience.

The first **12 months** of your employment will be considered as a training assessment period. The training imparted to you during this period is designed to equip you with the skills necessary to assist in the business of the Company and will also benefit your overall professional development. Your employment with the Company shall only be confirmed subject to your overall satisfactory performance and successful completion of any required performance assessments during this period. The Company reserves the right to extend the training assessment period or terminate employment at its sole discretion at any time during this period without providing notice or payment in lieu thereof.

(b) **Place of Work:**

Your principal place of work shall be **Unit no. 301, 3rd Floor, building no. 4, Commerzone, Survey no. 144 & 145, Yerawada, Sarat Ashok Path, Off Airport Road,**

Pune, Maharashtra, 411006. Based on your request, you may be permitted to work from home for such duration as may be decided by the Company.

You may also be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of business.

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

Your gross annual salary payable by the Company shall be **INR 5,17,771.5**. The detailed break-up of your gross annual salary, allowances and benefits is annexed as Schedule I of this offer letter. The compensation and benefits laid down in Schedule I are subject to periodical review by the Company and the breakdown may need to be revised from time to time in keeping with regulatory developments or otherwise.

The gross annual salary shall be subject to deduction of tax at source. Statutory contributions as per the relevant Indian laws will also be payable by the Company. The salary payable to you shall be paid monthly in arrears.

In addition to the gross annual salary, you will be eligible to receive a target bonus of up to **8%** of the annual salary from the Company subject to your performance and terms of the applicable bonus plan. The target bonus is subject to the Company's terms and conditions and is at all times at the Company's sole and absolute discretion.

(d) **Hours of Work:**

Your hours of work will be as per the working hours policy of the Company. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will be entitled to receive additional remuneration for working beyond the prescribed working hour limits under the applicable laws.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with the Company shall commence on **15 July 2024** or such other date that shall be communicated to you in writing by the Company (the **15 July 2024**):

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

(b) you are having executed an employment agreement with the Company on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions,

termination provisions, etc. and you shall be governed by various Company rules, standards and policies as communicated to you from time to time; and

(c) you agreeing to and passing a background investigation conducted by the Company. By signing this letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by the Company. This includes undergoing drug and alcohol testing as per Company's Drug and Alcohol Policy and Privacy Policy, if required and expressed specifically from time to time by the Company. By signing this letter, you hereby authorize the Company to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state, or local laws and, to receive and use the results of the test.

You hereby undertake to the Company that by accepting this offer and executing an employment agreement with the Company and agreeing to perform any and all obligations thereunder, you will not be in breach of any court order or any express or implied terms of any contract with any third-party or other obligation binding you.

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

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

4. This letter shall be governed by and construed in accordance with the laws of India. The courts at **PMT Building, Commercial Building-1, PMT Building, Shankar Sheth Rd, Police Colony,**

Swargate, Pune, Maharashtra 411042, India shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within **3 days** from the date of this letter.

We look forward to welcoming you to the Company and working with you.

Best Regards,

For and on behalf of Cencora India Technology Services Private Limited

Sue Betters

Sue Betters

Sr Director, Human Resources Business Partner.

Acknowledgement

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

_____

Shreya Vinodrao Darodkar
11th March 2024

cencora

SCHEDULE I

COMPENSATION STRUCTURE

Proposed Monthly Salary Details	
Monthly Base	21573.81
Annual HRA (50% of Basic)	10786.91
Annual Med Allow (10% of Basic)	2157.38
Annual Transport Allow (5% of Basic)	1078.69
Leave Travel Allowance (15% of Basic)	3236.07
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Monthly Gross Salary	**43147.63**
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Annual Gross Salary (Base)	**517771.50**
Annual Emp'r Contribution to PF (12% of Basic)	31066.29
Annual Emp'r Contr to Gratuity (Accruals Only) (4.81% of Basic)	12452.40
Annual Fixed Comp CTC	**561290.20**

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OFFER OF EMPLOYMENT

To,

Mr. Abhijeet Gadlinge

Date: 22nd January 2024

Dear Abhijit,

We are pleased to offer you the role of **Trainee Software Developer** on the rolls of our Firm. We are excited to partner with you on your development journey and hope to provide you with exciting learning and contributing opportunities.

Your Annual Fixed Compensation will be Rs. 4,00,000/- (Rupees Four Lakh Only). The fixed compensation can be adjusted in various salary heads by you and for this we will provide you with an excel template on joining.

Annexure A to this letter describes the compensation proposed and Annexure B to this letter describes the terms and conditions of employment.

This offer will become null and void if you do not join us by 1st February 2024.

We truly hope that you deliver on your potential and the trust we have placed in you.

Kindly sign each page of this letter and the annexure to indicate your agreement to this offer.

Welcome on board.

Warm Regards

Prashant Karmalkar

Managing Director

I accept this offer

Abhijeet Gadlinge

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ANNEXURE A

CONFIDENTIAL

This document summarizes the salary components and benefits available to a Circular Angle employee in India. Details will be provided to you separately.

Please note that these components / benefits will be provided only against appropriate supporting documents (wherever required as per Firm policy) and will be subject to a rationality test.

The Firm may, at its sole discretion, alter, amend or delete any of these components / benefits at any time. Further, any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification.

The components of Total Fixed Compensation are as follows:

Basic Salary - Basic Salary is equivalent to 35% of Total Fixed Compensation.

Special Allowance - Special Allowance is a monthly cash allowance that may be paid to an employee.

House Rent Allowance (HRA) - HRA of up to 50% of the Basic Salary per month may be paid to an employee.

An employee is required to submit proof of payment of rent by way of duly stamped rent receipt(s) and the leave and license agreement for allowing tax deduction for HRA. The actual tax deduction is dependent on amount paid and tax rules prevalent.

Leave Travel Assistance (LTA) - LTA is payable to an employee according to his / her eligibility. Tax exemption on LTA is available for actual costs incurred on travel upto domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be for the shortest route to any place in India.

The tax exemption on LTA is available twice in a block of four calendar years. The relevant block of four calendar years is 2022 - 2025. For claiming LTA, an employee should avail vacation (only regular vacation).

Additional Special Allowances - Employee can allocate any part of his Reimbursements to Additional Special Allowances, which will be paid monthly.

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OFFER OF EMPLOYMENT

To,

Mr. Karan Motwani

Date: 19th March 2024

Dear Karan,

We are pleased to offer you the role of **Trainee Software Developer** on the rolls of our Firm. We are excited to partner with you on your development journey and hope to provide you with exciting learning and contributing opportunities.

Your Annual Fixed Compensation will be Rs. 4,00,000/- (Rupees Four Lakh Only). The fixed compensation can be adjusted in various salary heads by you and for this we will provide you with an excel template on joining.

Annexure A to this letter describes the compensation proposed and Annexure B to this letter describes the terms and conditions of employment.

This offer will become null and void if you do not join us by 1st April 2024.

We truly hope that you deliver on your potential and the trust we have placed in you.

Kindly sign each page of this letter and the annexure to indicate your agreement to this offer.

Welcome on board.

Warm Regards

Prashant Karmalkar

Managing Director

I accept this offer

Karan Motwani

Circular Angle Private Limited

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The components of Total Fixed Compensation are as follows:

Basic Salary - Basic Salary is equivalent to 35% of Total Fixed Compensation.

Special Allowance - Special Allowance is a monthly cash allowance that may be paid to an employee.

House Rent Allowance (HRA) - HRA of up to 50% of the Basic Salary per month may be paid to an employee.

An employee is required to submit proof of payment of rent by way of duly stamped rent receipt(s) and the leave and license agreement for allowing tax deduction for HRA. The actual tax deduction is dependent on amount paid and tax rules prevalent.

Leave Travel Assistance (LTA) - LTA is payable to an employee according to his / her eligibility. Tax exemption on LTA is available for actual costs incurred on travel upto domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be for the shortest route to any place in India.

The tax exemption on LTA is available twice in a block of four calendar years. The relevant block of four calendar years is 2022 - 2025. For claiming LTA, an employee should avail vacation (only regular vacation).

Additional Special Allowances - Employee can allocate any part of his Reimbursements to Additional Special Allowances, which will be paid monthly.

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OFFER OF EMPLOYMENT

To,

Ms. Pranjal Patil

Date: 19th March 2024

Dear Pranjal,

We are pleased to offer you the role of **Trainee Tester** on the rolls of our Firm. We are excited to partner with you on your development journey and hope to provide you with exciting learning and contributing opportunities.

Your Annual Fixed Compensation will be Rs. 3,00,000/- (Rupees Three Lakh Only). The fixed compensation can be adjusted in various salary heads by you and for this we will provide you with an excel template on joining.

Annexure A to this letter describes the compensation proposed and Annexure B to this letter describes the terms and conditions of employment.

This offer will become null and void if you do not join us by 1st April 2024.

We truly hope that you deliver on your potential and the trust we have placed in you.

Kindly sign each page of this letter and the annexure to indicate your agreement to this offer.

Welcome on board.

Warm Regards

Prashant Karmalkar

Managing Director

I accept this offer

Pranjal Patil

Circular Angle Private Limited

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ANNEXURE A

CONFIDENTIAL

This document summarizes the salary components and benefits available to a Circular Angle employee in India. Details will be provided to you separately.

Please note that these components / benefits will be provided only against appropriate supporting documents (wherever required as per Firm policy) and will be subject to a rationality test.

The Firm may, at its sole discretion, alter, amend or delete any of these components / benefits at any time. Further, any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification.

The components of Total Fixed Compensation are as follows:

Basic Salary - Basic Salary is equivalent to 35% of Total Fixed Compensation.

Special Allowance - Special Allowance is a monthly cash allowance that may be paid to an employee.

House Rent Allowance (HRA) - HRA of up to 50% of the Basic Salary per month may be paid to an employee.

An employee is required to submit proof of payment of rent by way of duly stamped rent receipt(s) and the leave and license agreement for allowing tax deduction for HRA. The actual tax deduction is dependent on amount paid and tax rules prevalent.

Leave Travel Assistance (LTA) - LTA is payable to an employee according to his / her eligibility. Tax exemption on LTA is available for actual costs incurred on travel upto domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be for the shortest route to any place in India.

The tax exemption on LTA is available twice in a block of four calendar years. The relevant block of four calendar years is 2022 - 2025. For claiming LTA, an employee should avail vacation (only regular vacation).

Additional Special Allowances - Employee can allocate any part of his Reimbursements to Additional Special Allowances, which will be paid monthly.

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OFFER OF EMPLOYMENT

To,

Ms. Shreya Patil

Date: 08th March 2024

Dear Shreya

We are pleased to offer you the role of **Trainee Software Developer** on the rolls of our Firm. We are excited to partner with you on your development journey and hope to provide you with exciting learning and contributing opportunities.

Your Annual Fixed Compensation will be Rs. 4,00,000/- (Rupees Four Lakh Only). The fixed compensation can be adjusted in various salary heads by you and for this we will provide you with an excel template on joining.

Annexure A to this letter describes the compensation proposed and Annexure B to this letter describes the terms and conditions of employment.

This offer will become null and void if you do not join us by 18th March 2024.

We truly hope that you deliver on your potential and the trust we have placed in you.

Kindly sign each page of this letter and the annexure to indicate your agreement to this offer.

Welcome on board.

Warm Regards

Prashant Karmalkar

Managing Director

I accept this offer

Shreya Patil

Circular Angle Private Limited

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ANNEXURE A

CONFIDENTIAL

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Please note that these components / benefits will be provided only against appropriate supporting documents (wherever required as per Firm policy) and will be subject to a rationality test.

The Firm may, at its sole discretion, alter, amend or delete any of these components / benefits at any time. Further, any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification.

The components of Total Fixed Compensation are as follows:

Basic Salary - Basic Salary is equivalent to 35% of Total Fixed Compensation.

Special Allowance - Special Allowance is a monthly cash allowance that may be paid to an employee.

House Rent Allowance (HRA) - HRA of up to 50% of the Basic Salary per month may be paid to an employee.

An employee is required to submit proof of payment of rent by way of duly stamped rent receipt(s) and the leave and license agreement for allowing tax deduction for HRA. The actual tax deduction is dependent on amount paid and tax rules prevalent.

Leave Travel Assistance (LTA) - LTA is payable to an employee according to his / her eligibility. Tax exemption on LTA is available for actual costs incurred on travel upto domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be for the shortest route to any place in India.

The tax exemption on LTA is available twice in a block of four calendar years. The relevant block of four calendar years is 2022 - 2025. For claiming LTA, an employee should avail vacation (only regular vacation).

Additional Special Allowances - Employee can allocate any part of his Reimbursements to Additional Special Allowances, which will be paid monthly.

COREFLEX
DELIVERING TRANSFORMATIONAL OUTCOMES

CFS / HRD / OFF LTR / 2024 – 2025 / P **Date: August 19, 2024**

To,
Mrunal Wanraj Pimpalkar.
Address: At Village Morwa, House No. 490, Pole No. MO/497, Morwa, PO: Tadali, Dist: Chandrapur, Maharashtra - 442406

OFFER LETTER

Dear Mrunal,

Congratulations upon your selection further with reference to your interview and subsequent detailed discussions held between you and the company management. Welcome to the **CoreFlex Solutions Pvt. Ltd.** Family. We are pleased to offer you the position of **"Associate Consultant - SAP"** and below are the main points of your engagement as an employee of the company:-

You will join on or before **August 20, 2024** in our Pune Office Location Level 7 – Marisoft Wing C, Kalyani Nagar - Wadgaon Sheri Rd, Marigold Complex, Pune, Maharashtra 411014. **August 20, 2024** will be considered your effective date of joining the company.

As communicated to you during our discussions, we value competence, performance, discipline, and integrity above everything else. We believe strongly in delivering the highest quality to our customers, dealing fairly with mutual respect and on strict merit with our entire employees; junior, senior or colleagues. We work in an atmosphere of trust & transparency and go beyond our area of responsibility. You are accountable first to yourself and then to your superiors.

Your Commencing Salary as discussed will be **INR. 5,00,000/- Only (Rupees Five Lakh) Per Annum** review Annexure – I on page 2, subject to the usual statutory and mandatory deductions and/or any other taxes which may be imposed from time to time by the central or state government or by any public body legally authorized to do so in the country of India or the state of Maharashtra.

As per work nature company will be providing some electronic assets, (ex.: Computer, Mouse, Headphones etc) which belong to the organization.

You will be reporting to Sr. Manager – Software-IT.

You would be issued a formal appointment letter detailing more clauses of your employment on submission of your personal documents.

You shall be governed by the terms and conditions of service during your employment with **CoreFlex Solutions Pvt. Ltd.** as per existing HR policies and those that may be amended from time to time.

COREFLEX
DELIVERING TRANSFORMATIONAL OUTCOMES

ANNEXURE – I

Employee Name:	Mrunal Wanraj Pimpalkar
Department:	Software-IT
Designation:	Associate Consultant - SAP
Payment Mode:	Bank Transfer
Location	Pune
Date of Joining:	August 20, 2024

Earning Components	**Monthly**	**Yearly**
Basic	14583.00	174996.00
HRA	7292.00	87504.00
Conveyance	1600.00	19200.00
Medical Allowance	1250.00	15000.00
City Comp Allowance	16942.00	203304.00
Total	41667.00	500004.00
PF Deduction	4125.00	49500.00
PT Deduction	200.00	2500.00
Net Pay	37342.00	448004.00

***Note:**

1. ***The above salary break-up is per annum and is provided based on the existing company policies and may undergo a change from time to time.***
2. ***As per the company policy you are required to maintain total confidentiality of your compensation details.***

For CoreFlex Solutions Pvt. Ltd.

COREFLEX SOLUTIONS PVT. LTD. PUNE

Manager – Human Resources

COREFLEX
DELIVERING TRANSFORMATIONAL OUTCOMES

Additional Notes to Offer Letter

Validity: This offer is valid for a period of 2 days from the date of issue. Also, the company has made the offer of employment on the basis of the bonafide statements and facts provided by you. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you which also includes termination of employment.

Salary Review: You will be considered for salary review as per the company's policies effective from time to time.

Benefits: You will be eligible for benefits commensurate with the benefits offered to all other CoreFlex employees of a similar status, subject to any applicable restrictions or Probation Periods.

Notice Period: Your services can be terminated on a Thirty-day (30 days) calendar day's notice in writing from either side during the probation period. However, in case the company management finds you consistently not achieving the given target and/or output (assessing your work over a period of calendar months' time any time during your tenure), or any such and similar instance as deemed fit by the management, the company may, at its discretion, terminate your services with one month notice period.

Assignments & Deputations: You may also be assigned and/or deputed to any other location for fulfilling the company's business needs. This could include client locations, group companies, or a subsidiary and any other location as a representative of CoreFlex Solutions Pvt. Ltd. or its group companies.

Acceptance By New Joinee

I have carefully read and understood all the terms of this letter. I have discussed this letter and sought appropriate clarification from the company concerning the terms contained in this letter. I understand and accept that my offer of employment with CoreFlex Solutions Pvt. Ltd is subject to a clear background check.

I convey my acceptance and agree to be unconditionally bound by the terms of this letter and other terms of employment with the company by signing a copy of this letter and returning the same to the company.

Signed:_____ Date: _____

Name:_____

Apprenticeship Offer cum Appointment Letter

Date: Nov 12,2024

Candidate Name: Mr. Sanket Khade
Candidate ID: 6256361
Address: At Post. Ramtirth,Daryapur, Amravati-444803, Maharashtra, India

Dear Sanket,

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program (hereinafter referred to as "**Program**"). Your designation under the Digital Vertical would be an Analyst.Your functional title will be **"Analyst".** We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as **"Contract"**). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards

Offered By: Sagar Shetty
Designation: Program Manager– Human Resources

Date: Nov 12,2024

Dear Sanket,

We are pleased to appoint you as **Analyst** under the program. Your training with eClerx Services Limited (hereinafter referred to as "**Company**") will commence on **"Nov 12,2024" (**herein referred to as " **Date of Joining")** and will continue until "**Nov 11,2025**".

Apart from the other policies binding upon you during your tenure with the company, the general terms and conditions under the Program are as follows:

1. **Work Location**

1.1. Your initial work location will be **Mumbai**. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time, to the extent applicable to the apprentices engaged by the Company.

1.2. In the event of your voluntary resignation / termination of the Program with the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy, if applicable; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation / transfer.

2. **Background Verification**

2.1. Your engagement as an Analyst under the Digital Vertical is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

2.2. The Company reserves the right to end this Contract with you with immediate effect and without any liability, should the results of your background investigation be negative. The HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the Company and you agree to undergo such tests. If the reports of such testing are found to be positive, the Company reserves the right to initiate suitable action against you, including immediate termination of services.

2.4 Your offer of apprenticeship will not be valid if you are unable to provide all the mandatory documents on or before your Date of joining.

2.5 In line with Work from Home Policy, you may operate from home, provided you meet eligibility criteria, if requested by you. Benefits available under Long Term Deputation Policy and Transfer Policy will not be applicable to you during the period that you operate from home.

3. Remuneration, Benefits & Privileges.

Please refer to Annexure I for details on your stipend and benefits applicable during your training period.

4. Training

4.1 The tenure period**,** as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this Program.

4.2 Notwithstanding the above mentioned clause, the Company reserves the right to put you under a training program with a different training period, as per the requirement of the specific business, the successful completion of which would determine the completion of your duration under the Program.

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 30 days' notice period.

4.4 After the completion of the aforementioned training period, the Company, at its sole discretion and depending on business requirements, may absorb you on its regular roll, depending upon your assessment parameters and on-the-job performance. The compensation structure that will be applicable in the event you are absorbed on the regular rolls of the Company will be shared with you separately.

5. Domain-based Specialized Training

5.1 You may be required to undergo designated specialized trainings, as required under the Program. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by the Company as well as you.

5.2 Subject to clause no. 4.4, Further to the above clause, you may be required to enter into an employment agreement with the Company on successful completion of your training period and being absorbed as a permanent employee. The details of such agreement, as applicable, would be conveyed to you separately.

6. Leaves

6.1 During your tenure and training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the Company.

6.2 You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the Company, in order to avoid such instances.

7. Separation

7.1. The Contract can be terminated by the Company, by giving you a notice of 30 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you may do so by serving Company with **30 days** written notice of termination, provided you terminate your Contract with the Company within 11 months of your joining the Company. However, if you decide to terminate your Contract in the last month of your apprenticeship tenure, then in that case, irrespective of date of your termination notice, your apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The Company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this Contract, the Company also reserves the right to terminate your Contract under the Program for reasons mentioned below, with immediate effect, without any payment in lieu of notice period, whereupon your training period would cease immediately and you shall have no claim, whatsoever, against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being serviced on you by the Company stating the breach; or

b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or

c. You becoming of unsound mind; or

d. You are convicted of a criminal offence;

e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or

f. You committing breach of any of your duties or obligations under the Contract; org. You refusing or neglecting to comply with any lawful and reasonable orders or directions given to you by the Company; or

g. You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or

h. You becoming prohibited by law or any order from any regulatory body or government authority from being an apprentice of the Company; or

i. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your apprenticeship responsibilities; or

j. Causing damage to company's property; or

k. Going on or abetting a strike in contravention of any law for the time being in force; or

l. Committing theft, fraud, or dishonesty; or

m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.

n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

The list above is illustrative and by no means exhaustive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3.In the event of continued absence of 3 (three) consecutive working days from work without prior sanction of leave or on remaining absent beyond the period of leave originally granted or subsequently extended, you shall lose lien on your engagement and your name will be struck off from the Company, treating you to have abandoned your apprenticeship as you do not have interest in the Program offered by the Company.

7.4 On termination of your Contract, all work carried out by you – both in physical and digital form – during your employment, shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.5 When your training under the Contract / Program with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media, and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs, and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the Company for any material loss of business, as determined by the Company at its sole discretion. The Company may withhold your exit clearance and / or full-and-final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it.

8. Working Hours

The training hours applicable to you will be the same as are observed by the Company, depending upon your process and program and in accordance with applicable law. The initial shift, location, or program allotted to you may change at any time during the period of apprenticeship, as decided by the Company's management.

9. Conflict of Interest

9.1. 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. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your apprenticeship with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other business, assume any public office, honorary or remunerative, without the specific written

permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of apprenticeship and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account(s) held by you and your family members to meet the compliance requirements of the client.

10. Non – Disclosure

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous organisation, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

11. Non-Solicitation and Non-Compete

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

- Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's apprentices/employees to leave their apprenticeship/employment with the Company.
- Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.
- Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.

12. Jurisdiction

In case of any dispute or difference arising out of or under this Contract, resulting into any proceeding before any Authority, Courts etc. in respect of this Contract, the same will be subject to the jurisdiction of Mumbai.

13. Applicable Company rules and regulations

You will be governed by the Company's rules and regulations and practices as applicable to apprentices and enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you.

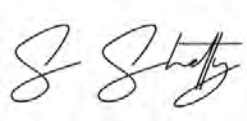
14. Change in Terms and Conditions of your apprenticeship

The Company reserves the right to change the terms and conditions of this letter, which would be intimated to you either through changes in the Company's policies or through an amendment to your Contract, or through other means of communication, which would purport to amend the said terms of your Contract.

Your apprentice appointment is contingent upon successful completion of background check; documents submitted by you will be sent for necessary verification and authentication to the background verification agency.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on the remaining pages.

Regards



Offered By: Sagar Shetty
Designation: Program Manager– Human Resources

ANNEXURE I

Stipend and Benefits Applicable During the Contract Period

1. Stipend

Since you are registered under the National Apprenticeship Training Scheme (NATS), the Government shall pay you 50% of your total stipend, up to a maximum of INR 4,500 per month, directly in your registered bank account, in accordance with the Direct Benefit Transfer ("**DBT**") scheme formulated by the Central Government under the Apprentices Act, 1961.

By signing this Contract, you consent to be enrolled in the DBT scheme and to receive the Government's share of your total stipend directly in your registered bank account.

Accordingly, your stipend will be INR 18,323 per month for the duration of your training, to be paid together by the Company and the government, in accordance with the applicable DBT scheme. The breakup of the Company's share and the government's share is provided below.

Please note that your monthly stipend (inclusive of the Company's and government's share) will be pro-rated based on the number of days worked by you in a month. It is clarified that in case of unauthorized absence or leave without pay in a month, the monthly total stipend will be pro-rated and reduced for each day of unauthorized absence or leave without pay in the relevant month. The Company will update your unauthorized leaves and/ or leaves without pay in a month and the corresponding stipend amount payable to you for the month on the apprenticeship portal, in accordance with the directives of the government under the Apprentices Act, 1961.

This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

The Company will deduct taxes from the stipend, as prescribed by the law of this country from time to time.

Monthly Stipend Breakup	
Company's share of stipend	INR 13,823
Government's share of stipend	INR 4,500
Total Stipend per month	INR 18,323

While not strictly required under law, in case the Government delays or fails to deposit the Government's share of stipend as mentioned above in a given month, the Company shall make this payment to you. Provided that if the same amount is paid at a later date by the Government to you, the same shall be adjusted from the Company's share of stipend payable to you in subsequent month/s or in such manner, as may be informed to you separately.

2. Benefits

2.1 Group Medical Insurance

- You are eligible for a floater medical insurance cover of INR 100,000 which covers your spouse, up to 2 children and yourself.
- The insurance is inclusive of pre-existing disease cover from the date of joining.
- You may also opt for an additional cover for your family, including your spouse, up to 2 children and parents / parents-in-law, post your joining the Company. The premium against

the additional cover will be communicated to you and will be deducted from your salary.

2.2 Group Personal Accident Insurance

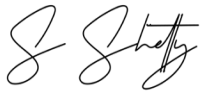
- You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- The policy covers disablement (temporary and permanent both) and death caused due to accidents.

2.3 Life Insurance

You are covered by a term life insurance cover of INR 500,000 under the Group Life Insurance Cover Policy

2.4 Transport

The Company offers subsidized transport to its personnel. Should you wish to avail the same, an amount will be deductible from your net monthly stipend every month as per the company's policy.



Offered By: Sagar Shetty
Designation: Program Manager – Human Resources
Accepted by: _____

(Name and Signature)

Date:

Ecomak Systems Pvt. Ltd.

CIN NO. : U29199MH1993PTC072651

Corporate & Regd. Office
201-C, Mantri Alpine, Bavdhan (Bk.),
Mumbai - Bengaluru Highway,
Taluka Mulshi, Pune - 411 021
Maharashtra INDIA

ecomak
experience the expertise

ECO/2024-25/HR/OL/April/03

Date: 16 April 2024

To,
Mr. Manthan Tadke
At warkhed, Ta-Malkapur,
Warkhed, Buldhana- 443102.

Sub: Offer letter for joining our organization

Dear Mr. Manthan Tadke,

This is with reference to your application for employment with Ecomak Systems Private Limited. We are pleased to offer you the position of "Graduate Engineer Trainee" in our company in line with the multiple interview rounds conducted at the Ecomak office. Your job location will be the Ecomak Bavdhan Corporate Office in Pune.

At the time of joining, please submit the following documents in originals (for verification) as well as a photocopy of each:

01. Certificate as proof of age.
02. Identity proof/Residential Proof-Passport/Pan Card/Driving license/Election card/Bank details.
03. Certificate in respect of educational qualification.
04. Service Certificate/Relieving Letter/Resignation Acceptance Letter from the last employer. (if applicable)
05. Experience Certificate of all previous companies worked.
06. Statement of income & deduction done by the previous employer for the period starting from 1st April to joining date.(If applicable)
07. Recent passport size photograph (3 nos.)
08. Medical Fitness Certificate
09. Your joining will be subject to Reference Check, Medical Fitness, and the related documents.

Joining Date: On or before 17th June 2024

We would like to take this opportunity to welcome you to our company and look forward to a long, fruitful, and mutually beneficial association.

Best regards,
For Ecomak Systems Pvt. Ltd.

Ecomak Systems Pvt. Ltd. HR

Head- Human Resources
A.S.Kadam

Outlook

Fwd: Offer Letter

From Manthan Tadke <manthantadke@gmail.com>
Date Sat 2024-11-30 12:49
To Placements <placements@ssgmce.ac.in>

---------- Forwarded message ---------
From: **Varsha Patole** <varsha.patole@ecomak.in>
Date: Mon, 10 Jun 2024, 12:51 pm
Subject: RE: Offer Letter
To: Manthan Tadke <manthantadke@gmail.com>

Hi Manthan,

Please find below details:

Designation: Graduate Engineer Trainee

Job Location: Bavdhan, Pune

Trainee period: 1 year

Stipend: Net Rs. 17,300 per month (Gross monthly stipend is Rs 18,500 and monthly deductions will be a Retention bonus Rs 1,000 and profession Tax Rs 200)

Regards,

Varsha

From: Manthan Tadke <manthantadke@gmail.com>
Sent: 18 April 2024 15:07
To: Varsha Patole <varsha.patole@ecomak.in>
Subject: Re: Offer Letter

EIDIKO

Eidiko/HR/FOL/2024/159 **Date: 05/Aug/2024**

To

Pratham Rajeshwar Paunikar

Dear **Pratham,**

This is with reference to your application and the subsequent interview you had with us. We are pleased to offer you employment as a **Trainee Software Engineer** with **Eidiko Systems Integrators Pvt Ltd**. You shall join on or before **12/Aug/2024** failing to do so, your offer will lapse automatically.

Eidiko Systems Integrators Pvt Ltd is a software services company that caters to diverse industry verticals in systems integration, middleware, security, and portal space.

Our Development Centers are located in Hyderabad, India, with sales offices across USA/UK to cater to its clientele. Eidiko Systems Integrators has been successfully empowering its customers with innovative end to-end technology solutions.

Eidiko Systems Integrators is guided by a strong value system. These values nurture ethics empowermen commitment, and resilience and are practiced at every level. We provide continuous value to o customers through a combination of mature processes, best practices, and unique delivery models.

On behalf of the company we welcome you to the Eidiko Family and we are sure that your tenure with would be worthwhile, fruitful, and pleasant.

Compensation:

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other emoluments is **Rs.4,70,000 /- Per Annum (3 LPA fixed + 50,000 variable + 1.2 LPA allowances)**.

Please revert to us with your acceptance of this offer.

Wishing you all the best,

For EIDIKO SYSTEMS INTEGRATORS PVT LTD.

Ratan Siripurapu
Director of Operations

+91 40-35002500 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

Selection of Mr. Aniket as Apprentice Engineer in (PPC/ PPL) Dept

Shilpa Suryavanshi <sssuryavanshi@endurance.co.in>

Mon 2024-05-20 17:44

To:'aniketpalaspagar2002@gmail.com' <aniketpalaspagar2002@gmail.com>
Cc:Placements <placements@ssgmce.ac.in>

Dear Sir,
This is immense pleasure of mine to declare that your candidature has been selected in our company ;
And we are going to recruit you as apprentice Engineer in our PPL Department (PPC Dept)

- ✓ your appointment will be done under Make in India Mission of Central Govt.
- ✓ you will be Register as Apprentice Engineer on online under Central Govt Apprentice Program
- ✓ The Tenure under this Apprentice Program will be for 1 Year
- ✓ you will be Get Stipend @ Rs. 15900/- per month
- ✓ After completion of one year tenure your work performance & discipline will be reviewed and we will consider you for further opportunity.

Request you to confirm your expected DOJ, please feel free to contact us if you have any concern

Regards,
Shilpa Suryavanshi
Human Resources
Endurance Technologies Ltd
K-228/9, waluj MIDC, Ch. Sambhaji nagar

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Selection of Mr. Varad Deshmukh as Apprentice Engineer in (MFG) Dept

Shilpa Suryavanshi <sssuryavanshi@endurance.co.in>

Mon 2024-05-20 17:51

To:'varaddeshmukh24@gmail.com' <varaddeshmukh24@gmail.com>
Cc:Placements <placements@ssgmce.ac.in>

Dear Varad,

This is immense pleasure of mine to declare that your candidature has been selected in our company ;
And we are going to recruit you as apprentice Engineer in our MFG (Manufacturing) Department

- ✓ your appointment will be done under Make in India Mission of Central Govt.
- ✓ you will be Register as Apprentice Engineer on online under Central Govt Apprentice Program
- ✓ The Tenure under this Apprentice Program will be for 1 Year
- ✓ you will be Get Stipend @ Rs. 15900/- per month
- ✓ After completion of one year tenure your work performance & discipline will be reviewed and we will consider you for further opportunity.

Request you to confirm your expected DOJ, please feel free to contact us if you have any concern

Regards,
Shilpa Suryavanshi
Human Resources
Endurance Technologies Ltd
K-228/9, waluj MIDC, Ch. Sambhaji nagar

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Selection as Apprentice Engineer in Endurance Technologies Ltd. Sambhajinagar

Shilpa Suryavanshi <ssuryavanshi@endurance.co.in>
to me, placements@ssgmce.ac.in

Tue, May 28, 4:33 PM

Dear Mayur,

This is immense pleasure of mine to declare that your candidature has been selected in our company ;

And we are going to recruit you as apprentice Engineer in our MFG (Manufacturing) Department

- ✓ your appointment will be done under Make in India Mission of Central Govt.
- ✓ you will be Register as Apprentice Engineer on online under Central Govt Apprentice Program
- ✓ The Tenure under this Apprentice Program will be for 1 Year
- ✓ you will be Get Stipend @ Rs. 15900/- per month
- ✓ After completion of one year tenure your work performance & discipline will be reviewed and we will consider you for further opportunity.

Request you to confirm your expected DOJ, please feel free to contact us if you have any concern

Regards,
Shilpa Suryavanshi
Human Resources
Endurance Technologies Ltd
K-228/9, waluj MIDC, Ch. Sambhaji nagar

HO/HR/T*A*/202243623

Date:22/01/2024

Mr. Anand Shantaram Sardar,
At Wadali Post Malegoan Tq. Nandura Dist Buldhana, At Wadali Post Malegoan Tq. Nandura Dist Buldhana, Buldhana, Maharashtra, 443404

Dear Mr. Anand Shantaram Sardar,

Sub: Provisional Offer Letter

With reference to your application and further to the interview and/or subsequent discussion you had with us, we are pleased to offer you the position of **'Executive Trainee' - Grade 'B1'.**

By joining ESAF BANK, you will be part of a fast-paced and socially dedicated team that works together to provide 'Joy of Banking to Everyone'. Also, you are committing to the Bank's **vision** of being India's leading social Bank that offers equal opportunities for the whole society through universal access and financial deepening, thus promoting financial inclusion, livelihood and economic development as a whole. In turn, Bank will be providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The details of the offer are as follows, and shall be confidential.

You will be on training for a period of 12 months, which may be extended or regularized based on your performance and the successful completion of training will be followed by six months' probation. Your service in the Bank will be confirmed subject to your performance being satisfactory during the probationary period.

Your remuneration will be as follows:

1. Annual Salary would be Rs. 375000.0
2. Apart from the above, you will be eligible for Performance Incentive/ Pay as per Bank's policy, applicable to the Role/Grade.

The emoluments mentioned above are payable as per the policies of the bank, after effecting appropriate and applicable statutory deductions if any.

You shall be eligible for TA & DA and other payments as applicable to the grade, in line with the Bank's policy.

Your initial posting will be at any branch/office anywhere in India. However, the Bank reserves the right to transfer you to any Office / Department / Branch of the Bank, in India, that is in existence / or may come into existence at a future date, based on the Bank's business requirements.
You shall give the acceptance of the offer and of the above terms and conditions of employment on receipt of this letter. This offer letter is valid for 7 days from the date of this letter, for acceptance. This offer shall be effective from the date of your joining the Bank.

Your performance will be reviewed on a regular basis as per the performance parameters appropriate to the position mentioned. You will be governed by the rules, regulations and policies laid down by the **ESAF Bank** from time to time, and as applicable to your position.

Notwithstanding anything contained herein, if you are found to be indulging in any act of commission/omission that may be prejudicial to the interests of the Bank, violation of its code of conduct and/or policies, such act shall warrant disciplinary action, as deemed fit by the Bank.

Your appointment is subject to the necessary verifications / NOCs / receipt of Experience and Conduct certificate from your present/previous employers and receiving satisfactory references.

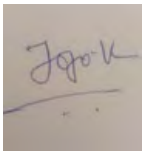
The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and in case of any dispute arising out of the same, the Courts at Thrissur will have exclusive jurisdiction.

You are requested to submit the below documents at the time of joining:

- Annexure 1 (link)
- Medical Certificate (link)
- Self Declaration of Medical Fitness (link)
- Annexure 4 (link)

We welcome you to ESAF Small Finance Bank and look forward to your valuable contribution in scaling **ESAF Bank** to greater heights.

Yours sincerely,



Jojo K
Senior Manager

Compensation Particular	Monthly	Annual
(A) Fixed Monthly Pay – EARNINGS		
Basic Pay	12400	148800.0
House Rent Allowance	2480	29760.0
Dearness Allowance	2000	24000.0
Conveyance Allowance	0	0.0
Medical Allowance	0	0.0
Periodicals / Self Development Allowance	0	0.0
Food allowance/Coupons	0	0.0
LTA	0	0.0
Special Allowance	10700	128396.0
Total (A)	27580	330956.0
Fixed Monthly Pay – DEDUCTIONS		
Provident Fund - Employee	1728	20736.0
Professional Tax	0	0.0
Charity Fund	124	1488.0
ESWT Fund Contribution	124	1488.0
ESWT Membership - Rs.1000/- **	0	0.0
Let Them Smile (Voluntary)	0	0.0
Staff Advance (if taken)	0	0.0
Death Fund	0	0.0
TDS	0	0.0
Total Recovery	1976	23712.0
Net Salary Credit to Bank A/c	25604	307244.0
(B) Annual Pay		
Bonus	583	7000.0
Total (B)	583	7000.0
(C) Retiral & Other Benefits (Employer Contribution)		
Provident Fund - Employer	1728	20736.0
Medical Insurance	667	8000.0
Leave Surrender	0	0.0
Gratuity	692	8308.0
Total (C)	3087	37044.0
Cost To Company (A+B+C)	31250	375000.0

1. Incentives are paid to Employees in Business Stream as approved from time to time
2. Performance Pay upto 10% of Gross will be paid to staff in other Streams based on Bank's,Department's and Individual's annual performance
3. Employees Deposit Linked Insurance Scheme on Normal Death.
4. Group Term Life Insurance (for spouse also)
5. Death Benefit from Staff Welfare Trust

6. Future Gratuity benefits.
7. ESAF CUG facility.
8. Car Component as per Car Policy of the Bank
9. Changes as per bank policy will be incorporated time to time

NB: 1. 1% of Basic salary will be deducted towards ESAF charity Fund meant for the charitable activities conducted by ESAF Society (eligible for 80G deduction under Income Tax Act)
2. 1% of Basic salary will be deducted towards ESAF Staff Welfare Fund meant for the employees of ESAF group
3. Applicable TDS will be effected on the salary.

ESAF SMALL FINANCE BANK LIMITED
RBI License no: MUM 124, CIN: U65990KL2016PLC045669
Registered & Corporate Office: ESAF Small Finance Bank Limited, Building No. VII/83/8, ESAF Bhavan,
Mannuthy, Thrissur- Palakad National Highway, Thrissur- 680 651, Kerala
Ph. No: 0487 7123456, 123457, Email: customercare@esafbank.com, **www.esafbank.com**

HO/HR/TA/200709623

Date:24/01/2024

Mr. Gajanan Mahadev Borade,
HOUSE NO 04 , AT/POST - PORAJ TQ - KHAMGAON , BULDHANA, Maharashtra, 444306

Dear Mr. Gajanan Mahadev Borade,

Sub: Provisional Offer Letter

With reference to your application and further to the interview and/or subsequent discussion you had with us, we are pleased to offer you the position of **'Executive Trainee' - Grade 'B1'.**

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Your remuneration will be as follows:

1. Annual Salary would be Rs. 375000.0
2. Apart from the above, you will be eligible for Performance Incentive/ Pay as per Bank's policy, applicable to the Role/Grade.

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The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and in case of any dispute arising out of the same, the Courts at Thrissur will have exclusive jurisdiction.

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- Annexure 1 (link)
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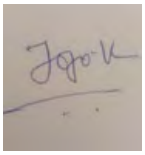
Yours sincerely,



Jojo K
Senior Manager

Compensation Particular	Monthly	Annual
(A) Fixed Monthly Pay – EARNINGS		
Basic Pay	12400	148800.0
House Rent Allowance	2480	29760.0
Dearness Allowance	2000	24000.0
Conveyance Allowance	0	0.0
Medical Allowance	0	0.0
Periodicals / Self Development Allowance	0	0.0
Food allowance/Coupons	0	0.0
LTA	0	0.0
Special Allowance	10700	128396.0
Total (A)	27580	330956.0
Fixed Monthly Pay – DEDUCTIONS		
Provident Fund - Employee	1728	20736.0
Professional Tax	0	0.0
Charity Fund	124	1488.0
ESWT Fund Contribution	124	1488.0
ESWT Membership - Rs.1000/- **	0	0.0
Let Them Smile (Voluntary)	0	0.0
Staff Advance (if taken)	0	0.0
Death Fund	0	0.0
TDS	0	0.0
Total Recovery	1976	23712.0
Net Salary Credit to Bank A/c	25604	307244.0
(B) Annual Pay		
Bonus	583	7000.0
Total (B)	583	7000.0
(C) Retiral & Other Benefits (Employer Contribution)		
Provident Fund - Employer	1728	20736.0
Medical Insurance	667	8000.0
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Gratuity	692	8308.0
Total (C)	3087	37044.0
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Ph. No: 0487 7123456, 123457, Email: customercare@esafbank.com, **www.esafbank.com**

HO/HR/T*A*/200729623

Date:14/02/2024

Ms. Mrunal Kishor Patil ,
Rokdiya Nagar , Shegaon , Saraswati Vihar Juna Chincholi road , Buldana , Maharashtra, 444203

Dear Ms. Mrunal Kishor Patil ,

Sub: Provisional Offer Letter

With reference to your application and further to the interview and/or subsequent discussion you had with us, we are pleased to offer you the position of **'Executive Trainee' - Grade 'B1'.**

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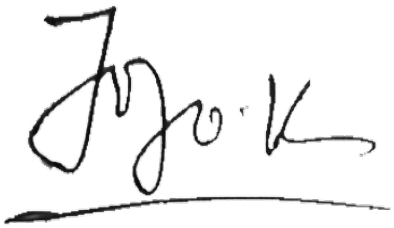

Jojo K
Senior Manager

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HO/HR/T*A*/200742623

Date:24/01/2024

Mr. Parth kirit khilosiya ,
Near ram Mandir , Shivaji ves ,khamgaon , Buldhana , Maharashtra, 444303

Dear Mr. Parth kirit khilosiya ,

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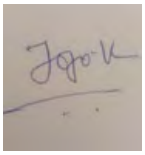

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Senior Manager

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HO/HR/T*A*/200743623

Date:23/01/2024

Mr. Pawan Bhikaji Bhagat ,
MIDC Road, Khamgaon , Buldhana, Maharashtra, 444303

Dear Mr. Pawan Bhikaji Bhagat ,

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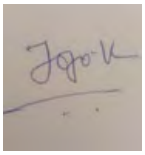

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Mr.Rajat Kiran Patil,
Chetan Nagar,Opposite Madhuban Farmhouse,
Sutala BK Khamgaon,Buldana.

Letter of Appointment

Dear Rajat,

Welcome to FOX.

We are happy to include you in the highly dynamic team of this rapidly growing firm.

You are appointed as Special Engineer Trainee.

You will be a part of Projects Department.

Your initial posting is at Nashik. Job requirements may need you to be posted at any office of the company.

This appointment is on fulfillment of our offer letter dated 10th-Nov-23.

The terms of appointment are mentioned in Annexure 1 of the appointment/offer letter.

Your remuneration details are as per Annexure 2.

Your appointment is with effect from 3rd -Jun-2024.

Wish you a great career at Fox.

Yours Sincerely,

Joy Aloor
Director HR & Operations

Rashmi Sharma
GM - HR

HR	**I understand and accept.** Name:	Date	Sign

Annexure 1. **Terms of Employment**

1. You will be on probation for a period of 6 months after joining. On successful completion of probation, you will be confirmed, and shall be entitled to all regular company benefits and leaves.
2. Your services are transferable, and you may be assigned to any office of FOX Group of Companies, a subsidiary, or associate company. In such case, you will be governed by the policies of that location.
3. Your designation may be changed at the discretion of the Company depending on the work assigned to you.
4. You will be entitled to leave and holidays in accordance with the Company's policy as per location and department guidelines.
5. You may be required to travel on Company work and will be reimbursed expenses as per Company policy.
6. Your remuneration details are as discussed and informed to you. Detailed breakup will be provided at time of joining as part of your appointment letter. FOX has various employee benefits like Provident Fund, Medical Insurance, Personal Accident Insurance, ESIC etc.
7. Your remuneration and other terms are strictly between yourself and the Company. This information and any changes made therein should be treated as personal and confidential.
8. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education, and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e., you do not have any non-compete obligations or other restrictive clauses with any previous employer).
9. 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.
10. The company expends considerable cost and effort in ensuring you can deliver in your role and suffers major loss if you do not work with dedication for at least some reasonable period. You herewith commit to serve the company for a minimum period of 2 years from DOJ. You also commit in case of your resignation, to complete all the normal exit formalities during the notice period. You will submit a cheque of Rs.150,000/- which may be cashed by the company, to partially compensate the costs / loss incurred, in case of breach of these terms.
11. 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.

HR	**I understand and accept.** Name:	Date	Sign

12. Information security compliance: You understand that information pertaining to FOX Group of Companies operations and intellectual property is confidential. You will sign a non-disclosure agreement as required. You acknowledge that proprietary and confidential information and materials regarding company and its clients may be disclosed to you during this employment and that such disclosures are made solely for the purpose of assisting you in performing services under this employment agreement.

    You will maintain high standard of integrity and secrecy. You shall not divulge to anyone, in any manner, particulars or details of any of the processes, administrative and organizational matters of confidential nature etc. All information / document records concerning business of the company to your knowledge, during discharge of your responsibility, either from the company or elsewhere are considered as confidential and shall not be divulged by you to any person/s either in the company or any other third party except in normal course of your duties.

13. All confidential information belongs to the owner of the information. You understand and agree that all such information will remain confidential in perpetuity even after the tenure of this agreement.

14. You herewith indemnify the company from any breach of confidentiality agreements you may make in future or have had with your previous employers.

15. If you are on Onsite (Domestic / International) assignment, you will be covered by the Onsite Assignment Policies for the duration of deputation.

16. In the event of separation from the company, you/the company will give a written notice/resignation with a notice period of 60 working days. This is to be submitted in person to/by the HR department **after completing your current project or site/ commissioning activities.** No leave is permitted in the notice period. In case of resignation, the company can at its discretion relieve you earlier than the stated notice period

17. Upon your resignation from the Company or termination of your services, you are required to return all assets and property of the Company including machines, data, files, documents and all copies of documents, and books etc. (including but not limited to leased properties, in case applicable). You will not retain any such document or software or copies of these in electronic or any other form.

18. During the period of the employment and for one year after the completion / termination of the employment, you shall not seek or take employment with a client / end client whose project you are deputed for. Further you will not seek or take employment with any competitor providing services to the client/ end client.

19. Clause 11 to 20 covers ethical practices and information security compliances. These are legally binding. At the time of joining and again upon termination of employment you will sign a declaration on stamp paper, reiterating your acceptance of these compliances.

20. You are required to read and comply with FOX Group's Business Conduct Guidelines and sign a declaration to this effect.

21. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.

22. If you are absent for a continuous period of 7 days without leave or obtaining your manager's approval (absconding), you will be deemed to have voluntarily terminated your service without notice and will have to bear the legal consequences of the same.

HR	**I understand and accept.** Name:	Date	Sign

23. You will 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. All notices shall be considered properly delivered if sent to your registered email id.
24. The first Performance Evaluation for salary revision will be 6 months after date of confirmation.
25. Performance Incentives will be applicable from DOJ and based on individual performance, department performance and company performance. Typical Performance Incentives range is **-50% to +30%**. Incentives are paid in October for the preceding period 1 April to 31 March. Incentives are paid only to employees on rolls on 1st October when incentives are paid.
26. You herewith confirm that you have no criminal / civil case convictions in the past and no criminal / civil cases active against you currently. OR You confirm that for any such cases existing, you have informed FOX – HR and got a written signed acceptance of having informed.
27. You confirm that you are in good physical and mental health and do not have any health condition which is likely to impair your work. OR You confirm that you have informed in writing and ensured acceptance from FOX – HR of any such condition that may be existing.
28. Normal retirement is on completion of the age of 58 years. This can be extended for a period of up to two years on your request, at the discretion of the company.
29. All the terms and conditions of service may be modified or changed at the Company's discretion.

HR	**I understand and accept.** Name:	Date	Sign

ANNEXURE 2: Remuneration Details - Confidential

FOX SOLUTIONS PVT LTD CONFIDENTIAL

NAME :	Rajat Kiran Patil	REPORTING MANAGER :	Deepak Kumar Patel		Issued on	4-Jun-2024
D.O.J:	3-Jun-2024	GRADE :	SET	Age	Birth Date	Type of Employment
DESIGNATION :	Special Engineer-Trainee			22	2-Jan-2002	Permanant
Branch	A&D	Department:	PE-A&D		WORK LOCATION	Factory Allowance
Remuneration Details					Nashik-NEC1	No
Gross Salary		Incentive Applicable	No	Bonus	Current CTC	
₹39,000				₹39,000.00	Proposed CTC	546,146
					Offer Hike	#DIV/0!

			Monthly	Annual
	Basic		15,000	180,000
	HRA		7,000	84,000
	Conveyance Allowance		800	9,600
	Medical Allowance		1,250	15,000
	Washing Allowance		1,000	12,000
	Uniform Allowance		500	6,000
	Child Education Allowance		900	10,800
	Special Allowance		12,550	150,600
	-		-	-
A	**Gross + Factory Allowance**		39,000	468,000
	PF (Employee)	12%	1,800	21,600
	ESIC(Employee)	0.75%	-	-
	Profession Tax		200.00	2,500
B	**Deductions**		**2,000**	**24,100**
C	**Amt Deposited**		**37,000**	**443,900**
	Provident Fund (Employer)	13.1%	1,965	23,580
	ESIC(Employer)	3.25%	-	-
	BONUS*			39,000
	MEDICLAIM PREMIUM	4.00 Lacs		2,827
	PA Insurance Coverage	15.00 Lacs		554
	GRATUITY			8,654
	Employee Compensation (W.C)			920
	Group Term Policy (Coverage 23.40 Lacs)			2,611
D	**Total Other Benefits**		**1,965**	**78,146**
E	**Total Remuneration - CTC**		**45,512**	**546,146**

* NOTE:
1. Performance based incentive can typically range between : -50% to +30%
2. Incentives are paid in October for the period 1 April to 31 March of previous year.
3. Incentive paid only to those employees who are on rolls on 1st October when incentives are paid.
4. For fresh Engineers Incentive eligibility is from effective competition of 2 years. Bonus applicable as per offer.
5. Estimated incentives mentioned are annual amounts, Pro-rata amounts will be paid for part of the service period.
6. The Notice period : for grade EG4 & above is 90 days and for rest all other grades is 60 days.
7. The CTC breakup is subject to changes in case of implementation of any new government rules/Circular
8. Allowance of EG4 is same as of EG3 Grade

HR	I understand and accept.	Name:	Date	Sign

G6 Technology Services India LLP

Regd Office: LLP ID – AAT-7220

61, 2nd Floor, Kurinji Street,
Fathima Nagar
Valasaravakkam
Chennai – 600087
Ph:- +91 98414 46875

HR/ Krutika Prashant Deshmukh **Dated – 17th December 2024**

Ms. Krutika Prashant Deshmukh
Jijamata pregshgar , club layout
buldhana,
Maharashtra - 443001

Ms. Krutika Prashant Deshmukh

Sub: Letter of offer – Software Engineer - Salesforce Trainee

Further to the discussions had, we are pleased to offer you an engagement with our organization as detailed below –

1) Your designation shall be **"Software Engineer - Salesforce Trainee",** and you are requested to join us on **02nd January 2025.**

2) You will be on **probation** initially for a period of three months. During this period this engagement can be mutually terminated on a week's notice. Once you are confirmed in our services, you are requested to serve two months' notice period, in case of getting relieved from the organization. The Company is entitled to give one month notice period, if otherwise.

3) On conclusion of the initial period of three months as aforesaid, based on mutual understanding, at our discretion you may be required to join the services of the organization on terms and conditions that will be advised to you and subject to your acceptance of the same.

4) Your remuneration under this offer shall be an aggregate of **Rs. 2,58,000/- (Rupees Two Lakhs Fifty Eight Thousand Per Annum)** which will be your Fixed Pay. On your accepting this offer, the remuneration shall be structured to give you the best tax relief under the extent Income Tax rules and regulations. Salary structure is given in **Annexure I.**

5) You will be required to maintain utmost secrecy in respect of client details, positions handled, Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company's polices, Company's patterns & Trade Mark and company's human assets profile. You shall report to **Mr. Alagappan Alagappan - Practice Head - Salesforce Solutions**

6) You shall not divulge or disclose or make public any of our technical or other important information which might come into your possession during the continuance of your assignment or even thereafter.

7) You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

8) If at any time in our opinion, which is final in this matter, you are found to be a non- performer or found engaging in conduct that is unlawful or unethical or considered deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

9) You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

10) You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

If you accept the terms and conditions above mentioned, please sign the copy of this letter and return to us. The original shall be retained by you.

We welcome you and wish you the best in your career and experience with us.

Yours Faithfully,

(Subashini Sundaram)
Chief Operating Officer – India and Middle East – G6 Technology Services India LLP

ANNEXURE I

SALARY COMPONENTS	
Basic Salary	Rs. 15,050/-
HRA	Rs. 3,600/-
Conveyance	Rs. 1,600 /-
Medical	Rs. 1,250 /-
Total CTC Per Month	Rs. 21,500/-
Total CTC Per Annum	Rs. 2,58,000/-

1) Any deduction shall be applicable as per government laws.
2) Income tax will be deducted at source at the prevailing rate under the Income Tax Act 1961.
3) PF and ESI will be provided as per Government regulations.

Yours Faithfully,

(Subashini Sundaram)
Chief Operating Officer – India and Middle East – G6 Technology Services India LLP

LETTER OF INTENT

01-Feb-2024

Dear Sakshi Dhakade,

Congratulations!!!

It gives us great pleasure to inform you that you have been selected as **"Graduate Engineer Trainee"** at grade **G2** in our Organization **"General Industrial Controls Private Limited"**. Your expected date of Joining is **15-July-2024.**

You will be pleased to know that you have been chosen amongst a large group of candidates, which is a matter of great pride and achievement well deserved. We hope that you will put every effort to ensure that we create a truly world class company.

Documents required at the time of joining (a set of photocopy along with the originals for Verification).

1. Address Proof (Permanent and Temporary)
2. ID Proof (PAN Card copy, Driving License, Passport)
3. Aadhar Card
4. Date of Birth Certificate
5. Educational certificates
6. Passport size photograph colored with white background (5 Nos.)
7. Bank Details.

Please note that the terms and conditions of your employment will be the same, as discussed with you at the time of Interview.

We look forward to having you in our team.

Please give us the confirmation about your Date of Joining and send us your acceptance by **05-Feb -2024.**

For General Industrial Controls Private Limited

Manisha

Manisha Godse
DGM – HR & Admin

General Industrial Controls Pvt. Ltd.
T - 107 , M.I.D.C., Bhosari, Pune - 411 026, INDIA.
CIN : U31200MH1974PTC017615
info@gicindia.com www.gicindia.com

Compensation & Benefits Proposal

Annexure 1

Candidate Name	Sakshi Dhakade	**Designation**	Graduate Engineer Trainee
Grade	G2	**Experience**	B.E (IT)
Department	R&D	**Experience**	Fresher

A. Annual CTC

Components	Per Month	Per Annum
Basic	14713	176556
LTA	1471	17652
H.R.A	5885	70620
Education Allowance	200	2400
Conveyance	1600	19200
Telephone Allowance	2000	24000
Special Allowance	3557	42679
Gross Total	**29426**	**353107**
PF	1800	21600
Statutory Bonus	1400	16800
Gratuity(4.81% of Basic)	708	8492
Total Guaranteed CTC	**33333**	**400000**

B. Insurance Coverage

Insurance Type	Amount	Coverage
Medical Insurance	100000	Self
Accidental Insurance	2 times of Annual CTC or 1 Cr whichever is lower	Self

C. Other Entitlements

1.Travel & local conveyance reimbursement As per Policy

****Note**

1. Gratuity is payable on completion of 5 years of continuous services in the organisation

Wishing you a fruitful career at GIC

For, General Industrial Controls Pvt. Ltd.

Manisha

Manisha Godse
DGM - HR & Admin

Sakshi Dhakade
Accepted By

General Industrial Controls Pvt. Ltd.
T - 107 , M.I.D.C., Bhosari, Pune - 411 026, INDIA.
CIN : U31200MH1974PTC017615
info@gicindia.com www.gicindia.com

LETTER OF INTENT

01-Feb-2024

Dear Shivam Mendhe,

Congratulations!!!

It gives us great pleasure to inform you that you have been selected as **"Graduate Engineer Trainee"** at grade **G2** in our Organization **"General Industrial Controls Private Limited"**. Your expected date of Joining is **15-July-2024.**

You will be pleased to know that you have been chosen amongst a large group of candidates, which is a matter of great pride and achievement well deserved. We hope that you will put every effort to ensure that we create a truly world class company.

Documents required at the time of joining (a set of photocopy along with the originals for Verification).

1. Address Proof (Permanent and Temporary)
2. ID Proof (PAN Card copy, Driving License, Passport)
3. Aadhar Card
4. Date of Birth Certificate
5. Educational certificates
6. Passport size photograph colored with white background (5 Nos.)
7. Bank Details.

Please note that the terms and conditions of your employment will be the same, as discussed with you at the time of Interview.

We look forward to having you in our team.

Please give us the confirmation about your Date of Joining and send us your acceptance by **05-Feb -2024.**

For General Industrial Controls Private Limited

Manisha Godse
DGM – HR & Admin

General Industrial Controls Pvt. Ltd.
T - 107 , M.I.D.C., Bhosari, Pune - 411 026, INDIA.
CIN : U31200MH1974PTC017615
info@gicindia.com www.gicindia.com

Compensation & Benefits Proposal

Annexure 1

Candidate Name	Shivam Mendhe	**Designation**	Graduate Engineer Trainee
Grade	G2	**Experience**	B.E (E&TC)
Department	R&D	**Experience**	Fresher

A. Annual CTC

Components	Per Month	Per Annum
Basic	14713	176556
LTA	1471	17652
H.R.A	5885	70620
Education Allowance	200	2400
Conveyance	1600	19200
Telephone Allowance	2000	24000
Special Allowance	3557	42679
Gross Total	**29426**	**353107**
PF	1800	21600
Statutory Bonus	1400	16800
Gratuity(4.81% of Basic)	708	8492
Total Guaranteed CTC	**33333**	**400000**

B. Insurance Coverage

Insurance Type	Amount	Coverage
Medical Insurance	100000	Self
Accidental Insurance	2 times of Annual CTC or 1 Cr whichever is lower	Self

C. Other Entitlements

1.Travel & local conveyance reimbursement As per Policy

****Note**

1. Gratuity is payable on completion of 5 years of continuous services in the organisation

Wishing you a fruitful career at GIC

For, General Industrial Controls Pvt. Ltd.

Manisha

Manisha Godse
DGM - HR & Admin

Shivam Mendhe
Accepted By

General Industrial Controls Pvt. Ltd.
T - 107 , M.I.D.C., Bhosari, Pune - 411 026, INDIA.
CIN : U31200MH1974PTC017615
info@gicindia.com www.gicindia.com

LETTER OF INTENT

02nd Aug 2024

Dear Shivam Sawale,

Congratulations!!!

It gives us great pleasure to inform you that you have been selected as **"Graduate Engineer Trainee"** at grade **G2** in our Organization **"General Industrial Controls Private Limited"**. Your expected date of Joining is **12th Aug 24.**

You will be pleased to know that you have been chosen amongst a large group of candidates, which is a matter of great pride and achievement well deserved. We hope that you will put every effort to ensure that we create a truly world class company.

Documents required at the time of joining (a set of photocopies along with the originals for Verification).

1. Address Proof (Permanent and Temporary)
2. ID Proof (PAN Card copy, Driving License, Passport)
3. Aadhar Card
4. Date of Birth Certificate
5. Educational certificates
6. Passport size photograph colored (4 Nos.)
7. Experience & Reliving Certificate of Previous Companies *(for the candidates who have work experience)*
8. Last drawn three month's Salary Slip *(for the candidates who have work experience)*
9. RC copy of the vehicle.
10. Bank Details.

Please note that the terms and conditions of your employment will be the same, as discussed with you at the time of Interview.

We look forward to having you in our team.

Please give us the confirmation about your Date of Joining and send us your acceptance by **04th Aug 2024**

For General Industrial Controls Private Limited

Manisha

Manisha Godse
GM – HR & Admin

General Industrial Controls Pvt. Ltd.
T - 107 , M.I.D.C., Bhosari, Pune - 411 026, INDIA.
CIN : U31200MH1974PTC017615
info@gicindia.com www.gicindia.com

Compensation & Benefits Proposal

Annexure 1

Candidate Name	Shivam Sawale	**Designation**	Graduate Engineer Trainee
Grade	G2	**Qualification**	B.E
Department	Quality	**Experience**	Fresher

A. Annual CTC

Components	Per Month	Per Annum
Basic	9000	108000
LTA	1000	12000
H.R.A	3600	43200
Education Allowance	200	2400
Conveyance	1600	19200
Telephone Allowance	2000	24000
Special Allowance	3967	47605
Gross Total	**21367**	**256405**
PF	1800	21600
Statutory Bonus	1400	16800
Gratuity(4.81% of Basic)	433	5195
Total Guaranteed CTC	**25000**	**300000**

B. Insurance Coverage

Insurance Type	Amount	Coverage
Medical Insurance	100000	Self
Accidental Insurance	2 times of Annual CTC or whichever is lower	Self

C. Other Entitlements

1.Travel & local conveyance reimbursement — As per Policy

****Note**

1. Gratuity is payable on completion of 5 years of continuous services in the organisation

Wishing you a fruitful career at GIC

For, General Industrial Controls Pvt. Ltd.

Manisha.

Manisha Godse
GM - HR & Admin

Shivam Sawale
Accepted By

GIC

LETTER OF INTENT

01-Feb-2024

Dear Yash Khond,

Congratulations!!!

It gives us great pleasure to inform you that you have been selected as **"Graduate Engineer Trainee"** at grade **G2** in our Organization **"General Industrial Controls Private Limited"**. Your expected date of Joining is **15-July-2024.**

You will be pleased to know that you have been chosen amongst a large group of candidates, which is a matter of great pride and achievement well deserved. We hope that you will put every effort to ensure that we create a truly world class company.

Documents required at the time of joining (a set of photocopy along with the originals for Verification).

1. Address Proof (Permanent and Temporary)
2. ID Proof (PAN Card copy, Driving License, Passport)
3. Aadhar Card
4. Date of Birth Certificate
5. Educational certificates
6. Passport size photograph colored with white background (5 Nos.)
7. Bank Details.

Please note that the terms and conditions of your employment will be the same, as discussed with you at the time of Interview.

We look forward to having you in our team.

Please give us the confirmation about your Date of Joining and send us your acceptance by **05-Feb -2024.**

For General Industrial Controls Private Limited

Manisha

Manisha Godse
DGM – HR & Admin

General Industrial Controls Pvt. Ltd.
T - 107 , M.I.D.C., Bhosari, Pune – 411 026, INDIA.
CIN : U31200MH1974PTC017615
info@gicindia.com www.gicindia.com

Compensation & Benefits Proposal

Annexure 1

Candidate Name Yash Khond
Grade G2
Department R&D
Designation Graduate Engineer Trainee
Experience B.E (E&TC)
Experience Fresher

A. Annual CTC

Components	Per Month	Per Annum
Basic	14713	176556
LTA	1471	17652
H.R.A	5885	70620
Education Allowance	200	2400
Conveyance	1600	19200
Telephone Allowance	2000	24000
Special Allowance	3557	42679
Gross Total	**29426**	**353107**
PF	1800	21600
Statutory Bonus	1400	16800
Gratuity(4.81% of Basic)	708	8492
Total Guaranteed CTC	**33333**	**400000**

B. Insurance Coverage

Insurance Type	Amount	Coverage
Medical Insurance	100000	Self
Accidental Insurance	2 times of Annual CTC or 1 Cr whichever is lower	Self

C. Other Entitlements

1.Travel & local conveyance reimbursement As per Policy

****Note**

1. Gratuity is payable on completion of 5 years of continuous services in the organisation

Wishing you a fruitful career at GIC

For, General Industrial Controls Pvt. Ltd.

Manisha Godse
DGM - HR & Admin

Yash Khond
Accepted By

General Industrial Controls Pvt. Ltd.
T - 107 , M.I.D.C., Bhosari, Pune - 411 026, INDIA.
CIN : U31200MH1974PTC017615
info@gicindia.com www.gicindia.com

Date: 19-06-2024

Dear: Prithvirajsingh Devendrasingh Th

Sub: Letter of Intent

Congratulations! You have been selected for the Apprenticeship training with Genpact India Pvt. Ltd.

The process of joining as Apprentice involves registration on the Govt. portal, followed by release of Contract letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with Genpact will start. During this period, representative from Genpact hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your engagement with Genpact as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and some of the non-statutory benefits, details of which will be communicated separately at the time of joining, which are offered to employees at Genpact.

Monthly Stipend: 23750

We thank you for showing interest in the position of Apprentice at Genpact and look forward to an early joining.

For Genpact India Pvt. Ltd.

Signature:

Prithvirajsingh Thakur
Prithvirajsingh Thakur (Jun 21, 2024 17:24 GMT+5.5)

Name: **Rajiv Khatri**

Designation: **Vice President**

Date: 19-06-2024

Dear: Rishav Sajjan Pandey

Sub: Letter of Intent

Congratulations! You have been selected for the Apprenticeship training with Genpact India Pvt. Ltd.

The process of joining as Apprentice involves registration on the Govt. portal, followed by release of Contract letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with Genpact will start. During this period, representative from Genpact hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your engagement with Genpact as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and some of the non-statutory benefits, details of which will be communicated separately at the time of joining, which are offered to employees at Genpact.

Monthly Stipend: 23750

We thank you for showing interest in the position of Apprentice at Genpact and look forward to an early joining.

For Genpact India Pvt. Ltd.

Signature:

Rishav Sajjan Pandey
Rishav Sajjan Pandey (Jun 19, 2024 13:09 GMT+5.5)

Name: **Rajiv Khatri**

Designation: **Vice President**

Letter of Intent

February 01, 2024
Sayli Agrawal
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Dear Sayli Agrawal,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

The validity of this Letter of Intent is effective immediately and shall remain valid until July 31st, 2024. Both parties acknowledge and agree that this LOI is subject to extension at the discretion of Hexaware, based on prevailing business conditions and mutual interest.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Rajesh B
Executive Vice President, RAREC

Letter of Intent

February 01, 2024
Vallabh Ghongde
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Dear Vallabh Ghongde,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

The validity of this Letter of Intent is effective immediately and shall remain valid until July 31st, 2024. Both parties acknowledge and agree that this LOI is subject to extension at the discretion of Hexaware, based on prevailing business conditions and mutual interest.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Rajesh B
Executive Vice President, RAREC

bonace
Knowledge • Trust • Excellence

BONACE ENGINEERS PVT. LTD.

Professional Staffing Solutions & Project Related Services
ISO 9001: 2015

Offer cum Contractual Appointment Letter **Date: 03.07.2024**

BEPL/HUL/24-25/1234

Employee Code: BON13332

Ms. Sakshi Ganesh Awchar,

Congratulations!

This refers to the discussions and the subsequent interview you had with the Client. We are pleased to share with you that you have been selected as **Production Supervisor** to work with our client **Hindustan Unilever Ltd.** at their works **Khamgaon** on contract basis as per client requirement and your job performance on the following terms and conditions as discussed and agreed.

1. **Duration of Contract:**
   As discussed, and explained to you personally and agreed during the course of your interview with us and the client, this is purely contract assignment of Eleven months & will automatically cease on expiry of the contract or termination of our job by our client, or extend as per the project requirement.

2. **Remuneration:**
   Your gross remuneration will be **INR 24918/- p.m. all inclusive (Rupees Twenty Four Thousand Nine Hundred Eighteen Only)** the details of which is been given in the Annexure A attached below.

   The deputation charges as per Annexure A due to you for the work done will be credited by the 10th day of the following month to the A/C details **furnished by you after having received duly completed and authenticated time sheet for the concerned month latest by the 3rd of the following month**. In case of any natural calamities / Strikes / any unforeseen activities, you shall be paid only on basis of the time sheet approved by the client.

3. **Deductions:**
   - **Employee Provident Fund:** You will be covered under the Employee's Provident Fund (PF) scheme where in the Company will contribute towards PF at the statutory rate as may be defined by government from time to time.
   - **Taxes:** All taxes and statutory dues will be payable by you and will be deducted from your monthly dues at effective rates for the time being in force and at ratesas may be made effective from time to time by the authorities.

4. **Notice Period:**
   Your contract appointment will come to an end on the completion/termination of the work awarded to us by our client or on expiry of period for our contract appointment, whichever is earlier. In case you discontinue on your own without giving advance notice of one month to us, up to one-month compensation or part as deemed fit will be deducted / recovered from you either from your due payment or otherwise as penalty. In case of resignation, your Resignation Letter must be approved by your Immediate Reporting Manager as well as Project Executive from Bonace.

Bonace reserves the right to terminate your contract at any point of time with immediate effect, in case occurrence of any of the following even,

- Your performance/behavior is not found up to the expectation of our client.
- You remain absent from duty without proper approval from Site in Charge and/or Seniors (including from BEPL).
- Your conduct with your colleagues and supervisors and others at project site not satisfactory as decided by Site in Charge.

Awchar

- In case, you are found to have consumed Alcohol/Drugs during working hours.
- Also please note that in case you are demobilized due to any of the above mentioned points, the company / client can levy a penalty up-to one month compensation.

5. Full & Final Settlement:

The Full and Final settlement shall take place only on completion of following process:

- At the time of demobilization / leaving / termination of the job, you are required to return back all Identity cards/gate passes, PPEs etc. In case of failure to return the same penalty as levied by Client / Bonace shall be recovered.
- In case of Resignation/ Demobilization / Termination the final settlement will be made in the following payroll cycle month.
- Experience Certificate will be issued only after you complete above formalities, site clearance formalities at site and payroll clearance formalities from Payroll Team.

Any materials provided by the Organization / Client to you during the course of your employment if used inappropriately/damaged/lost/used with wrong intentions then the cost and consequences arising therefrom, shall be solely recovered from you.

6. Other Terms and Conditions:

Work Ethics & Discipline:

- During the course of your employment, you shall observe strict discipline at work and shall not indulge in any activities directly or indirectly detrimental to our interest or to the interest of our client. You will be reporting to your in-charge at our client's work place for day-to-day instructions/assignments.
- You are required to comply with the Organization's and Client's policies, which include those related to non-discrimination, sexual harassment, confidentiality, board memberships and inside information. The Employee agreement provides for basic standards of behavior which is expected from the Employee. Also during your employment you may have access to certain confidential information (which may or may not be classified as confidential) about the Organization and/or its clients and customers, therefore our belief is that you shall work in ethical and legal manner and shall not disclose to any person/s such information or indulge in any malpractices.
- Smoking and consumption of Alcohol/Drugs / banned substance is strictly prohibited in Client premises as well as in the accommodation if provided by Bonace.
- During the period of your employment you shall not engage yourself directly or indirectly with or without monetary benefits and/or otherwise in any other employment or activity which BEPL or their client may in its sole discretion consider contrary or inconsistent with your duties and obligations hereunder and / or which may in its sole discretion deem prejudicial to its interest.
- You shall not divulge and/or reproduce any of the trade secrets and/or confidential information (whether endorsed or not) and/or activities of the BEPL or their client to any person/s, firm and/or organization nor shall you use or attempt to use any information received during your tenure. You shall use such above information solely for the Purpose of your appointment and for no other use whatsoever, and shall prevent any and all unauthorized use or reproduction of the such information and activities by taking all necessary measures, including by preventing unauthorized access by appropriate physical and electronic means, following best practices. You understand that all the information received by you and the work performed by you during your tenure with the client and/or BEPL is strictly confidential and therefore divulging any information / using / misusing the same would cause loss and/or damage to the client and/or BEPL and hence you shall be responsible for any such loss / damage caused to the client and/or BEPL due to your act/s.
- You shall not carry/disclose/damage / destroy any document, drawings, sketch, data etc. hard copy or electronic form outside the site office / working premises. As such you shall maintain strict secrecy of all documents, information and data of our client, failing which we / Client may take initiate legal action against you.

Jawchar

- You can be transferred to any of our client's site / offices. Upon transfer you shall be under the administrative control of the Office to which you are transferred and shall be governed by the terms and conditions of Employment that are in force at that Office. You will not have any claim for permanent employment with BEPL and/or our client. Also payment of Gratuity is not offered under this contractual appointment.
- All communication regarding transfer, contract extension, and increment would be done in electronic form and it should be acknowledged electronically.

7. **Non-Disclosure Clause:**
   You shall not either during the continuance of this engagement or thereafter disclose, divulge or communicate in any manner to any person or persons whatsoever any information of a secret or confidential nature (whether endorsed as confidential or not) relating to the trade or business of the Client and/or the Organization or our associate firms including methods, process, pricing and systems used by us.

8. **Confidentiality:**
   This appointment letter is highly confidential and for your personal use which is not to be shared with any other person/agency/company.

9. **Jurisdiction:**
   The exclusive place of jurisdiction is Thane, Maharashtra.

10. **Joining Formalities:**
    Before joining you have to complete all joining formalities and submit the following documents to avoid any delay in your joining and salary process:
    - Induction Form with Personal Details, Bank Details, Address & ID Proof (Aadhar Card & PAN Card), PF Nomination Form & 4 passport size photographs
    - Recent Salary Certificate (Pay Slips) and Bank Statements
    - Qualification Certificates (10th, 12th & Degree/Diploma)
    - Experience/ Relieving letter from your Present & Past Employers.
    - Medical Fitness Certificate as per Client Requirements & Police Verification Certificate.

As agreed, you are requested to reach the **Khamgaon on or before 04.07.2024 to complete your joining & induction formalities.**
If you are unable to join the duties in stipulated time and date, this offer cum appointment letter given to you will stand cancelled or withdrawn automatically. Kindly confirm your acceptance on the duplicate of this letter.

Thanking you,

For Bonace Engineers Pvt Ltd.

Nalini VC

Authorized Signatory

I have understood and accept the terms and condition of this letter and shall abide by the same.

Name – **Ms. Sakshi Ganesh Awchar**

Signature Awchar
Date 03/07/2024

Note: As a token of your acceptance of the terms and conditions of this offer cum contractual appointment letter, sign the letter on each page. Email the duly signed soft copy and return the duplicate copy of this signed letter to the undersigned within 3 working days of receipt thereof. Please note that as per the company policy, a signed copy of the offer cum contractual appointment letter is mandatory without which your monthly salary will be withheld.

Annexure A

Salary Structure	**Monthly (INR)**
Basic	17347
HRA	6126
Statutory Bonus	1445
Gross Salary	**24918**
Employer PF	2082
CTC	**27000**

- PF, PT & TDS deductions applicable will be done as per Govt. rules. The above compensation structure is subject to change without affecting emoluments adversely. Please note that the CTC shall remain same throughout the contract tenure. Any changes in the statutory requirements as may be defined by the government will reflect in your net salary.

- Any other deductions applicable to you which are covered under 'Work Ethics and Discipline' of this letter or due to violation of Client & Company Work Policies.

- **Insurance:** Bonace shall take Workmen Compensation. In addition to this Bonace shall take Mediclaim of INR 3 Lakh and GPA of INR 10 Lakh to cover you during a period of contract with no cost to you. For whatsoever, BEPL's liability in the event of any claim will be limited to terms & conditions of Insurance policy.

- **Work Timings:** Your workday and hours will be scheduled in line with our client's work day and hours. You will undertake to perform normal duty expected of you during course of your deputation.

- **Leave:** In addition to weekly off and statutory holidays, you will be entitled for Two days of casual leave (CL) per month. Please note that no compensation will be paid for accumulated & unutilized CL. Accumulated & unutilized CL will get lapse at calendar year-end. However, availing any type of leave should be pre-approved by the line Manager.

Hindustan Hardy Limited
(Formerly known as Hindustan Hardy Spicer Limited)

Regd.Office & Plant.
Plot No. C-12, M.I.D.C. Area, Ambad,
Nashik-422 010. Maharashtra, INDIA.

Tel : (0253) 2382118
TaleFax : 91-0253-2382528
Website : www.hhardys.com
CIN : L29300MH1982PLC028498

5th June, 2024

To,
Mr. Amar Lahane,
Akola, Maharashtra

Dear Mr.Lahane

This refers to your application and the interview you had with us, we are pleased to appoint you on "**Graduate Engineering Trainee** ", in our Organization.

As discussed during the interview process, Hindustan Hardy Ltd., rewards its team members through a combination of fixed and performance-based compensation. Your compensation package would be as mutually discussed.

Other terms of your employment will be as per the Company Rules.

If it is acceptable to you, please sign a copy of this letter as acceptance and acknowledgment of said offer. You are requested to join us on or before 10th June 2024.

Thanking you,

Yours faithfully,
For **Hindustan Hardy Ltd.,**

V. N. Patnak,
Executive Director & COO.

I accept the offer
Signature:
Name:
Amar V. Lahane.

Hindustan Hardy Limited

PAYMENT SLIP FOR THE MONTH OF OCTOBER - 2024

EMP CODE	: 9810	BANK NAME	: HDFC BANK
NAME	: MR. A V LAHANE	BANK A/C NO.	: 50100735895694
DESIGNATION	: Trainee Engineer	PF NO.	:
LOCATION	: NASHIK	ESIC NO.	: 0
DEPARTMENT	: PROD	PAN NO.	: BHDPL0230L
PLANT	: NASHIK	AADHAAR NO.	: 9527898319493
GRADE	: MANAGEMENT	UAN NO.	: 102090402082

MONTH DAYS: 31.00 PAID DAYS: 31.00 ARREAR DAYS: 0.00

ATT	OD	PH	COFF	WO	WP	ESIC	NT	MA/ML	BD	NW
25.00	0.00	0.00	2.00	4.00	0.00	0.00	0.00			0.00

Leave	Curr. Month
CL	0.00
SL	0.00
PL	0.00

EARNINGS	SCALE	EARNING	ARREAR
BASIC	13073.00	13073.00	0.00
HRA	7844.00	7844.00	0.00
CONVEYANCE	1560.00	1560.00	0.00
AR ALLOW	500.00	500.00	0.00
WASHING ALLOW	780.00	780.00	0.00
TOTAL		23757.00	0.00

DEDUCTIONS	ACTUALS
PF	1569.00
PT	200.00
CANTEEN	500.00

GROSS EARNING 23757.00

TOTAL DEDUCTION 2269.00

NET PAYABLE :21488.00 (Rupees twenty-one thousand four hundred eighty-eight Only)

Note: This is a computer generated statement, does not require any signature.

HINDUSTAN HARDY LTD (HR & ADMIN.) DEPARTMENT Ambad Nashik

Regd.Office & Plant.
Plot No. C-12, M.I.D.C. Area, Ambad,
Nashik-422 010. Maharashtra, INDIA.

Tel : (0253) 2382118
TaleFax : 91-0253-2382528
Website : www.hhardys.com
CIN : L29300MH1982PLC028498

Hindustan Hardy Limited

(Formerly known as Hindustan Hardy Spicer Limited)

5th June, 2024

To,
Mr. Ashutosh Ghatol,
Shegaon, Maharashtra

Dear Mr.Ghatol

This refers to your application and the interview you had with us, we are pleased to appoint you on "**Graduate Engineering Trainee** ", in our Organization.

As discussed during the interview process, Hindustan Hardy Ltd., rewards its team members through a combination of fixed and performance-based compensation. Your compensation package would be as mutually discussed.

Other terms of your employment will be as per the Company Rules.

If it is acceptable to you, please sign a copy of this letter as acceptance and acknowledgment of said offer. You are requested to join us on or before 10th June 2024.

Thanking you,

Yours faithfully,
For **Hindustan Hardy Ltd.,**

V. N. Pathak,
Executive Director & COO.

I accept the offer
Signature:
Name: Ashutosh. Ghatol

Hindustan Hardy Limited

PAYMENT SLIP FOR THE MONTH OF OCTOBER - 2024

EMP CODE	: 9809	BANK NAME	: HDFC BANK
NAME	: MR. A R GHATOL	BANK A/C NO.	: 50100724747834
DESIGNATION	: Trainee Engineer	PF NO.	:
LOCATION	: NASHIK	ESIC NO.	: 0
DEPARTMENT	: ENGG.	PAN NO.	: DFJPG7561F
PLANT	: NASHIK	AADHAAR NO.	: 255464574086
GRADE	: MANAGEMENT	UAN NO.	: 102090402076

MONTH DAYS: 31.00 PAID DAYS: 30.50 ARREAR DAYS: 0.00

ATT	OD	PH	COFF	WO	WP	ESIC	NT	MA/ML	BD	NW
26.50	0.00	0.00	0.00	4.00	0.50	0.00	0.00			0.00

Leave	Curr. Month
CL	0.00
SL	0.00
PL	0.00

EARNINGS	SCALE	EARNING	ARREAR
BASIC	13073.00	12862.00	0.00
HRA	7844.00	7717.48	0.00
CONVEYANCE	1560.00	1534.84	0.00
AR ALLOW	500.00	500.00	0.00
WASHING ALLOW	780.00	767.42	0.00
TOTAL		23381.74	0.00

DEDUCTIONS	ACTUALS
PF	1543.00
PT	200.00
CANTEEN	540.00

GROSS EARNING 23381.74

TOTAL DEDUCTION 2283.00

NET PAYABLE :21098.74 (Rupees twenty-one thousand ninety-eight And Paisa seventy-four Only)

Note: This is a computer generated statement, does not require any signature.

HINDUSTAN HARDY LTD
(H R & ADMIN.) DEPARTMENT
Ambad Nashik

HYSTER-YALE GROUP

Hyster-Yale Lift Trucks India Pvt Ltd

Reg. Office: 45 Icon, Tower A,2ND Floor , A wing, Baner ,Pune- 411045,Tel- 020-69121500

Terms and Conditions of Appointment (Annexure B)

1. Place of Work. The Trainee will be based in Pune but may be transferred or posted to any other department, unit, location or associate office of the Company or to any of the offices of its parent company/subsidiaries/ sister companies/ associate companies or to the offices of any of the customers' of the Company, to any town or city in India or abroad at any time as may be deemed necessary by the Company, at its sole discretion, on the same terms and conditions and without any additional remuneration, except if otherwise mutually agreed upon in writing. In such a case, the Employee will observe working timings and holidays as applicable to the location and place of work.

   Trainee's duties may include travel in the United States of America, Europe and, as required, to other countries, often on a short notice.

2. The trainee will be on training period of 12 months and confirmed at the end of the training period if management is satisfied with the work and conduct.

3. Duties.

(a) The Trainee shall perform the duties as advised by his/her manager in connection with the business and operations of the Company and the use of his/her best efforts to promote, develop and extend the business of the Company.
(b) The Trainee will observe the policies, procedures and practices set forth from time to time. Trainee will be bound by the provisions mentioned in the Employee Handbook / HR Manual.
(c) The Trainee will not engage in any other business for his/her own account or be employed by any other person, or render any services, give any advice or serve in a consulting capacity, whether gratuitously or otherwise, to or for any other person or company without a prior written approval from a Company Manager.

4. Policies and Practices. The Trainee agrees to abide by all the Company rules, regulations, instructions, policies, practices and procedures which the Company may amend from time to time. Key Policies and Practices:
   - The employee will work 42.5 hrs/week and normal work week will be 5 days.
   - The employee may be required to work in shifts.

5. The Maternity Benefit Act, 1961-Female trainee's are entitled to every benefit provided under the maternity benefit Act, 1961.

6. Medical Insurance/Coverage .All the Trainee's will be covered under the medical insurance programme up to certain limited liability. The immediate family of the employee (i.e. spouse and children) will also be covered under the medical insurance programme if applicable. The details will be communicated to the employees appropriately. Trainee medical insurance / coverage will be a part of employee CTC. Parents of the interested employees will also be covered under the separate parental insurance policy. Parental insurance will provide coverage only for parents and not in-laws. Parents insurance of the interested employees shall be a part of their CTC.Trianee to note that parental insurance is an optional benefit provided and hence it is not compulsory. Payment for parental insurance coverage is the sole responsibility of the employee.

Group Term Life: All Trainee are covered under Group Term Life insurance. Incase of unfortunate demise of the Trainee the monetary benefit for which the employee is entitled under the Group Term Life policy would be passed on to the employee's nominee.

7. Termination / resignation –

(a) The Company may terminate employment immediately if the Employee (1) Commits a crime involving moral turpitude, theft, fraud or deceit; (2) Intends to harm the Company in a way that has an adverse effect on the Company's reputation or business prospects; (3) Demonstrates substantial or continued unwillingness to perform duties as reasonably directed by the Company Management; (4) Shows gross negligence or deliberate misconduct;

(b) The Company or Employee may terminate employment without assigning any cause by giving not less than Two (2) months prior written notice.

(b) After resignation / termination employee will not take direct / indirect recruitment with the competitors of Hyster- Yale Group six months from the date of resign / termination. This includes companies engaged in design, manufacturing, sales and services of material handling equipment's like forklifts, cranes, port equipment's.

8. Confidential Information

During the trainee's employment or any time after the termination of such employment, the trainee shall not directly or indirectly reveal or disclose to third parties any information concerning or related to the Company's business or affairs, which is considered confidential by the Company. Notwithstanding the above, the trainee agrees that "Confidential Information" includes but is not limited to:

(a) any information of a technical nature such as, but not limited to, methods, know-how, formulae, compositions, processes, discoveries, machines, inventions, research, drawings, design tolerances, materials used, performance data, compilations of information including electronic data compilations, service techniques, service documentation, manufacturing techniques, computer systems, computer architectures and computer software;

(b) During and after the trainee's employment with the Company, the trainee will not remove from the Company's premises any materials whether in electronic, recorded, hardcopy or other format containing Confidential Information, including copies thereof, except as his/her duty shall require, and in such cases will return such items to the Company as promptly as reasonably possible.

(c) The trainee further agrees not to use Confidential Information for personal gain or benefit and not to permit any third party to do so. In order to protect the Company's interest in technology, trade secrets and patentable materials developed in whole or in part by trainee, the trainee further agrees to:

(i) To promptly disclose in writing (or by email to his/her supervisor) to the Company all inventions, discoveries, developments, improvements, works of authorship, and innovations (collectively and individually referred to herein as "Inventions"), which are conceived or made by the trainee, either alone or jointly with others, during the period of employment with the Company, whether or not made or conceived during working hours which: (A) relate in any manner to the existing or contemplated business or research activities of the Company, or (B) are suggested by or result from the trainee's work at the Company; or (C) result from the use of the Company's time, materials, technology or facilities; and that all such Inventions shall be the exclusive property of the Company.

(ii) To execute assignments, at the Company's request and expense, to any such Inventions and execute, acknowledge and deliver such other documents and take such further action as may be considered necessary by the Company at any time during or subsequent to the Trainee's period of employment with the Company to obtain and defend letters patent in any and all countries or to vest title in such Inventions in the Company or its successors and assigns.

(iii) The Trainee has no right, title or interest in any Inventions that relate to the Company's business, or actual or demonstrably anticipated research or development of the Company.

(iv) The Company with its affiliates ("we", or "us") may sometimes take photographs or video footage of Trainees/Employees for internal and/or external marketing and publicity purposes (including social media), and for training initiatives. In this regard, we hereby seek your consent to use your image/ photo/ recordings posted publicly and on social media. We will process images pursuant to applicable privacy laws and the relevant policies of the Company. You can withdraw consent for this at any time by emailing your HR department. Kindly note that this will not apply to material already published. We cannot control already published material or recall them.

9. Office premises will be non-smoking / tobacco free.

10. The Trainee understands and agrees that if any information given or submitted by the Trainee in the Application Form or at the time of the Interview or in the Documents to be provided as mentioned hereinafter is found to be false or incorrect the Company shall be entitled to terminate the Employment forthwith without any notice.

11. The Trainee is requested to submit photo-copies of following documents for our records,

- Educational certificates – Attested / self attested
- Proof of date of birth / Passport (if applicable)
- Employment /experience certificate and relieving letter from last employer (if applicable)
- Salary certificate of previous employment (if applicable)
- Pre-employment medical test report & Blood group
- 4 passport size color photographs

Raghavendra Lokare

Position Title	Trainee Engineer		
	%	**Monthly**	**Annual**
Basic Pay (Rs)		15000	1,80,000
Allowances			
Housing Allowance (% of Total Compensation)	30.0%	13750	1,65,000
Education Allowances - Fixed		0	0
Telephone / Internet Allowance - Fixed		1500	18,000
Medical Allowance - Taxable		417	5,000
Special Allowance - Taxable		9252	1,11,021
Benefits			
Provident Fund (Employers contribution -% of Basic)	12.0%	1800	21,600
Food Coupons - Fixed		0	0
Additional Benefits			
Medical Coverage / Insurance - (Indirect Benefit)			10,879
Parent Coverage / Insurance (Indirect Benefit)			0
Leave / Travel Reimbursement (Annual Disbursement)			0
Sub-Total Fixed Compensation		**41718**	**5,11,500**
Variable Compensation			
Variable Performance Pay (Annual - % of Total Comp)	7.0%		38,500
(Average amount at payout factor of 1.			
The payout factor can vary between 0 and 2)			
Total Compensation (Annual)	**INR 5,50,000**		

Perquisite / Other Comments:
In addition to the above, Gratuity, if applicable, will be paid as per the Payment of Gratuity Act. NOTE 1* - Average payout factor of 1. However, this is not a guaranteed amount. This will depend on performance of (individual + company). Payout amount will be paid only if the employee is on HY India payroll as on 31st March on pro-rata basis.

HYSTER-YALE GROUP

Hyster-Yale Lift Trucks India Pvt Ltd

Reg. Office: 45 Icon, Tower A,2ND Floor , A wing, Baner ,Pune- 411045,Tel- 020-69121500

Terms and Conditions of Appointment (Annexure B)

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   Trainee's duties may include travel in the United States of America, Europe and, as required, to other countries, often on a short notice.

2. The trainee will be on training period of 12 months and confirmed at the end of the training period if management is satisfied with the work and conduct.

3. Duties.

(a) The Trainee shall perform the duties as advised by his/her manager in connection with the business and operations of the Company and the use of his/her best efforts to promote, develop and extend the business of the Company.
(b) The Trainee will observe the policies, procedures and practices set forth from time to time. Trainee will be bound by the provisions mentioned in the Employee Handbook / HR Manual.
(c) The Trainee will not engage in any other business for his/her own account or be employed by any other person, or render any services, give any advice or serve in a consulting capacity, whether gratuitously or otherwise, to or for any other person or company without a prior written approval from a Company Manager.

4. Policies and Practices. The Trainee agrees to abide by all the Company rules, regulations, instructions, policies, practices and procedures which the Company may amend from time to time. Key Policies and Practices:
   - The employee will work 42.5 hrs/week and normal work week will be 5 days.
   - The employee may be required to work in shifts.

5. The Maternity Benefit Act, 1961-Female trainee's are entitled to every benefit provided under the maternity benefit Act, 1961.

6. Medical Insurance/Coverage .All the Trainee's will be covered under the medical insurance programme up to certain limited liability. The immediate family of the employee (i.e. spouse and children) will also be covered under the medical insurance programme if applicable. The details will be communicated to the employees appropriately. Trainee medical insurance / coverage will be a part of employee CTC. Parents of the interested employees will also be covered under the separate parental insurance policy. Parental insurance will provide coverage only for parents and not in-laws. Parents insurance of the interested employees shall be a part of their CTC.Trianee to note that parental insurance is an optional benefit provided and hence it is not compulsory. Payment for parental insurance coverage is the sole responsibility of the employee.

Group Term Life: All Trainee are covered under Group Term Life insurance. Incase of unfortunate demise of the Trainee the monetary benefit for which the employee is entitled under the Group Term Life policy would be passed on to the employee's nominee.

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(b) The Company or Employee may terminate employment without assigning any cause by giving not less than Two (2) months prior written notice.

(b) After resignation / termination employee will not take direct / indirect recruitment with the competitors of Hyster- Yale Group six months from the date of resign / termination. This includes companies engaged in design, manufacturing, sales and services of material handling equipment's like forklifts, cranes, port equipment's.

8. Confidential Information

During the trainee's employment or any time after the termination of such employment, the trainee shall not directly or indirectly reveal or disclose to third parties any information concerning or related to the Company's business or affairs, which is considered confidential by the Company. Notwithstanding the above, the trainee agrees that "Confidential Information" includes but is not limited to:

(a) any information of a technical nature such as, but not limited to, methods, know-how, formulae, compositions, processes, discoveries, machines, inventions, research, drawings, design tolerances, materials used, performance data, compilations of information including electronic data compilations, service techniques, service documentation, manufacturing techniques, computer systems, computer architectures and computer software;

(b) During and after the trainee's employment with the Company, the trainee will not remove from the Company's premises any materials whether in electronic, recorded, hardcopy or other format containing Confidential Information, including copies thereof, except as his/her duty shall require, and in such cases will return such items to the Company as promptly as reasonably possible.

(c) The trainee further agrees not to use Confidential Information for personal gain or benefit and not to permit any third party to do so. In order to protect the Company's interest in technology, trade secrets and patentable materials developed in whole or in part by trainee, the trainee further agrees to:

(i) To promptly disclose in writing (or by email to his/her supervisor) to the Company all inventions, discoveries, developments, improvements, works of authorship, and innovations (collectively and individually referred to herein as "Inventions"), which are conceived or made by the trainee, either alone or jointly with others, during the period of employment with the Company, whether or not made or conceived during working hours which: (A) relate in any manner to the existing or contemplated business or research activities of the Company, or (B) are suggested by or result from the trainee's work at the Company; or (C) result from the use of the Company's time, materials, technology or facilities; and that all such Inventions shall be the exclusive property of the Company.

(ii) To execute assignments, at the Company's request and expense, to any such Inventions and execute, acknowledge and deliver such other documents and take such further action as may be considered necessary by the Company at any time during or subsequent to the Trainee's period of employment with the Company to obtain and defend letters patent in any and all countries or to vest title in such Inventions in the Company or its successors and assigns.

(iii) The Trainee has no right, title or interest in any Inventions that relate to the Company's business, or actual or demonstrably anticipated research or development of the Company.

(iv) The Company with its affiliates ("we", or "us") may sometimes take photographs or video footage of Trainees/Employees for internal and/or external marketing and publicity purposes (including social media), and for training initiatives. In this regard, we hereby seek your consent to use your image/ photo/ recordings posted publicly and on social media. We will process images pursuant to applicable privacy laws and the relevant policies of the Company. You can withdraw consent for this at any time by emailing your HR department. Kindly note that this will not apply to material already published. We cannot control already published material or recall them.

9. Office premises will be non-smoking / tobacco free.

10. The Trainee understands and agrees that if any information given or submitted by the Trainee in the Application Form or at the time of the Interview or in the Documents to be provided as mentioned hereinafter is found to be false or incorrect the Company shall be entitled to terminate the Employment forthwith without any notice.

11. The Trainee is requested to submit photo-copies of following documents for our records,

- Educational certificates – Attested / self attested
- Proof of date of birth / Passport (if applicable)
- Employment /experience certificate and relieving letter from last employer (if applicable)
- Salary certificate of previous employment (if applicable)
- Pre-employment medical test report & Blood group
- 4 passport size color photographs

Shreeharsh Apte

Position Title	Trainee Engineer		
	%	**Monthly**	**Annual**
Basic Pay (Rs)		15000	1,80,000
Allowances			
Housing Allowance (% of Total Compensation)	30.0%	13750	1,65,000
Education Allowances - Fixed		0	0
Telephone / Internet Allowance - Fixed		1500	18,000
Medical Allowance - Taxable		417	5,000
Special Allowance - Taxable		9252	1,11,021
Benefits			
Provident Fund (Employers contribution -% of Basic)	12.0%	1800	21,600
Food Coupons - Fixed		0	0
Additional Benefits			
Medical Coverage / Insurance - (Indirect Benefit)			10,879
Parent Coverage / Insurance (Indirect Benefit)			0
Leave / Travel Reimbursement (Annual Disbursement)			0
Sub-Total Fixed Compensation		**41718**	**5,11,500**
Variable Compensation			
Variable Performance Pay (Annual - % of Total Comp)	7.0%		38,500
(Average amount at payout factor of 1.			
The payout factor can vary between 0 and 2)			
Total Compensation (Annual)	**INR 5,50,000**		

Perquisite / Other Comments:
In addition to the above, Gratuity, if applicable, will be paid as per the Payment of Gratuity Act. NOTE 1* - Average payout factor of 1. However, this is not a guaranteed amount. This will depend on performance of (individual + company). Payout amount will be paid only if the employee is on HY India payroll as on 31st March on pro-rata basis.

Offer

Nalavade, Smita <smita.nalavade@hyster-yale.com>

Fri 2024-05-03 17:15

To:sneharavindra22@gmail.com <sneharavindra22@gmail.com>
Cc:Placements <placements@ssgmce.ac.in>

1 attachments (59 KB)

Trainee-.engg- Sneha Gujar-Mfg.Engg.pdf;

Dear Sneha,
Please find enclosed the offer from HY India for the job position of Trainee Engineer – Manufacturing Engg.
Also kindly go through the offer & revert at the earliest, with your acceptance with signed copy of same along with confirmed joining date within 2days, for further process. .
Kindly inform about acceptance of the same within 2days ,later on no changes in it will be made in the CTC structure.
The original offer letter will be handed over on the date of joining to HYG India. Kindly share your resignation copy today.

Thanks & Regards,

Smita Nalavade | Senior Executive - HR & Admin
Hyster-Yale Group
Human Resource
Office: +91 20 66085982
smita.nalavade@hyster-yale.com
www.hyster-yale.com

Smita Nalavade | Senior Executive - HR & Admin
Hyster-Yale Group
Human Resource
Office: +91 20 66085982
smita.nalavade@hyster-yale.com

HYSTER-YALE GROUP

Hyster-Yale Lift Trucks India Pvt Ltd

Reg. Office: 45 Icon, Tower A,2ND Floor , A wing, Baner ,Pune- 411045,Tel- 020-69121500

Terms and Conditions of Appointment (Annexure B)

1. Place of Work. The Trainee will be based in Pune but may be transferred or posted to any other department, unit, location or associate office of the Company or to any of the offices of its parent company/subsidiaries/ sister companies/ associate companies or to the offices of any of the customers' of the Company, to any town or city in India or abroad at any time as may be deemed necessary by the Company, at its sole discretion, on the same terms and conditions and without any additional remuneration, except if otherwise mutually agreed upon in writing. In such a case, the Employee will observe working timings and holidays as applicable to the location and place of work.

   Trainee's duties may include travel in the United States of America, Europe and, as required, to other countries, often on a short notice.

2. The trainee will be on training period of 12 months and confirmed at the end of the training period if management is satisfied with the work and conduct.

3. Duties.

(a) The Trainee shall perform the duties as advised by his/her manager in connection with the business and operations of the Company and the use of his/her best efforts to promote, develop and extend the business of the Company.
(b) The Trainee will observe the policies, procedures and practices set forth from time to time. Trainee will be bound by the provisions mentioned in the Employee Handbook / HR Manual.
(c) The Trainee will not engage in any other business for his/her own account or be employed by any other person, or render any services, give any advice or serve in a consulting capacity, whether gratuitously or otherwise, to or for any other person or company without a prior written approval from a Company Manager.

4. Policies and Practices. The Trainee agrees to abide by all the Company rules, regulations, instructions, policies, practices and procedures which the Company may amend from time to time. Key Policies and Practices:
   - The employee will work 42.5 hrs/week and normal work week will be 5 days.
   - The employee may be required to work in shifts.

5. The Maternity Benefit Act, 1961-Female trainee's are entitled to every benefit provided under the maternity benefit Act, 1961.

6. Medical Insurance/Coverage .All the Trainee's will be covered under the medical insurance programme up to certain limited liability. The immediate family of the employee (i.e. spouse and children) will also be covered under the medical insurance programme if applicable. The details will be communicated to the employees appropriately. Trainee medical insurance / coverage will be a part of employee CTC. Parents of the interested employees will also be covered under the separate parental insurance policy. Parental insurance will provide coverage only for parents and not in-laws. Parents insurance of the interested employees shall be a part of their CTC.Trianee to note that parental insurance is an optional benefit provided and hence it is not compulsory. Payment for parental insurance coverage is the sole responsibility of the employee.

Group Term Life: All Trainee are covered under Group Term Life insurance. Incase of unfortunate demise of the Trainee the monetary benefit for which the employee is entitled under the Group Term Life policy would be passed on to the employee's nominee.

7. Termination / resignation –

(a) The Company may terminate employment immediately if the Employee (1) Commits a crime involving moral turpitude, theft, fraud or deceit; (2) Intends to harm the Company in a way that has an adverse effect on the Company's reputation or business prospects; (3) Demonstrates substantial or continued unwillingness to perform duties as reasonably directed by the Company Management; (4) Shows gross negligence or deliberate misconduct;

(b) The Company or Employee may terminate employment without assigning any cause by giving not less than Two (2) months prior written notice.

(b) After resignation / termination employee will not take direct / indirect recruitment with the competitors of Hyster- Yale Group six months from the date of resign / termination. This includes companies engaged in design, manufacturing, sales and services of material handling equipment's like forklifts, cranes, port equipment's.

8. Confidential Information

During the trainee's employment or any time after the termination of such employment, the trainee shall not directly or indirectly reveal or disclose to third parties any information concerning or related to the Company's business or affairs, which is considered confidential by the Company. Notwithstanding the above, the trainee agrees that "Confidential Information" includes but is not limited to:

(a) any information of a technical nature such as, but not limited to, methods, know-how, formulae, compositions, processes, discoveries, machines, inventions, research, drawings, design tolerances, materials used, performance data, compilations of information including electronic data compilations, service techniques, service documentation, manufacturing techniques, computer systems, computer architectures and computer software;

(b) During and after the trainee's employment with the Company, the trainee will not remove from the Company's premises any materials whether in electronic, recorded, hardcopy or other format containing Confidential Information, including copies thereof, except as his/her duty shall require, and in such cases will return such items to the Company as promptly as reasonably possible.

(c) The trainee further agrees not to use Confidential Information for personal gain or benefit and not to permit any third party to do so. In order to protect the Company's interest in technology, trade secrets and patentable materials developed in whole or in part by trainee, the trainee further agrees to:

(i) To promptly disclose in writing (or by email to his/her supervisor) to the Company all inventions, discoveries, developments, improvements, works of authorship, and innovations (collectively and individually referred to herein as "Inventions"), which are conceived or made by the trainee, either alone or jointly with others, during the period of employment with the Company, whether or not made or conceived during working hours which: (A) relate in any manner to the existing or contemplated business or research activities of the Company, or (B) are suggested by or result from the trainee's work at the Company; or (C) result from the use of the Company's time, materials, technology or facilities; and that all such Inventions shall be the exclusive property of the Company.

(ii) To execute assignments, at the Company's request and expense, to any such Inventions and execute, acknowledge and deliver such other documents and take such further action as may be considered necessary by the Company at any time during or subsequent to the Trainee's period of employment with the Company to obtain and defend letters patent in any and all countries or to vest title in such Inventions in the Company or its successors and assigns.

(iii) The Trainee has no right, title or interest in any Inventions that relate to the Company's business, or actual or demonstrably anticipated research or development of the Company.

(iv) The Company with its affiliates ("we", or "us") may sometimes take photographs or video footage of Trainees/Employees for internal and/or external marketing and publicity purposes (including social media), and for training initiatives. In this regard, we hereby seek your consent to use your image/ photo/ recordings posted publicly and on social media. We will process images pursuant to applicable privacy laws and the relevant policies of the Company. You can withdraw consent for this at any time by emailing your HR department. Kindly note that this will not apply to material already published. We cannot control already published material or recall them.

9. Office premises will be non-smoking / tobacco free.

10. The Trainee understands and agrees that if any information given or submitted by the Trainee in the Application Form or at the time of the Interview or in the Documents to be provided as mentioned hereinafter is found to be false or incorrect the Company shall be entitled to terminate the Employment forthwith without any notice.

11. The Trainee is requested to submit photo-copies of following documents for our records,

- Educational certificates – Attested / self attested
- Proof of date of birth / Passport (if applicable)
- Employment /experience certificate and relieving letter from last employer (if applicable)
- Salary certificate of previous employment (if applicable)
- Pre-employment medical test report & Blood group
- 4 passport size color photographs

Sneha Ravindra Gujar

Position Title	Trainee Engineer		
	%	**Monthly**	**Annual**
Basic Pay (Rs)		15000	1,80,000
Allowances			
Housing Allowance (% of Total Compensation)	30.0%	13750	1,65,000
Education Allowances - Fixed		0	0
Telephone / Internet Allowance - Fixed		1500	18,000
Medical Allowance - Taxable		417	5,000
Special Allowance - Taxable		9178	1,10,136
Benefits			
Provident Fund (Employers contribution -% of Basic)	12.0%	1800	21,600
Food Coupons - Fixed		0	0
Additional Benefits			
Medical Coverage / Insurance - (Indirect Benefit)			11,764
Parent Coverage / Insurance (Indirect Benefit)			0
Leave / Travel Reimbursement (Annual Disbursement)			0
Sub-Total Fixed Compensation		**41645**	**5,11,500**
Variable Compensation			
Variable Performance Pay (Annual - % of Total Comp)	7.0%		38,500
(Average amount at payout factor of 1.			
The payout factor can vary between 0 and 2)			
Total Compensation (Annual)	**INR 5,50,000**		

Perquisite / Other Comments:
In addition to the above, Gratuity, if applicable, will be paid as per the Payment of Gratuity Act. NOTE 1* - Average payout factor of 1. However, this is not a guaranteed amount. This will depend on performance of (individual + company). Payout amount will be paid only if the employee is on HY India payroll as on 31st March on pro-rata basis.

HYSTER-YALE GROUP

Hyster-Yale Lift Trucks India Pvt Ltd

Reg. Office: 45 Icon, Tower A,2ND Floor , A wing, Baner ,Pune- 411045,Tel- 020-69121500

Terms and Conditions of Appointment (Annexure B)

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   Trainee's duties may include travel in the United States of America, Europe and, as required, to other countries, often on a short notice.

2. The trainee will be on training period of 12 months and confirmed at the end of the training period if management is satisfied with the work and conduct.

3. Duties.

(a) The Trainee shall perform the duties as advised by his/her manager in connection with the business and operations of the Company and the use of his/her best efforts to promote, develop and extend the business of the Company.
(b) The Trainee will observe the policies, procedures and practices set forth from time to time. Trainee will be bound by the provisions mentioned in the Employee Handbook / HR Manual.
(c) The Trainee will not engage in any other business for his/her own account or be employed by any other person, or render any services, give any advice or serve in a consulting capacity, whether gratuitously or otherwise, to or for any other person or company without a prior written approval from a Company Manager.

4. Policies and Practices. The Trainee agrees to abide by all the Company rules, regulations, instructions, policies, practices and procedures which the Company may amend from time to time. Key Policies and Practices:
   - The employee will work 42.5 hrs/week and normal work week will be 5 days.
   - The employee may be required to work in shifts.

5. The Maternity Benefit Act, 1961-Female trainee's are entitled to every benefit provided under the maternity benefit Act, 1961.

6. Medical Insurance/Coverage .All the Trainee's will be covered under the medical insurance programme up to certain limited liability. The immediate family of the employee (i.e. spouse and children) will also be covered under the medical insurance programme if applicable. The details will be communicated to the employees appropriately. Trainee medical insurance / coverage will be a part of employee CTC. Parents of the interested employees will also be covered under the separate parental insurance policy. Parental insurance will provide coverage only for parents and not in-laws. Parents insurance of the interested employees shall be a part of their CTC.Trianee to note that parental insurance is an optional benefit provided and hence it is not compulsory. Payment for parental insurance coverage is the sole responsibility of the employee.

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(a) The Company may terminate employment immediately if the Employee (1) Commits a crime involving moral turpitude, theft, fraud or deceit; (2) Intends to harm the Company in a way that has an adverse effect on the Company's reputation or business prospects; (3) Demonstrates substantial or continued unwillingness to perform duties as reasonably directed by the Company Management; (4) Shows gross negligence or deliberate misconduct;

(b) The Company or Employee may terminate employment without assigning any cause by giving not less than Two (2) months prior written notice.

(b) After resignation / termination employee will not take direct / indirect recruitment with the competitors of Hyster- Yale Group six months from the date of resign / termination. This includes companies engaged in design, manufacturing, sales and services of material handling equipment's like forklifts, cranes, port equipment's.

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(a) any information of a technical nature such as, but not limited to, methods, know-how, formulae, compositions, processes, discoveries, machines, inventions, research, drawings, design tolerances, materials used, performance data, compilations of information including electronic data compilations, service techniques, service documentation, manufacturing techniques, computer systems, computer architectures and computer software;

(b) During and after the trainee's employment with the Company, the trainee will not remove from the Company's premises any materials whether in electronic, recorded, hardcopy or other format containing Confidential Information, including copies thereof, except as his/her duty shall require, and in such cases will return such items to the Company as promptly as reasonably possible.

(c) The trainee further agrees not to use Confidential Information for personal gain or benefit and not to permit any third party to do so. In order to protect the Company's interest in technology, trade secrets and patentable materials developed in whole or in part by trainee, the trainee further agrees to:

(i) To promptly disclose in writing (or by email to his/her supervisor) to the Company all inventions, discoveries, developments, improvements, works of authorship, and innovations (collectively and individually referred to herein as "Inventions"), which are conceived or made by the trainee, either alone or jointly with others, during the period of employment with the Company, whether or not made or conceived during working hours which: (A) relate in any manner to the existing or contemplated business or research activities of the Company, or (B) are suggested by or result from the trainee's work at the Company; or (C) result from the use of the Company's time, materials, technology or facilities; and that all such Inventions shall be the exclusive property of the Company.

(ii) To execute assignments, at the Company's request and expense, to any such Inventions and execute, acknowledge and deliver such other documents and take such further action as may be considered necessary by the Company at any time during or subsequent to the Trainee's period of employment with the Company to obtain and defend letters patent in any and all countries or to vest title in such Inventions in the Company or its successors and assigns.

(iii) The Trainee has no right, title or interest in any Inventions that relate to the Company's business, or actual or demonstrably anticipated research or development of the Company.

(iv) The Company with its affiliates ("we", or "us") may sometimes take photographs or video footage of Trainees/Employees for internal and/or external marketing and publicity purposes (including social media), and for training initiatives. In this regard, we hereby seek your consent to use your image/ photo/ recordings posted publicly and on social media. We will process images pursuant to applicable privacy laws and the relevant policies of the Company. You can withdraw consent for this at any time by emailing your HR department. Kindly note that this will not apply to material already published. We cannot control already published material or recall them.

9. Office premises will be non-smoking / tobacco free.

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11. The Trainee is requested to submit photo-copies of following documents for our records,

- Educational certificates – Attested / self attested
- Proof of date of birth / Passport (if applicable)
- Employment /experience certificate and relieving letter from last employer (if applicable)
- Salary certificate of previous employment (if applicable)
- Pre-employment medical test report & Blood group
- 4 passport size color photographs

Nilesh Wadhave

Position Title	Trainee Engineer		
	%	Monthly	Annual
Basic Pay (Rs)		15000	1,80,000
Allowances			
Housing Allowance (% of Total Compensation)	30.0%	13750	1,65,000
Education Allowances - Fixed		0	0
Telephone / Internet Allowance - Fixed		1500	18,000
Medical Allowance - Taxable		417	5,000
Special Allowance - Taxable		9252	1,11,021
Benefits			
Provident Fund (Employers contribution -% of Basic)	12.0%	1800	21,600
Food Coupons - Fixed		0	0
Additional Benefits			
Medical Coverage / Insurance - (Indirect Benefit)			10,879
Parent Coverage / Insurance (Indirect Benefit)			0
Leave / Travel Reimbursement (Annual Disbursement)			0
Sub-Total Fixed Compensation		**41718**	**5,11,500**
Variable Compensation			
Variable Performance Pay (Annual - % of Total Comp)	7.0%		38,500
(Average amount at payout factor of 1.			
The payout factor can vary between 0 and 2)			
Total Compensation (Annual)	**INR 5,50,000**		

Perquisite / Other Comments:
In addition to the above, Gratuity, if applicable, will be paid as per the Payment of Gratuity Act. NOTE 1* - Average payout factor of 1. However, this is not a guaranteed amount. This will depend on performance of (individual + company). Payout amount will be paid only if the employee is on HY India payroll as on 31st March on pro-rata basis.

IBM Consulting - CIC Hiring: Batch 2024 - Shri Sant Gajanan Maharaj College of Engineering - Shegaon

Anupriya Chatterjee <Anupriya.Chatterjee@ibm.com>

Tue 10/31/2023 1:37 PM

To:Placements <placements@ssgmce.ac.in>
Cc:Adyasha Sahu <adyasha.sahu@in.ibm.com>;Aishwarya Suresh <Aishwarya.Suresh2@ibm.com>;Bindu A Bachhawat <Bindu.Surana1@ibm.com>

2 attachments (2 MB)

Associate System Engineer - MH.pdf; Slot Information_College Name.docx;

Dear Professor,

Greeting from IBM India!

We value our ongoing relationship with your Institute and are excited to share our plan for 2024 Batch Campus hiring. As always, we look forward for your support to identify the best talent for IBM.

Here's attaching the complete details about the **IBM Consulting - CIC Hiring 2024** plan. Please note as our ongoing effort to transformation we have revamped and made changes to the graduate hiring program and hiring process.

Kindly go through the eligibility criteria below and share us a confirmed date for our proposed event along with the expected footfall. We will reach out to you shortly to discuss the same. Please fill and share the attached slot consent form.

Job Description – Associate System Engineer

Slot Consent Form-

Define your career.

Explore ibm.com/jobs

Careers are made from experiences. At IBM, those experiences can be diverse, unlimited and far-reaching. Joining IBM is about joining a culture of openness, collaboration and trust. You are joining a team of IBMers who are bringing change into the world — helping cure diseases, clean our oceans and make technology work for good. Our people are what make us unique. Every individual from around the world with a quest for knowledge has a voice to add to our story.

Eligibility:

- Graduation Year: 2024
- Degree: BE/ BTech/ME/MTech/ MSc/ MCA -58%/5.8 CGPA
- Calculation of qualifying marks =Sum of marks obtained divided by Sum total of maximum marks obtainable. All subjects will be considered including elective/optional subjects
- Branch: CS/ IT / Robotics / ISE / EE / ECE / EIE / AEIE / EEE/ ETE/ Maths / Computing
- No Active Backlog
- Designation: Associate System Engineer
- Compensation (B.E/ B.Tech / MCA / M.E/ M.Tech & MSc): INR 4.50 Lakh per annum + one time settling allowance of INR 25000

Selection Criteria (all rounds are elimination rounds)

1. Coding Test (IBM CodeKnack)
2. English Language Assessment
3. Group Discussion
4. Interview(s)

Selection Process:

IBM conducts assessments that are engaging, interactive, and time-efficient for our candidates. We respect your time in showing your capabilities hence we want to give you a comfortable environment to truly demonstrate who you are and what you can bring to the job and to IBM. All rounds are elimination rounds.

1. Coding Test (IBM CodeKnack)

Coding assessment - Hackerrank helps us identify quality developers with right skills. This technical hiring platform allows us to thoroughly assess the potential developers in their problem-solving skills through relevant code challenges.

2. English Language Assessment

This is an online assessment which measures English Language proficiency. In around 10 minutes candidates answer a series of MCQ's which evaluates their engagement towards English.

3. Group Discussion

The candidate would be assessed on interpersonal and communication skills.

4. Interview(s)

The candidate would be assessed on skills like technical representation, communication, growth mindset, innovation and adaptability.

IBM

Thanks and Regards,

Anupriya Chatterjee
Talent Acquisition Coordinator
E-mail: anupriya.chatterjee@ibm.com

IBM

IBM Consulting-CIC Hiring: Batch 2024 – Shortlist for Associate System Engineer -Shri Sant Gajanan Maharaj College of Engineering

Prashantha Kumar <prashu3336@in.ibm.com>

Tue 11/21/2023 11:53 AM

To:Placements <placements@ssgmce.ac.in>
Cc:Bindu A Bachhawat <Bindu.Surana1@ibm.com>;Aishwarya Suresh <Aishwarya.Suresh2@ibm.com>;Anupriya Chatterjee <Anupriya.Chatterjee@ibm.com>;Adyasha Sahu <adyasha.sahu@in.ibm.com>;Shuvajit Chowdhury <shuvajit.c@in.ibm.com>;Rajashekar Vishwanathan <Rajashekar.Vishwanathan1@ibm.com>;Arvind Anand Belagumba <abelagum@in.ibm.com>;Manisha Bhalla <Manisha.Bhalla1@ibm.com>;Vikrant Pundir <Vikrant.Pundir@ibm.com>;Neha A <Neha.Appanna@ibm.com>;Thejaswini H C <Thejaswini.H.C@ibm.com>

1 attachments (13 KB)

Shri Sant Gajanan Maharaj College of Engineering-Shortlisted list-2024.xlsx;

Dear Adesh B Solanke,

We thank you for the support extended to the IBM Talent Acquisition team to ensure a smooth and seamless hiring process.

Please find the attached list of candidates from your 2024 batch who have been shortlisted for the position of Associate Systems Engineer at IBM India. **'Expression of Interest'** will be posted to all shortlisted candidates in the next few days, upon successful verification of their documents & application materials.

Please note that the Offer/ 'Expression of Interest' posting shall be contingent upon satisfactory completion of reference and background check including verification of the application materials, education, and employment history. If it is found that the candidate is involved in any malpractice directly or indirectly during any stage of IBM Recruitment process, at Coding assessment or in Interview Selection or submitted any false information during application process, she/he shall not be considered for offer.

Note: ***Project deployment/joining location can be anywhere across PAN India. Hence, we expect the candidates to be flexible in terms of relocation across locations.***

Thanks and Regards,
Prashantha Kumar
Talent Acquisition Partner
IBM

Sl No	Candidate Full Name	MOBILE_NO	EMAIL_ID	Qualification YEAR_OF_PASS	Highest Qualification	Highest Qualification Branch	Candidate ref num
1	Hargunani, Laxmi	7219220180	laxmihargunani@gmail.com	2024	BE	Computer Science and Engineering	10608139
2	Uplenchwar, Mitalee	7218435351	mitaleeytl29@gmail.com	2024	BE	Computer Science and Engineering	10609861
3	Yadav, Pratibha	8329166346	pratibha2002yadav@gmail.com	2024	BE	Computer Science and Engineering	10611877

Invitation for Campus Drive in INDOVANCE - Trainee-Design Engineer (Civil/Mech)

Career <career@indovance.com>

Wed 4/3/2024 2:23 PM

To:Placements <placements@ssgmce.ac.in>;Adesh Solanke <F_3124015@ssgmce.ac.in>
Cc:Hiring <hiring@indovance.com>

3 attachments (2 MB)

NEW Trainee - Civil Design Engineer.pdf; SEED Brochure R7 (1).pdf; Trainee -Design Engineer(Fabrication).pdf;

Hello Sir,
Greetings from the Indovance!
We at Indovance, are hiring fresh **Civil/ Mech graduates** and would like to conduct a campus recruitment drive for 2024 Batch in your college. We are planning to hire open minded enthusiasts who share the common interest and willing to make their career in global Architectural & Engineering Design industry. We have also taken initiatives to train these fresh graduates through our flagship training program - "SEED" (Skill enhancement and employee development program) which helps freshers to acquire required skillsets from industry experts and help them to be industry ready. It offers the ultimate opportunity of Global Exposure and allows to work on actual projects scenarios.
For more details about SEED please find attached brochure & attached Job Descriptions**.**
Please check below details about Indovance Inc,
Website - www.indovance.com
Work Location – Pune office during training **and** Work from Home (WFH) after training.
Job Type - Permanent (Minimum 21 months employment bond for Civil, Mechanical & Architecture students only, employment will continue even after 21 months)
About Indovance Pvt. Ltd. -
Indovance Inc, was founded in 2003 and maintains its headquarters in Apex, North Carolina, United States with its operations team, Indovance Pvt. Ltd, based in Pune, India. We are a rapidly growing team of 500+ Engineers & Architects providing engineering design and drafting business solutions to Mechanical Engineering, Civil Engineering, Architectural and Pre-media companies across USA, Canada, UK and Australia. All our operations are ISO 9001:2015 certified, making us a budding process driven organization. Our clients range from mid-sized firms to fortune 500 companies and are located all over the globe. One of our key strategies is to partner with emerging talent around the country and grow together as a company. We are an equal opportunity employer. Our philosophy is "Hire characters; train skills." We are always on the lookout for employees that share our core values and can help drive our vision.
Number of Requirements –

Positions	Qualification	Software Knowledge	No. of Vacancies
Trainee-Design Engineer	B.E Civil	AutoCAD, Civil 3D, Revit	10
Trainee-Design Engineer (Fabrication)	B.E Mech	AutoCaD, coreldraw	10

ssful completion of training of they will be taken as on-board employee and.
Salary details –

Positions	Salary
Trainee-Design Engineer (Civil)	CTC 3,00,000 PA (Rs. 10,000/ month Stipend during training)
Trainee-Design Engineer (Mech)	CTC 2,50,000 PA (Rs. 10,000/ month Stipend during training)

Workdays – Monday – Friday (During training, Monday to Saturday)
Interview Process –

1. Online Applications on website
2. Online test – Require updated attendance list with correct mail ID & computer lab.
3. Will update the result of online test same day.
4. Selected student's will be scheduled for Technical & HR/Management rounds.

We invite you to be a part of our joyous journey! If you have any concerns, feel free to contact us. Revert us with your interest to take the process forward.

Thanks & Regards,

Shrutika Bhivapurkar
(HR Executive)

91-9175681591
shrutika.bhivapurkar@indovance.com, career@indovance.com
www.indovance.com
NC, US | Pune, India

INDOVANCE
EXPLORING **SOLUTIONS**

Indovance Pvt. Ltd., Pune Placement Drive selection result.

Placements <placements@ssgmce.ac.in>

Wed 4/10/2024 11:51 AM

To:aakankshanarwade0@gmail.com <aakankshanarwade0@gmail.com>;adityagite1582002@gmail.com <adityagite1582002@gmail.com>;adityabarabde07@gmail.com <adityabarabde07@gmail.com>;adityakam08@gmail.com <adityakam08@gmail.com>;amarlahane006@gmail.com <amarlahane006@gmail.com>;dongreamit8888@gmail.com <dongreamit8888@gmail.com>;ghatolashutosh@gmail.com <ghatolashutosh@gmail.com>;atulgavhale11@gmail.com <atulgavhale11@gmail.com>;devanglahulkar@gmail.com <devanglahulkar@gmail.com>;ugaurang710@gmail.com <ugaurang710@gmail.com>;Gaurav Naik <gauravnaik732@gmail.com>;gauravchambhare171@gmail.com <gauravchambhare171@gmail.com>;khawshigauri@gmail.com <khawshigauri@gmail.com>;adhejanhavi@gmail.com <adhejanhavi@gmail.com>;kamleshgovekar4@gmail.com <kamleshgovekar4@gmail.com>;karanarunkakar@gmail.com <karanarunkakar@gmail.com>;kiranbobade2002@gmail.com <kiranbobade2002@gmail.com>;mrrathod2852001@gmail.com <mrrathod2852001@gmail.com>;manishjadhavmj23@gmail.com <manishjadhavmj23@gmail.com>;manthantadke@gmail.com <manthantadke@gmail.com>
Cc:SSGMCE Principal <principal@ssgmce.ac.in>;Registrar <registrar@ssgmce.ac.in>;Dean Academics <deanacademic@ssgmce.ac.in>;Dean Exam <deanexams@ssgmce.ac.in>;MECH HOD <hod_mech@ssgmce.ac.in>;HARSHALI PATIL <F_3121083@ssgmce.ac.in>;Placement Mech <placements.mech@ssgmce.ac.in>;SACHIN BHAGAT <F_3121105@ssgmce.ac.in>;RAJESH KHARATE <F_3121031@ssgmce.ac.in>

Dear Students,

Greetings...

Congratulations.....

We are glad to inform you that **Mr. Pritesh Pawar - MECH - 2024** batch has been selected as Trainee - Design Engineer in **Indovance Pvt. Ltd., Pune** with **CTC of Rs.2.50 LPA**.

Congratulations once again.

Wish You All The Best...

Prof. Adesh Solanke
Training and Placement Officer,
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon-444203 Dist: Buldana(M.S.)India
Cell : +91 94229 26420
Website: www.ssgmce.ac.in
https://www.linkedin.com/in/ssgmce/
https://www.instagram.com/ssgmceshegaon/
https://www.facebook.com/ssgmceofficialpage
https://twitter.com/AlumniSsgmce
https://www.youtube.com/channel/UC1YOGwS9KaWbXL-RWrNih1Q

INFERWISE®

Date: 14th May 2024

INFERWISE LLP
The Kode, Level 6, Pashan Baner Link Road,
Pashan, Pune 411021, Maharashtra, India.

Dear Mayur Shastrakar,

Inferwise is a rapidly growing technology & solutions company, leveraging the power of innovation, data, analytics, and our expertise to create a positive impact in the business landscape with our innovative software solutions. With a strong track record of success, we have been transforming and empowering organisations across industries to optimise their business operations, enhance performance, and achieve their strategic goals.

We invite you to join us as an Associate Software Engineer - Trainee. By joining as a trainee, you get to accelerate your learning and leverage your learning to reinforce the solutions portfolio of Inferwise in an environment of collaboration that enables one to discover and unleash their full potential.

Your offer letter is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be part of our team.

INFERWISE®

Date: 14th May 2024

Mr. Mayur Rajesh Shastrakar
Maroti Ward, Behind Mahesh Gyanpith School,
Hinganghat, Wardha, Maharashtra - 442 301

OFFER LETTER

Dear Mayur Shastrakar,

With reference to your application and subsequent interview(s) you had with us, we are pleased to offer you the position of Associate Software Engineer - Trainee at INFERWISE LLP (Inferwise or Company) on terms and conditions mentioned below. Please read these important details carefully, including your compensation and benefits.

Designation:	Associate Software Engineer - Trainee
Department:	Information Technology and Engineering
Compensation:	As in Annexure A on page 4
Joining Location:	Pune

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e 03rd June 2024. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm the acceptance of this offer, you are required to sign on the last page acceptance section.

- Any change of joining date must be communicated to us at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:30 am at The Kode, Level 6, Pashan Baner Link Road, Pashan, Pune 411021, Maharashtra. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have any questions about your first day start paperwork, please send an email to hr@inferwise.co
- On your joining date, please bring
  - 1 copy of this letter duly signed and dated by you
  - 2 self photographs (passport size, colour with white background)
  - Aadhar Card, Passport, PAN Card, and Driving License

  - Senior Secondary result / certificate with DOB and photo.
  - Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
  - Education documents (For University hires only) :- Degree certificate and all year mark sheets for the highest degree attained.
- Your employment with the Company will be governed by the service rules and regulations including conduct, discipline and appeal rules, administrative orders and any such other rules/orders of the company that might be in force from time to time.
- You shall at all times comply with the company's policies. These are available in the policy manual of the company.
- As per the company policy, you will be on probation for a period of 06 (Six) months and then, based on your performance, your employment shall be confirmed with the company.
- Please return the duplicate copy of the letter duly signed confirming your acceptance within 3 days of receiving the letter.
- This letter will be null and void in case you fail to accept this letter in time or do not report at the date and time for appointments as specified in this letter.

We look forward to you joining our team for a long & successful association.

For Inferwise LLP.

Harish Kulkarni
Authorised Signatory

INFERWISE CONFIDENTIAL

Annexure A	
Name: Mayur Rajesh Shashtrakar	Work Domain: IT
Designation: Associate Software Engineer - Trainee	

Salary During Probation			
SN	Description	Per month (in INR)	Total (in INR)
1	Salary during probation of 6 months (CTC)	20,000	120,000

Salary After Completion of probation			
SN	Description	Per Month (in INR)	Per Year (in INR)
1	Fixed Component	31,000	372000
2	Performance based variable component		40000
		Total Cost to The Company per annum	412,000

Note: Professional tax and other applicable taxes as per your current tax bracket shall be deducted from the above amount for the applicable duration.

For and on behalf of
Inferwise LLP

_____

Authorised Signatory

I do not have any issues on the above compensation, nor any ambiguity on any other terms and conditions of employment, my role, my deliverable. I also understand the said assignments are indicative and not exhaustive.

I agree to accept employment on the above-mentioned terms and conditions. I will report for duty on

_____

Signed:

Print Name: _____ Date: _____

HRD/NOBA/1008008820/24-25 October 25, 2024

Ms. Shreya Ingale
No. 1,
Vasad,
Amravati-444709
India

Ph: +91-9370220703

Dear Shreya,

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.

Sincerely,

Sushanth Tharappan
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by SUSHANTH MICHAEL THARAPPAN
Date: 2024.10.25 16:37:49 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1008008820/24-25 October 25, 2024

Ms. Shreya Ingale
No. 1,
Vasad,
Amravati-444709
India

Ph: +91-9370220703

Dear Shreya,

Congratulations! Infosys Limited (" **Company** " or " **Infosys** ") is delighted to make you an offer as **Specialist Programmer** and your role is **Specialist Programmer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **December 09, 2024.**

Location

Your location for employment is **MYSORE, India** .

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 Period

You recognize and accept that at the time of appointment as Specialist Programmer, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Specialist Programmer who is commercially viable to the Company.

You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the training program at the Company. The training program may consist of classroom and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Probation and Confirmation

You will be on probation for a period of six months from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of Infosys Limited. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet at Annexure - III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for **15** working days of leave annually, during probation. On confirmation, 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 financial 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.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your Fixed Gross Salary will be **INR 67,293** per month and Total Gross Salary inclusive of Performance Bonus (at an indicative payment of 100%) will be **INR 79,168** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure - I

Performance Bonus

You will be eligible to participate in the Company`s discretionary Bonus Plan. Your maximum Performance Bonus (at a payment of 100%) is **INR 11,875** per month. This payment of your Bonus can vary from 0% to 100% depending on individual, group and Company performance.

Guaranteed Performance Bonus

For the first six (6) months of your employment with Infosys, you will be paid **50%** of your on-target Performance Bonus as Guaranteed Bonus. Performance Bonus is inclusive of, and not in addition to Guaranteed Bonus. The Bonus Plan which has been attached provides all the details. The break-up of your compensation has been provided in the Compensation Details sheet at Annexure - I

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 **2024-25** 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 - III 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 10,200,000** of which **INR 5,200,000** is covered towards natural death, and **INR 5,000,000** 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 350.**

The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months` notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months` notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company

Our offer to you as a **Specialist Programmer** 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 passed the 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 the marks sheets and other relevant documents at the time of joining. 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 Company`s intranet. 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 II).

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 offer shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

Sushanth Tharappan
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

Enclosures: Non-Compete Agreement (Annexure II)
Information Sheet (Annexure III)

Signature Not Verified
Digitally signed by SUSHANTH MICHAEL THARAPPAN
Date: 2024.10.25 16:37:49 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 DETAILS (All figures in INR per month)	
NAME	**Ms. Shreya Ingale**
ROLE	**Specialist Programmer**
ROLE DESIGNATION	**Specialist Programmer**

1. MONTHLY COMPONENTS	
BASIC SALARY	33,650
BASKET OF ALLOWANCES	21,256
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	6,393
MONTHLY GROSS SALARY	**61,299**

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)	337

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	4,038
GRATUITY - 4.81% of Basic Salary*	1,619
FIXED GROSS SALARY (1+2+3)	**67,293**

4. PERFORMANCE BONUS	**At an indicative Payout of 50%**	**At indicative Payout of 100%**
PERFORMANCE BONUS	5,937	11,875
TOTAL GROSS SALARY (Inclusive of Performance Bonus)	**73,230**	**79,168**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SOFT LOAN	Fifty Thousand (without security)	@7%	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

NON COMPETE AGREEMENT

I , _____ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purpose of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

i. Tata Consultancy Services Limited
ii. Accenture Limited
iii. International Business Machines Corporation
iv. Cognizant Technology Solutions Corporation
v. Wipro Limited

Place: Employee Signature:

Date: Employee Name : Ms. Shreya Ingale

Acknowledged by Infosys Limited:

Innodata India Pvt. Ltd.
Regus Elegance, 2F Elegance,
Jasola District Center, Old Mathura Road,
New Delhi - 110 025
Tel: +91 011-66351234
CIN: U72400DL1997PTC084165

4-October-24,

Shubham Dipak Gorde
Pharshi Stop Javal,Puja Colony Deep Nagar no 2,
VTC : Rukhmini Nagar S.O Amravati -444606

LETTER OF INTENT

Dear Shubham,

This is further to your application exploring a suitable opportunity in our organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered the position of **"Analyst"** in our organization on mutually agreed terms and conditions.

Your place of posting will be at **Regus Elegance, 2F Elegance, Jasola District Center, New Delhi.**

You are requested to join the services of the company on or before **Monday, 7th October 2024.**

Also, please bring the photocopy of the following documents at the time of joining:

1) Certificates of educational qualification starting from 10th
2) Certificates of professional qualifications
3) Experience letters of previous employment(s)
4) Copy of Relieving Letter/ Resignation Letter
5) Salary Proof/ Pay slips (last 3 months) of last employment
6) Six (6) passport size color photographs with white background
7) PAN Card
8) Aadhaar Card

This Letter of Intent is issued to you on the presumption that the particulars furnished by you in your application are correct.

A detailed appointment letter shall be issued to you on your joining the services of the Company.

This letter is subject to the successful Background Verification Check. In case the same is not found to be satisfactory, this offer stands null and void.

IIPL recruitment and selection team congratulates you on your selection.

Thanking you,

For Innodata India Pvt. Ltd.

Parul Arora
Head HR (CoE) Talent Management

Innodata

Innodata India Pvt. Ltd.
Regus Elegance, 2F Elegance,
Jasola District Center, Old Mathura Road,
New Delhi - 110 025
Tel: +91 011-66351234
CIN: U72400DL1997PTC084165

Salary Annexure - I

Name: Shubham Dipak Gorde
Designation: Analyst
Level: 2
Date of Joining: 7-October-2024

Illustrative details of your compensation:

Pay Components	Monthly (In INR)	Annual (In INR)
Basic Salary	14,167	1,70,000
Flexi Benefit Plan (FBP)*	19,550	2,34,600
Provident Fund @ 12% of Basic	1,700	20,400
Part A: Total Fixed Salary	**35,417**	**4,25,000**

Annualized amount (in INR)

Total Annual CTC (A)	**INR 4,25,000**

**FBP - Following components under FBP can be opted as per the sub limit defined against each, up to a Total Max Cap given below.*

	Sub Limits Per Month (in INR)
House Rent Allowance (HRA)	50% of Basic
Education Allowance	200
Paytm meal amount	2200 (For 5 days workweek) 2600 (For 6 days workweek)
Books & Periodical Allowance	Up to 5000
Leave Travel Allowance	Level 1 to 6: 1-month gross salary, Level 7 & above: up to 2 months of gross salary
Special Allowance	Remaining balance un availed in above options

NOTE: Any Income tax liability arising due to above will be borne by the employee.

For **Innodata India Pvt. Ltd.**

Parul Arora
Head HR (CoE) Talent Management

Read, Understood and Accepted
(_____)

Innodata India Pvt. Ltd.
Regus Elegance, 2F Elegance,
Jasola District Center, Old Mathura Road,
New Delhi - 110 025
Tel: +91 011-66351234
CIN: U72400DL1997PTC084165

Work Schedule and Benefits Annexure - II

Work Schedule for employees hired for our Delhi office:

Work weekdays	Weekdays start and end	Working Hours in a week	Daily working hours excluding breaks	Break time
6 Days	From Monday to Saturday	48	8	36 minutes after 5 hours of continuous working
5 Days	From Monday to Friday	48	9	36 minutes after 5 hours of continuous working

An employee can be assigned to either of work week type mentioned in above table by their Immediate manager/respective authority as per project/business requirement.

NOTE: 5 Days work week schedule will be assigned to you.

Benefit Details

Leave benefits eligibility:

Earned Leaves: 15 days in a calendar year
Sick leaves/Casual Leaves: 12 days in a calendar
Maternity Leaves: As per maternity benefit act

In addition to the above-mentioned salary, you are also eligible for Employee Mediclaim policy, Term Life Insurance, Group Personal Accident Policy, Gratuity as per Payment of Gratuity act, Earned Leave Encashment as per company policy.

Please sign the enclosed copy of this letter as a token of your acceptance

For **Innodata India Pvt. Ltd.**

Parul Arora
Head HR (CoE) Talent Management

Read, Understood and Accepted
(_____)

ISO 9001 : 2015
ISO 14001 : 2015
ISO / IATF 16949 : 2016
ISO 45001 : 2018

iNNOVA RUBBERS PRIVATE LIMITED

Plant I : A-26 & 27, M.I.D.C., Ambad, Nashik - 422 010. Maharashtra State, India.
Regd. Office & Plant II : H-107, M.I.D.C., Ambad, Nashik - 422 010. Maharashtra State, India.
Tel.: +91-253-2381065 CIN-U25110MH2000PTC123743
www.innovarubbers.com

Ref: IPR/HR/OFFER/2024 **Date:** 29 - Apr. - 2024

To,
Mr. Aditya Sunil Barabde,
At Bembla BK, Post: Khallar, Tal: Daryapur,
Dist. Amravati - 444803

Subject: OFFER LETTER

Dear Aditya,
This has reference to your campus interview; we are pleased to inform you that you have been selected in our organization as **Graduate Engineer Trainee (GET)** on following terms and conditions:

1. Your training period will last for 1 year from the date of your joining.
2. Your proposed date of joining will be 1st of July, 2024.
3. During the training, you will receive monthly stipend of Rs. 21,000/- per month.
4. Your place of work will be at **iNNOVA RUBBERS PVT LTD.** H-107, MIDC, Ambad Industrial Area, Nashik, Maharashtra 422010 with the possibility of transfer to other company units as needed.
5. You'll adhere to the company's code of conduct and other relevant policies which are applicable to our Employees and Trainees.
6. Your progress during training will be closely monitored, and decision regarding your employment with the Company will be purely based on your performance.
7. A detailed appointment shall be issued to you on the joining the company.
8. Please confirm your acceptance of this offer within 3 days by signing and returning the photocopy/ e-mail.
9. This offer is contingent upon your medical fitness, background verification, and submission of necessary documents at the time of joining.

We welcome you to our company and wish you a rewarding and successful career.
At the time of joining, please submit the following documents:

- Academic Qualification Documents
- Proof of Date of Birth
- Address Proof
- Aaddhar Card & PAN Card
- 3 Passport Size Photographs in Red Background

With Best Wishes,

Your Sincerely
For iNNOVA RUBBERS PVT LTD

Bhaskar More
Dy. Manager - HR & IR

ISO 9001 : 2015
ISO 14001 : 2015
ISO / IATF 16949 : 2016
ISO 45001 : 2018

iNNOVA RUBBERS PRIVATE LIMITED

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www.innovarubbers.com

Ref: IPR/HR/OFFER/2024

Date: 29 - Apr. - 2024

To,
Mr. Amit Bhimrao Dongre,
At Post Gangalgaon,
Tal. Chikli, Dist. Buldhana - 443201

Subject: OFFER LETTER

Dear Amit,
This has reference to your campus interview; we are pleased to inform you that you have been selected in our organization as **Graduate Engineer Trainee (GET)** on following terms and conditions:

1. Your training period will last for 1 year from the date of your joining.
2. Your proposed date of joining will be 1st of July, 2024.
3. During the training, you will receive monthly stipend of Rs. 21,000/- per month.
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Your Sincerely
For iNNOVA RUBBERS PVT LTD

Bhaskar More
Dy. Manager - HR & IR

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Tel. : +91-253-2381065 CIN-U25110MH2000PTC123743
www.innovarubbers.com

Ref: IPR/HR/OFFER/2024 **Date:** 18 - May - 2024

To,
Mr. Nitish Mangesh Vaidya,
Mahavir Nagar,
Darwha Road, Yavatmal - 44501

Subject: OFFER LETTER

Dear Nitish,
This has reference to your campus interview; we are pleased to inform you that you have been selected in our organization as **Graduate Engineer Trainee (GET)** on following terms and conditions:

1. Your training period will last for 1 year from the date of your joining.
2. Your proposed date of joining will be 1st of July, 2024.
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With Best Wishes,

Your Sincerely
For iNNOVA RUBBERS PVT LTD

18/05/24

Bhaskar More
Dy. Manager - HR & IR

ISO 9001 : 2015
ISO 14001 : 2015
ISO / IATF 16949 : 2016
ISO 45001 : 2018

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Ref: IPR/HR/OFFER/2024 **Date:** 29 - Apr. - 2024

To,
Mr. Parth Gajanan Nirmal,
At Post: Wankhed, Tal: Sangrampur,
Dist. Buldhana - 444201

Subject: OFFER LETTER

Dear Parth,
This has reference to your campus interview; we are pleased to inform you that you have been selected in our organization as **Graduate Engineer Trainee (GET)** on following terms and conditions:

1. Your training period will last for 1 year from the date of your joining.
2. Your proposed date of joining will be 1st of July, 2024.
3. During the training, you will receive monthly stipend of Rs. 21,000/- per month.
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With Best Wishes,

Your Sincerely
For iNNOVA RUBBERS PVT LTD

Bhaskar More
Dy. Manager - HR & IR

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www.innovarubbers.com

Ref: IPR/HR/OFFER/2024

Date: 29 - Apr. - 2024

To,
Ms. Shraddha Umesh Dube,
Nath Plot, Jalamba Naka,
Khamgaon - 444303

Subject: OFFER LETTER

Dear Shraddha,
This has reference to your campus interview; we are pleased to inform you that you have been selected in our organization as **Graduate Engineer Trainee (GET)** on following terms and conditions:

1. Your training period will last for 1 year from the date of your joining.
2. Your proposed date of joining will be 1st of July, 2024.
3. During the training, you will receive monthly stipend of Rs. 21,000/- per month.
4. Your place of work will be at **iNNOVA RUBBERS PVT LTD.** H-107, MIDC, Ambad Industrial Area, Nashik, Maharashtra 422010 with the possibility of transfer to other company units as needed.
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At the time of joining, please submit the following documents:

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- Proof of Date of Birth
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- Aaddhar Card & PAN Card
- 3 Passport Size Photographs in Red Background

With Best Wishes,

Your Sincerely
For iNNOVA RUBBERS PVT LTD

Bhaskar More
Dy. Manager - HR & IR

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www.innovarubbers.com

Ref: IPR/HR/OFFER/2024

Date: 21 - Jun - 2024

To,
Mr. Vinay Prakash Wankhade,
Post VMU, Shobha Nagar,
New Cotton Market, Amravati - 444604

Subject: OFFER LETTER

Dear Vinay,

This has reference to your campus interview; we are pleased to inform you that you have been selected in our organization as **Graduate Engineer Trainee (GET)** in R&D Dept. on following terms and conditions:

1. Your training period will last for 1 year from the date of your joining.
2. Your proposed date of joining will be 1st of July, 2024.
3. During the training, you will receive monthly stipend of Rs. 21,000/- per month.
4. Your place of work will be at **iNNOVA RUBBERS PVT LTD.** H-107, MIDC, Ambad Industrial Area, Nashik, Maharashtra 422010 with the possibility of transfer to other company units as needed.
5. You'll adhere to the company's code of conduct and other relevant policies which are applicable to our Employees and Trainees.
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We welcome you to our company and wish you a rewarding and successful career.

At the time of joining, please submit the following documents:

- Academic Qualification Documents
- Proof of Date of Birth
- Address Proof
- Aaddhar Card & PAN Card
- 3 Passport Size Photographs in Red Background

With Best Wishes,

Your Sincerely
For iNNOVA RUBBERS PVT LTD

21/06/24

Bhaskar More
Dy. Manager - HR & IR

Building Transparency. Driving Growth.

28-05-2024

Dear Atharv,

Thank you for exploring career opportunities with IRIS Business Services Limited. We are pleased to offer you the position of **Trainee Software Engineer** at **IRIS Business Services Limited**.

Your expected start date is **3-07-2024,** contingent upon the successful completion of background verification. Your compensation and other terms of employment are outlined below.

A. Compensation:

Your total compensation will include three components – Fixed Annual CTC.
Please refer to Annexure 1 for the break-up of your CTC.

B. Terms and conditions:

a. You will be on probation for a period of Six months and this period may be extended if the company finds it necessary. On completion of the probation period your services, if found satisfactory, will be confirmed. Until you are confirmed by written communication from the company you shall be deemed to be on probation till such an extended period. During your probation period you shall not leave the services of the company except with one month's prior notice in writing. After your confirmation you shall not leave the services of the company except with three months' prior notice in writing.

b. Please note that you are required to sign the IRIS Employee Confidentiality and Non-Solicitation Agreement at the time of your joining the company. The said agreement is a part of the appointment letter and is to be read in conjunction with the appointment letter and will survive termination of employment.

Annexure -1

1. **Fixed Annual CTC**

Your Fixed Annual CTC will be Rs. 4,00,000/- p.a. (Rupees Four lakhs per annum).
The break-up of your fixed annual CTC is as mentioned below:

EARNINGS	**MONTHLY**	**YEARLY**
Basic	18,750.00	2,25,000.00
HRA	7,500.00	90,000.00
Travelling Allowance	1,633.33	19,600.00
City Compensatory Allowance(CCA)	5,366.67	64,400.00
Education Allowance	200.00	2,400.00
Statutory Bonus	1,250.00	15,000.00
Mobile Reimbursement	1,000.00	12,000.00
SUB TOTAL (A)	35,700.00	4,28,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	INR 37,500.00	INR 4,50,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	INR 1,800.00	INR 21,600.00
TOTAL (A-B)	INR 33,900.00	INR 4,06,800.00

Note:

i. Gratuity is applicable as per the Payment of Gratuity Act, 1972.

ii. All employees will be covered under the company's Health Insurance policy and can avail themselves of health insurance of up to Rs. 3,00,000 per annum coverage for self, spouse and 2 children.

Kindly confirm via email sending your acceptance of the offer no later than **31-05-2024** In the event that you do not confirm your acceptance of the offer by above mention date or do not join by **3 June 2024** or mutually agreed date, the company reserves the right to withdraw this offer unilaterally at its sole discretion.

We look forward to your joining the IRIS family and contributing significantly to its growth in the coming years. If you have any questions, please feel free to reach out at any time at hr.services@irisbusiness.com.

This is a computer-generated letter and does not require a signature

Building Transparency. Driving Growth.

28-05-2024

Dear Gaurav,

Thank you for exploring career opportunities with IRIS Business Services Limited. We are pleased to offer you the position of **Trainee Software Engineer** at **IRIS Business Services Limited**.

Your expected start date is **3-07-2024,** contingent upon the successful completion of background verification. Your compensation and other terms of employment are outlined below.

A. Compensation:

Your total compensation will include three components – Fixed Annual CTC.
Please refer to Annexure 1 for the break-up of your CTC.

B. Terms and conditions:

a. You will be on probation for a period of Six months and this period may be extended if the company finds it necessary. On completion of the probation period your services, if found satisfactory, will be confirmed. Until you are confirmed by written communication from the company you shall be deemed to be on probation till such an extended period. During your probation period you shall not leave the services of the company except with one month's prior notice in writing. After your confirmation you shall not leave the services of the company except with three months' prior notice in writing.

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Annexure -1

1. **Fixed Annual CTC**

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EARNINGS	**MONTHLY**	**YEARLY**
Basic	18,750.00	2,25,000.00
HRA	7,500.00	90,000.00
Travelling Allowance	1,633.33	19,600.00
City Compensatory Allowance(CCA)	5,366.67	64,400.00
Education Allowance	200.00	2,400.00
Statutory Bonus	1,250.00	15,000.00
Mobile Reimbursement	1,000.00	12,000.00
SUB TOTAL (A)	35,700.00	4,28,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	INR 37,500.00	INR 4,50,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	INR 1,800.00	INR 21,600.00
TOTAL (A-B)	INR 33,900.00	INR 4,06,800.00

Note:

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28-05-2024

Dear Harshada,

Thank you for exploring career opportunities with IRIS Business Services Limited. We are pleased to offer you the position of **Trainee Software Engineer** at **IRIS Business Services Limited**.

Your expected start date is **3-07-2024,** contingent upon the successful completion of background verification. Your compensation and other terms of employment are outlined below.

A. Compensation:

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B. Terms and conditions:

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PF Employee	1,800.00	21,600.00
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Note:

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28-05-2024

Dear Harshal,

Thank you for exploring career opportunities with IRIS Business Services Limited. We are pleased to offer you the position of **Trainee Software Engineer** at **IRIS Business Services Limited**.

Your expected start date is **3-07-2024,** contingent upon the successful completion of background verification. Your compensation and other terms of employment are outlined below.

A. Compensation:

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B. Terms and conditions:

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Note:

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28-05-2024

Dear Prajwal,

Thank you for exploring career opportunities with IRIS Business Services Limited. We are pleased to offer you the position of **Trainee Software Engineer** at **IRIS Business Services Limited**.

Your expected start date is **3-07-2024,** contingent upon the successful completion of background verification. Your compensation and other terms of employment are outlined below.

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HRA	7,500.00	90,000.00
Travelling Allowance	1,633.33	19,600.00
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PF - Employer	1,800.00	21,600.00
TOTAL	INR 37,500.00	INR 4,50,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	INR 1,800.00	INR 21,600.00
TOTAL (A-B)	INR 33,900.00	INR 4,06,800.00

Note:

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28-05-2024

Dear Pratik,

Thank you for exploring career opportunities with IRIS Business Services Limited. We are pleased to offer you the position of **Trainee Software Engineer** at **IRIS Business Services Limited**.

Your expected start date is **3-07-2024,** contingent upon the successful completion of background verification. Your compensation and other terms of employment are outlined below.

A. Compensation:

Your total compensation will include three components – Fixed Annual CTC.
Please refer to Annexure 1 for the break-up of your CTC.

B. Terms and conditions:

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Your Fixed Annual CTC will be Rs. 4,00,000/- p.a. (Rupees Four lakhs per annum).
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Basic	18,750.00	2,25,000.00
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Travelling Allowance	1,633.33	19,600.00
City Compensatory Allowance(CCA)	5,366.67	64,400.00
Education Allowance	200.00	2,400.00
Statutory Bonus	1,250.00	15,000.00
Mobile Reimbursement	1,000.00	12,000.00
SUB TOTAL (A)	35,700.00	4,28,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	INR 37,500.00	INR 4,50,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	INR 1,800.00	INR 21,600.00
TOTAL (A-B)	INR 33,900.00	INR 4,06,800.00

Note:

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ii. All employees will be covered under the company's Health Insurance policy and can avail themselves of health insurance of up to Rs. 3,00,000 per annum coverage for self, spouse and 2 children.

Kindly confirm via email sending your acceptance of the offer no later than **31-05-2024** In the event that you do not confirm your acceptance of the offer by above mention date or do not join by **3 June 2024** or mutually agreed date, the company reserves the right to withdraw this offer unilaterally at its sole discretion.

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28-05-2024

Dear Rudransh,

Thank you for exploring career opportunities with IRIS Business Services Limited. We are pleased to offer you the position of **Trainee Software Engineer** at **IRIS Business Services Limited**.

Your expected start date is **3-07-2024,** contingent upon the successful completion of background verification. Your compensation and other terms of employment are outlined below.

A. Compensation:

Your total compensation will include three components – Fixed Annual CTC.
Please refer to Annexure 1 for the break-up of your CTC.

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28-05-2024

Dear Tanay,

Thank you for exploring career opportunities with IRIS Business Services Limited. We are pleased to offer you the position of **Trainee Software Engineer** at **IRIS Business Services Limited**.

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28-05-2024

Dear Tushar,

Thank you for exploring career opportunities with IRIS Business Services Limited. We are pleased to offer you the position of **Trainee Software Engineer** at **IRIS Business Services Limited**.

Your expected start date is **3-07-2024,** contingent upon the successful completion of background verification. Your compensation and other terms of employment are outlined below.

A. Compensation:

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Please refer to Annexure 1 for the break-up of your CTC.

B. Terms and conditions:

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28-05-2024

Dear Ubai,

Thank you for exploring career opportunities with IRIS Business Services Limited. We are pleased to offer you the position of **Trainee Software Engineer** at **IRIS Business Services Limited**.

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28-05-2024

Dear Vaibhav,

Thank you for exploring career opportunities with IRIS Business Services Limited. We are pleased to offer you the position of **Trainee Software Engineer** at **IRIS Business Services Limited**.

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28-05-2024

Dear Vaishnavi,

Thank you for exploring career opportunities with IRIS Business Services Limited. We are pleased to offer you the position of **Trainee Software Engineer** at **IRIS Business Services Limited**.

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28-05-2024

Dear Vedant,

Thank you for exploring career opportunities with IRIS Business Services Limited. We are pleased to offer you the position of **Trainee Software Engineer** at **IRIS Business Services Limited**.

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JNK India Limited
(Formerly known as JNK India Private Limited)
CIN: U29268MH2010PLC204223
203 to 206, Centrum, Plot No. C-3, S. G. Barve Road, Wagle Estate,
Thane (W) - 400 604. Maharashtra. India. Tel.: +91-22-6885 8000.
E-mail: admin@jnkindia.com Website: www.jnkindia.com

Date :- 2nd November 2023.

To,

Mr.Ankush Gawande

Indira Nagar, Sutala bk. Khamgaon

Dist- Buldhana Maharashtra 444303

Contact No. 9325928292

Subject :- Letter of Intent

Dear Mr. Ankush,

Congratulations on successfully completing the interview with us. Upon assessment we found your skills and competencies is matching to our requirements.

As mutually discussed and agreed, we are pleased to offer you the post of **"Graduate Engineer Trainee"** in our organization.

You will be entitled to an all-inclusive compensation (CTC) of Rs. 5,13,322/-per annum, which consist of fixed salary component Rs. 3,41,472/- per annum and variable component of Rs. 1,71,850/- per annum. (Performance Based)

Your responsibilities include every activity which exists in the smooth functioning of our group of companies. However, your primary responsibilities will be related to projects & all the ongoing activities.

A formal appointment letter would be issued to you on the day of joining.

You are required to join on or before **1st July 2024** failing which this offer stand cancelled.

Our offer is subject to the following testimonials in original being produced for verification on the date of joining.

1. Education certificates
2. Proof of age & address
3. 2 Passport Size Photos
4. Experience certificates from your previous employers. (If any)
5. Relieving letter from the last organization you have worked in. (If any)
6. Resignation Letter Acceptance copy. (If any)

JNK India Limited
(Formerly known as JNK India Private Limited)

Kindly sign a copy of this letter and return to us as a token of your acceptance. Any information provided by you which cannot be substantiated with a supporting document, if asked for may lead to cancellation of this offer letter.

We look forward to welcoming you in the JNK Group.

For JNK India Limited.

Authorized Signatory

Accepted by

JNK India Limited
(Formerly known as JNK India Private Limited)

CIN: U29268MH2010PLC204223
203 to 206, Centrum, Plot No. C-3, S. G. Barve Road, Wagle Estate,
Thane (W) - 400 604. Maharashtra. India. Tel.: +91-22-6885 8000.
E-mail: admin@jnkindia.com Website: www.jnkindia.com

Date :- 2nd November 2023.

To,

Mr.Atharva Kute

Flat No. T/1, Priya Tower,

Wankhede Nagar, Dabki road, Akola 444002

Contact No. 9370981178

Subject :- Letter of Intent

Dear Mr. Atharva,

Congratulations on successfully completing the interview with us. Upon assessment we found your skills and competencies is matching to our requirements.

As mutually discussed and agreed, we are pleased to offer you the post of **"Graduate Engineer Trainee"** in our organization.

You will be entitled to an all-inclusive compensation (CTC) of Rs. 5,13,322/-per annum, which consist of fixed salary component Rs. 3,41,472/- per annum and variable component of Rs. 1,71,850/- per annum. (Performance Based)

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For JNK India Limited.

Authorized Signatory

Accepted by

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(Formerly known as JNK India Private Limited)
CIN: U29268MH2010PLC204223
203 to 206, Centrum, Plot No. C-3, S. G. Barve Road, Wagle Estate,
Thane (W) - 400 604. Maharashtra. India. Tel.: +91-22-6885 8000.
E-mail: admin@jnkindia.com Website: www.jnkindia.com

Date :- 2nd November 2023.

To,

Mr.Nayan Chandarkhede

Aanji (Mothi), Tal. Dist- Wardha

444203

Contact No. 8530080072

Subject :- Letter of Intent

Dear Mr. Nayan,

Congratulations on successfully completing the interview with us. Upon assessment we found your skills and competencies is matching to our requirements.

As mutually discussed and agreed, we are pleased to offer you the post of **"Graduate Engineer Trainee"** in our organization.

You will be entitled to an all-inclusive compensation (CTC) of Rs. 5,13,322/-per annum, which consist of fixed salary component Rs. 3,41,472/- per annum and variable component of Rs. 1,71,850/- per annum. (Performance Based)

Your responsibilities include every activity which exists in the smooth functioning of our group of companies. However, your primary responsibilities will be related to projects & all the ongoing activities.

A formal appointment letter would be issued to you on the day of joining.

You are required to join on or before **1st July 2024** failing which this offer stand cancelled.

Our offer is subject to the following testimonials in original being produced for verification on the date of joining.

1. Education certificates
2. Proof of age & address
3. 2 Passport Size Photos
4. Experience certificates from your previous employers. (If any)
5. Relieving letter from the last organization you have worked in. (If any)
6. Resignation Letter Acceptance copy. (If any)

JNK India Limited
(Formerly known as JNK India Private Limited)

Kindly sign a copy of this letter and return to us as a token of your acceptance. Any information provided by you which cannot be substantiated with a supporting document, if asked for may lead to cancellation of this offer letter.

We look forward to welcoming you in the JNK Group.

For JNK India Limited.

Authorized Signatory

Accepted by

Re: Congratulations on Your Selection as Graduate Apprentice Trainee

Khushabu THAKUR <khushabu.thakur@legrand.com>

Wed 2024-08-21 12:52

To:Placements <placements@ssgmce.ac.in>
Cc:Samir DABHADKAR <samir.dabhadkar@legrand.com>;pbidkar121@gmail.com <pbidkar121@gmail.com>; siddheshwandile@gmail.com <siddheshwandile@gmail.com>

Sorry Sir,
Yesterday skipped your name.

Regards,
Khushboo Thakur
JW-HR Department
Ph: 0257-2272401 Ext no-517, Mo: 9967341592
Email ID: khushabu.thakur@legrand.com

From: Khushabu THAKUR <khushabu.thakur@legrand.com>
Sent: 20 August 2024 18:26
To: pbidkar121@gmail.com <pbidkar121@gmail.com>; siddheshwandile@gmail.com <siddheshwandile@gmail.com>
Cc: Ravindra GAJBHIYE <ravindra.gajbhiye@legrand.com>; Samir DABHADKAR <samir.dabhadkar@legrand.com>
Subject: Congratulations on Your Selection as Graduate Apprentice Trainee

Dear Prajwal and Siddesh,

Congratulations! I am pleased to inform you that you have been selected for the position of **Graduate Apprentice Trainee** in our company. Your date of joining will be **02/09/2024**. Your stipend will be **Rs 18,000/- per month,** and you will be eligible for **20 sick leave days.**

As communicated earlier, please refer to the link below and complete the registration process. Once the registration process is complete, WhatsApp me your registration no. Feel free to call me at **9967341592** if you encounter any issues.

NATS Link:
https://nats.education.gov.in/establishment_login.php

Department Allocations:

- Prajwal Bidkar (QA Department)
- Siddhesh Wandile (Production Department)

Required documents:

- Degree certificate and marksheet
- SSC/HSC certificate
- Leaving certificate

- Aadhar Card
- PAN card
- Bank Passbook xerox
- Two Passport size photo

Looking forward to having you on board!

Best Regards,
Khushboo Thakur
JW-HR Department
Novateur Electrical & Digital Systems Pvt Ltd
D-4, MIDC Industrial Area, Jalgaon-425003
Ph: 0257-2272401 Ext no-517
Mo: 9967341592
Email ID: khushabu.thakur@legrand.com

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legrand®

D-4, MIDC Industrial Estate,
Jalgaon - 425 003. (India)
Tel. : +91-0257-2272401/02/03
Fax : +91-0257-2210334

JW/HR/SRD/3593
08/07/2024

Rupali Khond
At post Jawala, Palas Khed,
SHEGAON

Dear Madam,

This has a reference to your application and subsequent interview you had with us. We are pleased to appoint you as Graduate Apprentice Trainee w.e.f. 08/07/2024 on the following terms and conditions:

1) Your period of Training shall be for one year as prescribed under the *Apprenticeship Act 1961 and the rules made thereunder.*

2) During your training period you are eligible to receive a consolidated stipend of Rs. 18000/- (Rupees Eighteen thousand only).

3) You shall be eligible for Casual, Sick and other leaves as mentioned in the Apprenticeship Act 1961 and the rule made thereunder.

4) You will not give to anyone, in any manner, particulars and details of any of the research process of organizational / administrative matter of confidential nature, to which you will come across during the course of your employment as Trainee.

5) You will strictly guard the trade secrets and information of confidential nature regarding activities of the Company, which you may possess in the course of your employment with the Company.

6) You will also observe the normal discipline and will abide by the terms of contract as specified in the Apprentice ship Act 1961.

7) You will be responsible for the safe custody of records, apparatus and other tools/articles entrusted to you from time to time. In case of any damage or loss caused to your negligence or carelessness, Management will have the right to make deductions/recover the cost from your stipend to the extent of the damages so caused.

8) You will be governed by the Standing Rules of the Company at all times.

Please sign the duplicate copy of this letter as a token of acceptance of the above terms and conditions.

Yours faithfully
NOVATEUR ELECTRICAL & DIGITAL SYSTEMS PVT. LTD.

Samir Dabhadkar
HR Manager

I agree to the above terms:

Cc to Accounts Department

_____

Fwd: Congratulations on Your Selection as Graduate Apprentice Trainee

siddhesh wandile <siddheshwandile@gmail.com>

Fri 2024-08-30 17:46

To:Placements <placements@ssgmce.ac.in>

---------- Forwarded message ---------
From: **Khushabu THAKUR** <khushabu.thakur@legrand.com>
Date: Tue, 20 Aug, 2024, 6:26 pm
Subject: Congratulations on Your Selection as Graduate Apprentice Trainee
To: pbidkar121@gmail.com <pbidkar121@gmail.com>, siddheshwandile@gmail.com <siddheshwandile@gmail.com>
Cc: Ravindra GAJBHIYE <ravindra.gajbhiye@legrand.com>, Samir DABHADKAR <samir.dabhadkar@legrand.com>

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Required documents:

- Degree certificate and marksheet
- SSC/HSC certificate
- Leaving certificate
- Aadhar Card
- PAN card
- Bank Passbook xerox
- Two Passport size photo

Looking forward to having you on board!

Best Regards,

Khushboo Thakur
JW-HR Department
Novateur Electrical & Digital Systems Pvt Ltd
D-4, MIDC Industrial Area, Jalgaon-425003
Ph: 0257-2272401 Ext no-517
Mo: 9967341592
Email ID: khushabu.thakur@legrand.com

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Bank of India
Relationship beyond banking

Detailed Statement

Date: 30/11/2024

Customer ID:	149619923	Account holder address:	C/O MILIND WANDILE WARD NO 02 GHORAD TAHSIL SELOO DIST. WARDHA 442104
Account holder name:	SIDDHESH MILIND WANDILE		
Account number:	970110510005297		

Transaction Date **from: 29-11-2024** **to: 30-11-2024**

Amount **from: -** **to: -**

Cheque **from: -** **to: -**

Transaction type: All

Sr No	Date	Remarks	Debit	Credit	Balance
1	29-11-2024	NEFT/BNPAH24334NABE62/BNPA/NOVATEUR ELECTRICAL DI		17977.00	₹ 18,683.26
2	29-11-2024	UPI/470081185480/DR/MILIND/SBIN/pappuwand/salery	10000.00		₹ 8,683.26
3	29-11-2024	UPI/470037689647/DR/Burhan/UTIB/gpay-1124/chips	10.00		₹ 8,673.26
4	29-11-2024	UPI/433480689106/DR/Burhan/UTIB/gpay-1124/UPI	5.00		₹ 8,668.26
5	29-11-2024	UPI/470046777022/DR/MAHESH/YESB/q86240683/chicke	25.00		₹ 8,643.26
6	29-11-2024	UPI/470078896658/DR/MAHEMU/YESB/q67985850/chicke	60.00		₹ 8,583.26
7	29-11-2024	UPI/433429097515/DR/SHYAM /YESB/q76203914/pizza	180.00		₹ 8,403.26

NOTE:

Any discrepancy in the account statement should be notified to the bank within period of 30 days of generation of statement. It will be treated that the entries/contents of this statement are checked and found correct by you, if no such complaint is made within the period stated above. Please do not share your ATM, Card details, PIN, OTP and Passwords with anyone else. Bank never asks for such details.

TAP/2024/U/

The Lion's Crew

(Office No- 414,The Address Commercia, Near Wakad- Hinjewadi Flyover, Pune- 411057)

OFFER LETTER

Ms. Mayuri Ambodkar,

Date: 25th Jun 2024

Pune, Maharashtra.

Dear,

"Congratulations" we are excited to appoint you as **Pre-Sales Executive** effective from **18th June 2024** with us in our **Wakad Branch**, your initial place of posting shall be Wakad.

Terms and condition of Employment Agreement:

1. **Compensation**
   The compensation per month shall be **Rs. 18,000/- p.m.** which includes agreed monetary values of perquisites. The details and break-up of salary in terms of compensation and benefits will be as per Annexure to this letter. Income tax where applicable will be deducted at source from your monthly compensation as per the government rules and regulations. You are required to provide statement of income till date for this financial year, as well as proof of tax saving for the current financial year. Please note that the company will not be liable for any misrepresentation in your declaration of your income prior to joining the company.

Note:- Salary justification is mandatory, salary justification requirement as per your grade is minimum 1 bookings and 30-45 Site visits per month.

2. **Working Hours**
Your working hours will be 10.00am to 7.30pm as per the current policy however you will need to be flexible as per organisational requirement, the company observes a 6 days' work week i.e Tuesday to Sunday and Monday is considered as weekly off.

3. **Leave**
You will be entitled to Privileged leaves after 3 months of joining, as per the leave policy of the company. For the purposes of the leave the year shall run from April to March.

All leaves should be applied for in advance and should be approved by the manager. The company reserves the right to grant the leave applied, depending on the contingency of work.

Leaves taken on Tuesday, Friday, Saturday and Sunday will be counted as 2 days leaves for the respective days.

Every 3 late coming in a month will be considered as 1 day leave.

4. **Probation Period**
You will be on probation for a period of 1 month from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

The company also reserves the right to terminate the service of the employment on finding spreading rumours, poor performance, doing unethical practices, unprofessional behaviour or not following the company norms etc and also can deduct, hold and revise the monthly remuneration without any prior notice.

During Probation Period of 1 month you are not eligible for any leave policy, any leaves taken during that time will be considered as unpaid.

5. **Performance Improvement Plan (PIP)**
   PIP is a part of process to increase the efficiency of all employees, every staff will get proper training, support and access to the system however in case, if any employee found not working as per given KRA (Key Result Area) or Targets will be put under PIP, in this case or employee must adhere to the policies defined for PIP or else company may take strict actions as per policy.**{If Salary Justification not achieved salary will be on hold/ forfeited as per company discrete (No booking, No Salary)}.**

6. **Transfer**
   During the course of employment in company, as per exigency of work you shall be liable to be transferred at the discretion of the management from one work, department, section or job to another, in which case your designation could also be suitably changed. Your services can also be transferred to any other offices in India in the larger interest of the company, at the sole discretion of the management. In such situations your terms of appointment shall remain unchanged.

7. **Medical Examination**
   The company shall have the right to require you to be examined by a doctor of the company's choice, at the company expenses, and you are required to cooperate fully.

8. **Ownership Of Work**
   The ownership of any rights to any works by the employee during the terms of employment shall lie with the company.

9. **Notice Period**
   If you wish to resign you are required to serve at least **30 days notice** (Compulsory) or payment in lieu off. Please note if you leave the services of the organization without submitting the resignation; you shall be treated absenting and loose lieu on the job; in such a case the employer shall not be liable to issue you the experience certificate nor FNF, The salary will be forfeited as per company discrete.

10. Incentive Clauses and their Calculations:

Incentive Clauses:

a) Incentives will be given to any employee only after the flats agreement is done and paying the incentives to any employee is totally depends on companies discretion only.
b) Incentives offered may change as per market situation without prior notice to any employee and the decision of company will be considered as final decision on that.
c) Salary justification of every month is mandatory to achieve any incentives on bookings done by any employees.
d) If Salary justification not achieved of any particular months, booking done on-and above salary justification of previous/further months will be adjusted for that particular month as a salary justification and in that case no incentives will be given to that employee on that booking. Also if incentives are already paid for the above conditioned booking then it will be adjusted in the further incentives or salary of the employee.
e) Any advance incentives given will be adjusted from salary in case of cancellation of booking.
f) If employee is terminated or he/ she abscond from this job, his/ her incentive will be forfeited to the company and will only be paid as per company's discretion only.
g) Incentives structure criteria employees have to understand clearly by themselves or can ask clarification from incentive department only. Company is not liable for any misunderstanding or incorrect impression taken by employees by themselves or from some third person on incentives structure.

Incentive structures from 1st November, 2023:

a) Incentives will be given to employees as per their role and responsibility and first booking of every month will not have any incentive on that for any employee.
b) For Presales- Every Presales will get Rupees.10,000/- per booking as an incentive from his/her second booking of the every-month, if She justifies her incentive clauses mentioned above in Incentive clause.
c) For Sales Person - Every sales person will get Rupees.20,000/- per booking as an incentive from his/her second individual booking of every month if he/she justifies his/her incentive clauses in the above mentioned Incentive clause.
d) For Presales and Sales Person Common booking- If Sales person does Presales booking then He/She will be given only Rupees.10,000/- on that respective booking as an incentive but to earn this incentive also he/she has to do atleast one individual booking in that respective month prior to this booking and He/She has to justify all other incentive clauses simultaneously mentioned above in Incentive clause.
e) For Sales Person and Sales Person Common booking- If more than one sales person is involved in the booking then incentive of that booking will be equally distributed among all involved sales persons of that booking and all sales persons has to qualify their incentive clauses mentioned in the above Incentive clause.
Also to achieve their respective incentive of this booking it should be a second booking onwards booking of that respective month of that respective sales person.

14. Amendments

The company reserves all right to change any rules, regulation as it deems fit from time to time and you will be governed by the rules which are in force and as may be added, amended or introduced.

We take pleasure in welcoming you to our company and hope will find individual and professional satisfaction in your association with us.
If you find that the terms are favourable, please indicate your acceptance within seven(7) days from the date of this letter.
This offer will automatically lapse and can no longer be accepted if we do not hear from you by the stipulated date.

15. Absconding

As per company policy, any employee who is not reporting to work more than 3 days without any pre-intimation or approval or resume back within 4 days receipt of absconding order, will be marked as a left and services will be terminated with an immediate effect without any further notice also organisation will not be pay any salary or incentives in this cases.

Sincerely

The Lion's Crew

THE LION'S CREW PUNE

Krishna Pandey(Proprietor)

Signed: _____

11. Termination

After confirmation of your employment, your services can be terminated, if your services are not found satisfactory, at the discretion of the management. Notice of termination of employment will be one (1) month notice in writing or one(1) month's salary in lieu of notice from either party.

Notwithstanding the aforementioned. the company shall be entitled to terminate your employment without notice and compensation of Rupees 50,000/- in any of the following events:

i) If you are in the opinion of the company, guilty of dishonesty, misconduct or negligence in the performance of your duties;
ii) If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
iii) If you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the company's affairs or any of its subsidiaries or related companies;

You would also be liable to be removed from the services at any time without any notice and compensation, in case, if any information furnished by you in connection with the above appointment is found incorrect at any stage or correct information is found suppressed.

12. Dispute Resolution

In case of any dispute or difference of interpretation of the terms & conditions of this agreement, both the parties shall resolve the same amicably through discussion by the duly appointed representatives. However, any dispute having not resolved shall be referred to the sole arbitration by a person duly nominated by the company as an arbitrator, whose decision shall be final and binding on both the parties. The arbitration shall be at Pune and proceedings shall be in English.

13. Governing Law & Jurisdiction

This agreement is governed by and shall be constructed in accordance with the laws of India. With regard to any claim or matter arising under this employment agreement, the courts of Pune will have exclusive jurisdiction to decide such claim or matter.

The Lion's Crew
(Office No- 414,The Address Commercia, Near Wakad- Hinjewadi Flyover, Pune- 411057)

Annexure A
Compensation

Name	: **Ms. Mayuri Amodkar**
Designation	: Pre-Sales Executive
Total Compensation	: Rs. 18,000/- per month

Breakup of compensation

Basic	: Rs. 12,600/- per month
HRA	: Rs. 3,000/- per month
DA	: Rs. 1,400/- per month
Conveyance	: Rs. 1,000/- per month

Note:-

1. Salary justification is mandatory, salary justification requirement as per your grade is minimum 1 bookings and 30-45 Site visits per month.

2. If Salary Justification not achieved salary will be on hold/ forfeited as per company discrete (No booking, No Salary).
3. Leaves taken on Tuesday, Friday, Saturday & Sunday will be counted as 2 days leave for respective days.
4. Every 3 late comings in a month will be considered as 1 day leave.(Office Timings 10am To 7:30Pm)

Please note that the above mentioned salary is inclusive of deduction as per statutory requirements.

TAP/2024/M1

mahindra Rise

Mahindra & Mahindra Ltd
Mahindra Towers, Akurli Road,
Kandivali (East)
Mumbai 400 101 India

www.mahindra.com

Date: 02 August 2024
Vijay Swapnil Talokar
C/O Swapnil Talokar ,
Near Datta Mandir Shivaji Nagar Digras
Yavatmal,Maharashtra- 445203

Dear VIJAY,

We have pleasure in offering you appointment in Mahindra & Mahindra Ltd as a Graduate Apprentice Trainee under these provisions of the Apprentices Act, 1973 with effect from 05 August 2024.

- You will be paid a consolidated stipend of Rs. 35000/- per month throughout the period of Apprenticeship Training. Your training will be governed as per the terms and conditions set forth in the Apprentices Act, 1973.
- During this period it is expected that you will abide by the rules and procedures of the Company.

- You will undergo training for a period of twelve months. However, this training period could be curtailed or extended at the discretion of the Company. Completion of twelve months of training does not entitle you or result in automatic confirmation, unless confirmed in writing.

- So long as you are in the employment of the Company., you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the Company, nor will you unauthorized use any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession.

- You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorized through any medium including social networking networks/ public sites, nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorized person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company.

- You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, electronic data storage device etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise.

- You will devote your full attention exclusively to the duties entrusted to you from time to time by the Company and while in

Talokar
Vijay S. Talokar

Page 1 of 2

mahindra Rise

service of this Company you will not work for any person or Company in any capacity either for any consideration or otherwise,nor do any private business without obtaining prior permission of the Company in writing.

- In addition to your fulfilling the requirements of secrecy and confidentiality, as specified herein, also during your employment with the Company, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual/firm/institute/bod corporate, etc., whether for any consideration or not.

- You will assign to the Company your entire right, title and interest in any Intellectual Property Rights (IPRs for short, which term would include patents, trade-marks, copyrights, designs, whether registered or not, and all improvements thereto) that you may make, solely or jointly with others, in the course of your employment with the Company relating to any or all systems, services and products manufactured or marketed or leased or developed. You will perform all necessary acts and execute such documents in such format as may be required by the Company, without expense to you, which in the judgment of the Company or its Attorneys may be necessary or desirable to secure to the Company full right title and interest in the IPRs.

- The Company shall at all times have the right to access and monitor all e-mails created, sent I received or stored by you using Company facility and on Company's system at any time without giving you any prior notification. All such data and information shall be the property of the Company at all times.

- 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, on ceasing to be the employee of the Company, forthwith return all Company properties, movable and immovable, including, without limitation,all Company information, files, reports, memoranda, software, credit cards, door and file keys, computer access codes and such other property which you received or in possession or prepared in connection with your employment with the Company.

- You will be subject to all Government Laws and Regulations in force from time to time.

- The offer of training is subject to you passing your graduation without any backlogs before the date of joining.

Please sign the duplicate copy of this letter and forward the same to us within a week's time as a token of your acceptance of the above mentioned terms and conditions of the Project.

Yours Faithfully,
For MAHINDRA & MAHINDRA LTD.

Sanket Patil
Sr. Vice President-HR, Farm Equipment Sector

Talakar
Vijay S. Talakar

Regd. Office: Gateway Building, Apollo Bunder, Mumbai 400 001, India | Tel: +91 22 22021031 | Fax: +91 22 22875485 | Email: group.communications@mahindra.com | www.mahindra.com
CIN No. L65990MH1945PLC004558

Makxenia Engineering Resource Pvt. Ltd.

Regd. Off. Add.: 244, Shankar Nagar, Nagpur-440010, Maharashtra.
Email ID: care@makxenia.com Website: www.makxenia.com

Mr. Lokesh Hiwarkar
Singjyana Nagar, Arni Road,
Yavatmal Maharashtra
445001
Mob: +91 9921993045

29th May 2024

Dear Lokesh,

Heartiest Congratulations! We are delighted to make you an offer of an Embedded Engineer.

Welcome to Makxenia.

We are happy to have you as a part of Makxenia in the role of Embedded Engineer. We look forward to working with you and wish you success in your career with us.

Warm regards,

Manish

MAKXENIA ENGINEERING RESOURCE PVT. LTD. NAGPUR

Manish Maurya

Technical Director & Co-founder,
Makxenia Engineering Resource Pvt.Ltd.,
107, Baji Prabhu Nagar,
Ram Nagar,
Nagpur - 440033

Here are the terms and conditions of our offer:

Joining and office timings

Your scheduled date of Joining us will be 3rd june 2024 at 10:00 AM. Office timings are from 10:00 AM to 6:30 PM. You are suggested to reach the office daily by 9:50 AM to be ready to work by 10:00 AM.

Location

107, Baji Prabhu Nagar, Nagpur 440033 MH India

Role

Your Job will include working as an Embedded Engineer. Also, you will be part of the company's daily operations and may have to assist and support the operations if needed.

Probation period

6 months is the training period, post training will be considered a full time empolyment. If you do not satisfy and fulfil the requirements for the role, then you will be asked to discontinue the employment.

In order to leave the company, prior intimation is required. One month notice period is compulsory to be served after resignation request.

Leave

There is no provision for leave except for Sunday as a Holiday and any other official holiday. If leave is needed due to some incidental occurrence of health issues or exams then you must get the permission and approval of your immediate authority assigned to you at least 2 days prior to being entitled to paid leave.

Following Holidays are provided and no other festival or event will be considered a holiday.

15 August 24	Thursday	Independence Day
19 August 24	Monday	Rakshabandhan
12 October 24	Saturday	Dussehra
31 October 24	Thursday	Diwali (Laxmi Puja)
01 November 24	Friday	Diwali
02 November 24	Saturday	Diwali
25 December 24	Wednesday	Christmas
26 January 25	Sunday	Republic Day
14 March 25	Friday	Dhulivandan

You are entitled to 1 leave per month except the 1st month of joining. If you take more than the mentioned number of leaves the company is entitled to deduct the stipend/salary and is entitled to revoke eligibility for the LOR. If no leave is taken in any month then that leave will accumulate and can be used later. If 3 or more accumulated leaves are available, you can only get a maximum of 3 leaves in any month.

Salary:

A salary of INR 12000 will be provided for the first 3 months and after the next 3 months, INR 13,500 will be provided on the basis of performance.
The company's salary structure states that after completion of first 6 months of employment, an evaluation will be done and increment will be provided if performance is found satisfactory.

As a token of your acceptance of this offer, please bring duly signed 2 copies of the offer letter, passport picture and aadhar card on the date of joining.

We welcome you to the Makxenia family and wish you a rewarding career over the years to come.

Manish

MAKXENIA ENGINEERING RESOURCE PVT. LTD. NAGPUR

Manish Maurya

Technical Director & Co-founder,
Makxenia Engineering Resource Pvt.Ltd.,
107, Baji Prabhu Nagar,
Ram Nagar,
Nagpur - 440033

Makxenia Engineering Resource Pvt. Ltd.

Regd. Off. Add.: 244, Shankar Nagar, Nagpur-440010, Maharashtra.
Email ID: care@makxenia.com Website: www.makxenia.com

Ms. Nikita Suresh Mansute
Near water tank Antraj ,
Khamgaon, Buldhana
444303
Mob: +91 9503245745

29th May 2024

Dear Nikita,

Heartiest Congratulations! We are delighted to make you an offer of an Embedded Engineer.

Welcome to Makxenia.

We are happy to have you as a part of Makxenia in the role of Embedded Engineer. We look forward to working with you and wish you success in your career with us.

Warm regards,

Manish

MAKXENIA ENGINEERING RESOURCE PVT. LTD. NAGPUR

Manish Maurya

Technical Director & Co-founder,
Makxenia Engineering Resource Pvt.Ltd.,
107, Baji Prabhu Nagar,
Ram Nagar,
Nagpur - 440033

Here are the terms and conditions of our offer:

Joining and office timings

Your scheduled date of Joining us will be 3rd june 2024 at 10:00 AM. Office timings are from 10:00 AM to 6:30 PM. You are suggested to reach the office daily by 9:50 AM to be ready to work by 10:00 AM.

Location

107, Baji Prabhu Nagar, Nagpur 440033 MH India

Role

Your Job will include working as an Embedded Engineer. Also, you will be part of the company's daily operations and may have to assist and support the operations if needed.

Probation period

6 months is the training period, post training will be considered a full time empolyment. If you do not satisfy and fulfil the requirements for the role, then you will be asked to discontinue the employment.

In order to leave the company, prior intimation is required. One month notice period is compulsory to be served after resignation request.

Leave

There is no provision for leave except for Sunday as a Holiday and any other official holiday. If leave is needed due to some incidental occurrence of health issues or exams then you must get the permission and approval of your immediate authority assigned to you at least 2 days prior to being entitled to paid leave.

Following Holidays are provided and no other festival or event will be considered a holiday.

15 August 24	Thursday	Independence Day
19 August 24	Monday	Rakshabandhan
12 October 24	Saturday	Dussehra
31 October 24	Thursday	Diwali (Laxmi Puja)
01 November 24	Friday	Diwali
02 November 24	Saturday	Diwali
25 December 24	Wednesday	Christmas
26 January 25	Sunday	Republic Day
14 March 25	Friday	Dhulivandan

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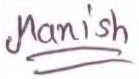
We welcome you to the Makxenia family and wish you a rewarding career over the years to come.



Manish Maurya

Technical Director & Co-founder,
Makxenia Engineering Resource Pvt.Ltd.,
107, Baji Prabhu Nagar,
Ram Nagar,
Nagpur - 440033

MAN Energy Solutions

MAN Energy Solutions India Private Limited, India

To,

Mr. Gaurang Ubale
Aurangabad

Aurangabad, 25th November 2024

Ref. 0000

Mangesh Rishipathak
P 0240 - 2566484
F 0240 - 2566700
mangesh.rishipathak@man-es.com

MAN Energy Solutions India Private Limited
(Formerly MAN Diesel & Turbo India Private Limited)
Corporate Identity Number (CIN):
U74999MH1989FTC050332

Registered office & Works:
E-73, MIDC Waluj,
Aurangabad – 431136
Maharashtra (India)
Phone: +91 240 2566700
Fax: +91 240 2554621
Email: Info-In@man-es.com
Website: www.india.man-es.com
Internet: www.man-es.com

Corporate Office
MAN Energy Solutions India Private Limited
STAR HUB, 601, Sixth Floor,
Building No 2, Sahar Road,
Andheri East,
Mumbai – 400 099 (India)
Phone: +91 22 66875400
Fax: +91 22 66875444
Email: Info-In@man-es.com

Presence in
Vadodara + 91-2667-268 100/200
Bengaluru +91 80 6655 2200
Vishakhapatnam +91 891 6636455
New Delhi +91 11 4102 2552
Kolkata +91 33 32595994

Subject – Letter of Intent

Dear Gaurang Ubale,

With reference to your application and subsequent interview you had with us on **25th November 2024**, we are pleased to issue you the letter of intent offering you employment in our organization as **'Graduate Engineer Trainee'** on the terms and conditions mutually discussed and agreed. As agreed, we are pleased to offer you annual **CTC of Rs. 3,50,000.00** (Rupees Three Lacs Fifty Thousand Only) as per the attached sheet.

On successful completion of One Year Training period, you will be issued a confirmation letter mentioning the effective date of such confirmation in the services of the company and your annual CTC will be revised to **Rs. 4,25,000.00** (Rs. Four Lacs Twenty Five Thousand Only).

This letter of intent is subject to your being found medically fit upon undergoing pre-employment medical checkup as per the guidelines provided to you.

You will report for duty at our Aurangabad Factory on or before **16th December 2024.**

You will submit us a resignation acceptance copy from your present company within two weeks from receipt of the LOI.

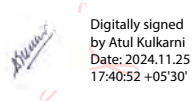
Please note that the contract of employment governing all the terms and conditions will be issued to you on joining the services of the company.

You are advised to submit the photocopy of the following documents and provide the originals for verification at the time of joining.

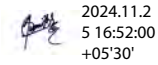
- Relieving Letter from your Previous Employer.
- Experience Certificates
- Educational Certificates / Mark Sheets.
- Passport Size Photograph (3 copies).
- Reference letters from two of your referees.
- Date of Birth Proof Certificate
- PAN Card.
- Aadhar Card.

Please sign the duplicate copy of the letter of intent as a token of your acceptance of our Letter of Intent.

For MAN Energy Solutions India Private Limited



Atul Kulkarni
Head of Engineering Centre India & Supply Chain



Sumith Pillai
Head – Human Resources

Mangesh Rishipathak
Dy. General Manager – Human Resources

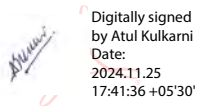
Received and Accepted

Name :----------

Signature : ----------

MAN Energy Solutions India Pvt Ltd	
Name	Mr. Gaurang Ubale
Designation	Graduate Engineer Trainee
Function	Product Information Management
Department	Engineering Archiecture Services
Location	Aurangabad
	CTC Proposed Rs.
Basic Salary	15,500
House Rent Allowance	6,200
Conveyance Allowance	1,600
Personal Allowance	477
Medical Allowance	1,292
Education Allowance	200
Leave Travel Allowance	1,292
Provident Fund (Employer's contribution)	1,860
Gratuity	746
CTC Per Month	**29,167**
CTC Per Annum	**3,50,000**

For MAN Energy Solutions India Private Limited



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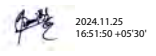
Head of Engineering Centre India & Supply Chain



Sumith Pillai
Head – Human Resources

Mangesh Rishipathak
Dy. General Manager – Human Resources

Received and Accepted

Name: ----------

Signature: ----------

Micropro
Software Solutions Limited

VIPL IT.Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

To,

Dated: 14th May 2024

Ms. Akansha Timande,

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 02nd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

You will be paid a sum of Rs.15000/- pm as convenience charges during the internship. Details and the scope of your assignment will be provided to you on your first day of training at the company. Your training period with our Company will entail dealing with important and sensitive information, records and such other matters of the company. You will, therefore, be required maintain the secrecy of it.

Based on the performance and potential, you will be absorbed in the company as a full-time Employee and will be designated as an "**Associate Software Developer"**. Your probation period will be for 06 months after the completion of training. It can also be extended or reduced depending on your performance. During the probation period your compensation will be Rs. 2.5 LPA (CTC).

Upon completion of the probationary period, you shall undergo a medical examination to assess your fitness for continued employment with the Company. The Company will bear the cost of the initial medical examination.

Further, Based on the performance and potential and after successful completion of probation period your services will be confirmed and the compensation will be Rs. 3 LPA (2.5 - Fixed + 0.5 – Variable pay). Variable pay will be determined based on various factors, including individual performance, team achievements, and organizational targets. Variable pay will be paid in Quarterly intervals.

The Company expect you to serve the company for a minimum period of two years after confirmation. If you voluntarily resign within two years from the confirmation date, you shall reimburse the Employer for the full cost of the training received. The cost of training shall be an amount equivalent to four months' salary.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

For **Micropro Software Solutions Limited**

Manish Peshkar
Director

Accepted by

Akansha Timande

Micropro
Software Solutions Limited

VIPL IT Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

To,

Dated: 14th May 2024

Ms. Arpita Chimanpure

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 03rd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

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For **Micropro Software Solutions Limited**

Manish Peshkar
Director

Accepted by

Arpita Chimanpure

Micropro
Software Solutions Limited

VIPL IT Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

To,

Dated: 14th May 2024

Mr. Atharva Urade

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 03rd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

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Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

For **Micropro Software Solutions Limited**

Manish Peshkar

Director

Accepted by

Atharva Urade

Micropro
Software Solutions Limited

VIPL IT Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

To,

Dated: 14th May 2024

Mr. Hussain Darbar,

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 03rd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

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Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

For **Micropro Software Solutions Limited**

Manish Peshkar
Director

Accepted by

Hussain Darbar

Micropro
Software Solutions Limited

VIPL IT Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

To,

Dated: 14th May 2024

Mr. Mohan Bhambere,

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 02nd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

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For **Micropro Software Solutions Limited**

Manish Peshkar
Director

Accepted by

Mohan Bhambere

Micropro
Software Solutions Limited

VIPL IT.Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

To,

Dated: 14th May 2024

Ms. Revati Khandare,

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 03rd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

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Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

For **Micropro Software Solutions Limited**

Manish Peshkar
Director

Accepted by

Revati Khandare

Micropro
Software Solutions Limited

VIPL IT Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

To,

Dated: 14th May 2024

Ms. Riddhi Gadewar,

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 03rd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

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Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

For **Micropro Software Solutions Limited**

Manish Peshkar
Director

Accepted by

Riddhi Gadewar

Micropro
Software Solutions Limited

VIPL IT Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

To,

Dated: 14th May 2024

Mr. Rupresh Datir

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 03rd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

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Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

For **Micropro Software Solutions Limited**

Manish Peshkar

Director

Accepted by

Rupesh Datir

Micropro
Software Solutions Limited

VIPL IT Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

To,

Dated: 14th May 2024

Ms. Sakshi Patil,

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 03rd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

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Further, Based on the performance and potential and after successful completion of probation period your services will be confirmed and the compensation will be Rs. 3 LPA (2.5 - Fixed + 0.5 – Variable pay). Variable pay will be determined based on various factors, including individual performance, team achievements, and organizational targets. Variable pay will be paid in Quarterly intervals.

The Company expect you to serve the company for a minimum period of two years after confirmation. If you voluntarily resign within two years from the confirmation date, you shall reimburse the Employer for the full cost of the training received. The cost of training shall be an amount equivalent to four months' salary.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

For **Micropro Software Solutions Limited**

Manish Peshkar
Director

Accepted by

Sakshi Patil

Micropro
Software Solutions Limited

VIPL IT Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

To,

Dated: 14th May 2024

Ms. Sakshi Koche,

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 03rd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

You will be paid a sum of Rs.15000/- pm as convenience charges during the internship. Details and the scope of your assignment will be provided to you on your first day of training at the company. Your training period with our Company will entail dealing with important and sensitive information, records and such other matters of the company. You will, therefore, be required maintain the secrecy of it.

Based on the performance and potential, you will be absorbed in the company as a full-time Employee and will be designated as an "**Associate Software Developer"**. Your probation period will be for 06 months after the completion of training. It can also be extended or reduced depending on your performance. During the probation period your compensation will be Rs. 2.5 LPA (CTC).

Upon completion of the probationary period, you shall undergo a medical examination to assess your fitness for continued employment with the Company. The Company will bear the cost of the initial medical examination.

Further, Based on the performance and potential and after successful completion of probation period your services will be confirmed and the compensation will be Rs. 3 LPA (2.5 - Fixed + 0.5 – Variable pay). Variable pay will be determined based on various factors, including individual performance, team achievements, and organizational targets. Variable pay will be paid in Quarterly intervals.

The Company expect you to serve the company for a minimum period of two years after confirmation. If you voluntarily resign within two years from the confirmation date, you shall reimburse the Employer for the full cost of the training received. The cost of training shall be an amount equivalent to four months' salary.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

For **Micropro Software Solutions Limited**

Manish Peshkar
Director

Accepted by

Sakshi Koche

Micropro
Software Solutions Limited

VIPL IT Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

To,

Dated: 14th May 2024

Ms. Sanika Sapkale,

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 03rd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

You will be paid a sum of Rs.15000/- pm as convenience charges during the internship. Details and the scope of your assignment will be provided to you on your first day of training at the company. Your training period with our Company will entail dealing with important and sensitive information, records and such other matters of the company. You will, therefore, be required maintain the secrecy of it.

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Upon completion of the probationary period, you shall undergo a medical examination to assess your fitness for continued employment with the Company. The Company will bear the cost of the initial medical examination.

Further, Based on the performance and potential and after successful completion of probation period your services will be confirmed and the compensation will be Rs. 3 LPA (2.5 - Fixed + 0.5 – Variable pay). Variable pay will be determined based on various factors, including individual performance, team achievements, and organizational targets. Variable pay will be paid in Quarterly intervals.

The Company expect you to serve the company for a minimum period of two years after confirmation. If you voluntarily resign within two years from the confirmation date, you shall reimburse the Employer for the full cost of the training received. The cost of training shall be an amount equivalent to four months' salary.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

For **Micropro Software Solutions Limited**

Manish Peshkar
Director

Accepted by

Sanika Sapkale

Micropro
Software Solutions Limited

VIPL IT Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

Dated: 14th May 2024

To,

Ms. Sayali Katole

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 03rd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

You will be paid a sum of Rs.15000/- pm as convenience charges during the internship. Details and the scope of your assignment will be provided to you on your first day of training at the company. Your training period with our Company will entail dealing with important and sensitive information, records and such other matters of the company. You will, therefore, be required maintain the secrecy of it.

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Upon completion of the probationary period, you shall undergo a medical examination to assess your fitness for continued employment with the Company. The Company will bear the cost of the initial medical examination.

Further, Based on the performance and potential and after successful completion of probation period your services will be confirmed and the compensation will be Rs. 3 LPA (2.5 - Fixed + 0.5 – Variable pay). Variable pay will be determined based on various factors, including individual performance, team achievements, and organizational targets. Variable pay will be paid in Quarterly intervals.

The Company expect you to serve the company for a minimum period of two years after confirmation. If you voluntarily resign within two years from the confirmation date, you shall reimburse the Employer for the full cost of the training received. The cost of training shall be an amount equivalent to four months' salary.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

For **Micropro Software Solutions Limited**

Manish Peshkar
Director

Accepted by

Sakshi Katole

Micropro
Software Solutions Limited

VIPL IT Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

To,

Dated: 14th May 2024

Mr. Tejas Harshe,

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 03rd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

You will be paid a sum of Rs.15000/- pm as convenience charges during the internship. Details and the scope of your assignment will be provided to you on your first day of training at the company. Your training period with our Company will entail dealing with important and sensitive information, records and such other matters of the company. You will, therefore, be required maintain the secrecy of it.

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Upon completion of the probationary period, you shall undergo a medical examination to assess your fitness for continued employment with the Company. The Company will bear the cost of the initial medical examination.

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The Company expect you to serve the company for a minimum period of two years after confirmation. If you voluntarily resign within two years from the confirmation date, you shall reimburse the Employer for the full cost of the training received. The cost of training shall be an amount equivalent to four months' salary.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

For **Micropro Software Solutions Limited**

Manish Peshkar
Director

Accepted by

Tejas Harshe

Micropro
Software Solutions Limited

VIPL IT Park Building, Plot No. 28,
702 Wing A, 7th Floor, IT Park,
Gayatri Nagar Road, Nagpur- 440 022.

To,

Dated: 14th May 2024

Ms. Yukta Morey

Sub: - Offer Letter

It is our pleasure to inform you that upon assessment we have found your talent and competencies match our requirements. Accordingly, we offer you this opportunity to team with our company for a period of Three months starting from 03rd June 2024, which can also be extended or reduced depending upon your performance and aptitude. During this period, you will be designated as an "**INTERN**".

You will be paid a sum of Rs.15000/- pm as convenience charges during the internship. Details and the scope of your assignment will be provided to you on your first day of training at the company. Your training period with our Company will entail dealing with important and sensitive information, records and such other matters of the company. You will, therefore, be required maintain the secrecy of it.

Based on the performance and potential, you will be absorbed in the company as a full-time Employee and will be designated as an "**Associate Software Developer"**. Your probation period will be for 06 months after the completion of training. It can also be extended or reduced depending on your performance. During the probation period your compensation will be Rs. 2.5 LPA (CTC).

Upon completion of the probationary period, you shall undergo a medical examination to assess your fitness for continued employment with the Company. The Company will bear the cost of the initial medical examination.

Further, Based on the performance and potential and after successful completion of probation period your services will be confirmed and the compensation will be Rs. 3 LPA (2.5 - Fixed + 0.5 – Variable pay). Variable pay will be determined based on various factors, including individual performance, team achievements, and organizational targets. Variable pay will be paid in Quarterly intervals.

The Company expect you to serve the company for a minimum period of two years after confirmation. If you voluntarily resign within two years from the confirmation date, you shall reimburse the Employer for the full cost of the training received. The cost of training shall be an amount equivalent to four months' salary.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

For **Micropro Software Solutions Limited**

Manish Peshkar
Director

Accepted by

Yukta More

Congratulations

Rushikesh Dhawane

Strictly Private and Confidential

Date:

To: Rushikesh Dhawne

Building No. 13 ,Medical Campus

Yavatmal,M.S, India - 445001

Subject: Offer cum Appointment Letter

On behalf of mindZvue Technologies Pvt. Ltd. (the "Company"), we are pleased to offer you (hereinafter referred to as "Employee" or "You") the position of **Associate, Cloud Apps Engineer (SFDC)**

At the outset, we thank you for considering mindZvue Technologies Pvt Ltd. Our endeavor is to provide you with a satisfying and challenging work environment along with a successful growth path.

Your Fixed Annual Compensation will be **INR 5,35,000/- (Indian Rupee Five Lakh Thirty-Five Thousand Only)**. You will be also entitled for additional benefits and Target Bonus Payout as per company policy. Your Cost to Company (CTC) will amount to **INR 6,00,038 CTC/- (Indian Rupee Six Lakh Thirty-Eight Only)**. For detailed break up of your salary please refer to attached **"Schedule - I".** The CTC will be defined as a cumulative emolument of Fixed, Benefits and Variable.

Target Bonus Payout (TBP): We are pleased to inform you that you will be eligible for a **5%** of fixed pay amounting to **INR 26,750/- (Indian Rupee Twenty-Six Thousand Seven Hundred Fifty Only).** It is a cash reward designed to recognize the efforts reward employees based on individual and company performance. The company has the right to either offer or forgo this incentive depending on the prevailing business conditions & reflection of the performance.

Please see **ANNEXURE - A** for the terms and conditions of employment that would be applicable to you ("**Employment Agreement**"). You would, in addition to what is specified in this offer letter and the Employment Agreement, be bound by/required to comply with all internal policies, rules and regulations of mindZvue Technologies Private Limited (as presently applicable / in force), which would be made available to you immediately upon commencement of your employment with us.

This offer is effective as on **01/07/2024.** Please sign and return a copy of this offer letter and the Employment Agreement by the end of business on **24/06/2024**, indicating your formal acceptance of the terms and conditions of employment herein.

By e-signing this letter, you confirm your acceptance of the offer on each page within 48 hrs. If you do not communicate or accept within the time frame, this offer is liable to be withdrawn without further reference to you. For all relevant purposes, this letter of offer shall be construed to be the "Letter of Appointment".

We take this opportunity to welcome you to mindZvue Technologies Pvt. Ltd. and wish you a long and successful career with us.

Yours sincerely,

SChouksey

Sanket Chouksey
Chief Operating Officer
mindZvue Technologies Pvt. Ltd.

ANNEXURE - A

Employment Agreement

TERMS AND CONDITIONS:

1. **Engagement:** As from the date of this Agreement, the Company will employ you, as per the terms indicated in the Letter of Appointment.

2. **Duties:** You shall promote the Company's interests at all times and carry out such other duties as may be assigned, consistent with your status and position in the Company. You would be required to act under the supervision of the respective Reporting Manager, as designated by the Company and keep the Reporting Manager reasonably informed about your activities pertaining to the Company. You may also undertake other activities, provided the same is beneficial to the Company and not detrimental to the interests of the Company, with prior approval of the Company. In the event you are holding any position in any other firm, company or other entity, or work in advisory capacity or be interested directly or indirectly in the Company without the prior written permission of the Company, then you shall resign from the same. You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company /any of its personnel are not responsible for the same.

3. **Place of work:** You will be based at the office of mindZvue Technologies Pvt. Ltd. in **Nagpur**, Maharashtra, India, and you will also be eligible to work remotely. You acknowledge and agree that you may be assigned, transferred, or deputed to offices, departments, or units of Company and/or its affiliates and/or their contractors and clients, whether in India or abroad. In the event of any such assignment, transfer, or deputation, you may be required to consent to and/or agree to certain other agreements or policies applicable to such an assignment, deputation, or transfer.

4. **Hours of work:** Your usual hours of work will be as per the Company's policies in force from time to time. You are expected, during the working hours, to devote your whole time and attention to your duties and responsibilities towards the Company.

5. **Performance Review and Increments:** You will also receive annual performance and compensation reviews in accordance with the process set by the company and in line with the Employee/HR Manual.

6. **Probation:** You will be on probation with the Company for an initial period of 3 (three) months from the date of commencement of employment with the Company, depending on your performance and on successful completion of background check during the initial probation period, the Company reserves the right to extend the initial probation period of 3 (three) months, for such further period and on such terms and conditions, as per the applicable Company policies in place, at the relevant time.

   Notwithstanding anything contained herein during the probation period, the Company may terminate your employment immediately without giving any notice in accordance with the relevant Company policy. During the probation period, if you desire to terminate your employment during the probation period, you shall provide the Company Thirty (30) calendar days prior written notice with reasons for such termination.

7. **Background Screening**: The company to investigate the background and employment references of offered candidates. In addition, the Company may conduct background investigations in furtherance of an internal investigation of alleged misconduct. Background investigations will be conducted at Company's discretion and in accordance with the Indian employment law requirements.

   The company relies on the accuracy of the information contained in employment applications as well as the accuracy of other data presented throughout the hiring process and during the employment.

Any misrepresentations, falsifications, or material omissions in any of this information or data may result in an applicant being excluded from further consideration for employment or, if an individual has already been hired, termination of employment.

8. **Notice Period:** After completion of probation period, you need to serve 60 (Sixty) days notice period before leaving/resigning irrespective of any exigency or reason. During notice period, you will not be entitled to any causal/sick leaves. If you still take any leaves/Half-day off, during notice period, then you need to serve an equal number of extra days after the expiry of notice period to compensate for the absent days. Relieving you/employee before serving the requisite 60 (Sixty) days notice period will be purely at the discretion of the company and the employee will not be entitled to the same. In such a case where the company agrees to relieve the employee before the completion of notice period, the company can decide on any monetary penalty or compensation to be paid by the employee, which if not agreeable to the employee will result in him/her serving the notice period. In case the employee doesn't agree to either serve the notice period or pay the compensation (which is an option at the sole discretion of company) and absents himself/herself from work, then the company reserves the right to initiate relevant legal actions including (but not limited to) civil & criminal proceedings while also claim damages due to such action(s) of the employee. During such process the company holds the right to withhold any (in full or part) benefits due to you till such time that the issues have been resolved to the satisfaction of the company.

9. **Remuneration:** You shall be entitled to receive the remuneration as detailed in **Schedule - I.** This will accrue daily and shall be payable monthly by credit transfer to your account, by the last working day of every month. Changes in your remuneration or any other benefits that may be available to you are discretionary and will be subject to effective performance and results during the period and other relevant criteria as per the Company rules.

10. **Deductions at source:** All statutory requirements of tax [including others, towards "provident fund' and "employee state insurance" (if applicable)] to be deducted at source by the Company, will be complied with, by the Company, and all funds paid to you will be after all such appropriate deductions have been made there from.

11. **Maternity benefits and other statutory benefits:** All benefits such as maternity and associated benefits, reimbursements, holidays, leaves, leaves during maternity etc., shall be as per the applicable Company policies that may be in effect from time to time.

12. **Leave Policy:** You shall be entitled to leaves detailed in the Leave Policy as per the Employee/HR Manual.

13. **Retirement:** The employee will be eligible for retirement at the age of 58.

14. **Sickness Absence:** If you are absent from work because of sickness or injury you must:
    - Notify your line manager/Office Manager and advise your expected date of return; and
    - Complete and return to the Company a self-certification form in respect of periods over three days of any sickness absence; and
    - Provide the Company with a medical certificate from your General Practitioner or other registered medical practitioner for periods of sickness over seven days (including weekends) and with medical certificates for each subsequent week of sickness absence;
    - If you at any time are prevented by illness or accident from performing your duties, the Company may appoint a temporary replacement to undertake some or all your duties.

15. **Travel:** During the term of Employment, you may be required to travel to other offices associated with the Company, whether in India or abroad on a need-to basis.

16. **Transfer and Relocation:** The Company, may at its discretion, transfer you to another job, department, branch, office or client site, which is in existence either at the time of your appointment or is established, acquired or otherwise comes into existence in the future, in the event of the Company's merging, acquisition or amalgamation, whether situated in the same location or other locations in India or abroad. The Company can also, at its discretion, transfer you to another company which is affiliated with or related to the Company or in which the Company has an interest.

    Although the Company will endeavor to ensure that any transfer or relocation does not cause unnecessary disruption to your status, the Company does not guarantee the continuation of any facility or perquisite upon transfer. In such cases of relocation, you shall be governed by the Company's Travel Policy, if applicable.

17. **Use or Disclosure of Personal Information:** The Company holds personnel file and computer records, which contain data concerning a wide variety of matters. These include matters such as the application of the Employee, references, bank details and other personal details. It is held for the following purposes:
    A. staff administration;
    B. accounts and records;
    C. the provision of management information for business purposes such as marketing activities and corporate and staff planning; and
    D. to permit the Company to comply with its legal responsibilities.
    E. It may, in certain circumstances, be necessary to make the details available to the Company's advisers and/or the relevant regulatory authorities.

    By signing this Contract, you hereby agree to both this transfer and to the processing of information concerning yourself.

18. **Indemnity:** You shall at all times during the course of your employment in the Company (and even after the termination of this Agreement) agrees to indemnify and keep indemnified the Company against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any fraud committed by you, as a result of any breach, fraud or gross negligence.

19. **Intellectual Property (IP):** Copyright or other intellectual property may subsist in the work that is expected to be generated by you during your duties under the Agreement. Any such IP rights shall vest absolutely in the Company, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights. All Intellectual Property Rights and other material of any nature made, originated, or developed by you at any time in the course of or connected to your employment will belong to and vest in the Company absolutely.

20. **Confidentiality:** You shall be required to execute a Non-Disclosure and Non-Compete Agreement with the Company and agree to be bound by the terms thereof as part of your employment with the Company.

    You shall not solicit any of the present employees, clients, or vendors of the Company, directly or indirectly for a period of 24 months from your last working day. If the employee is found, being involved in an act of bribery directly or indirectly will lead to a stringent action including but not limited to termination & legal action under the relevant acts/sections.

    All notes, memoranda, documents, data, software and Confidential Information concerning the business of the Group or any of its suppliers, agents, distributors or customers which shall be acquired, received or made by you during the course of your employment shall be the property of the Company and shall be surrendered to the Company (or, if specifically requested by the Company in respect of any particular item, deleted or otherwise permanently destroyed) forthwith by You (together with any other property belonging to the Company) at the termination of your employment or at the request of the Company at any time during the course of your employment.

You shall not during, or at any time after the period of your employment under this Agreement, divulge to any person or otherwise make use of any Confidential Information of the Group or any of its suppliers, agents, distributors, or customers. During the period in which the provisions of this Agreement shall be in effect, you shall not seek prohibited business from any customer or client, on behalf of any enterprise or business other than the Company.

21. **Restriction on social media:** You hereby agree that during the course of your employment and thereafter, you shall not participate, comment, share or disclose any news, business decisions, business updates whatsoever, on behalf of the Company on any social networking sites including but not limited to Facebook, Instagram, Twitter, Snapchat, LinkedIn, Glassdoor or other such general forums, blogs, personal websites etc. Your online activities in or outside of work that affect your work performance, the performance of others, or mindZvue's business interests are a proper focus for Company policy. Any violation of this clause shall invite immediate & serious action against you including (but not limited to) termination, legal action and monetary damages/claims.

22. **Variation:** No variation of this Agreement shall have effect unless given in writing and initiated in acceptance thereof and in agreement thereto, by or on behalf of both parties.

23. **Outside Interests and Dealings:** You shall not, during your employment, without having disclosed full details to the Company and obtained the prior written consent of the Executive Director, be directly or indirectly engaged, concerned, or interested in any capacity in any trade, business, employment, or occupation, other than the business of the Company or the Group. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company or the Group.

24. **Termination:** Either party may terminate this Agreement with 60 (Sixty) days prior notice and 30 (Thirty) days during the probation period to the other party. Notwithstanding the foregoing, your

employment is also liable to be terminated by the Company, with or without cause, in accordance with the relevant Company policy prevalent at such time or such other applicable laws which may be in force from time to time. You will be on a probation period. During the probation period if the Company finds you to be undisciplined or a non-performer then the Company shall ask you to leave the organization with immediate effect. Without prejudice to its right to sue you for damages in the following eventualities, the Company reserves the right to terminate your engagement under this Agreement forthwith without being liable for service of notice or payment of compensation thereof if you:

- committed any serious breach or repeated or continued (after warning) any material breach of your obligations hereunder;
- been guilty of conduct tending to bring you or the Company into disrepute;
- failed to perform your duties to a satisfactory standard after having received a warning from the Company relating to the same;
- committed theft;
- damaged Company property maliciously;
- falsified attendance, working, sickness or other records;
- consumed or disturbed narcotics or alcoholic beverages on Company premises (apart from the consumption of prescribed drugs);
- committed any criminal or civil acts prejudicial to the Company whether or not committed in the course of your employment;
- committed gross misconduct or any other offence of a similar gravity to the examples above, as these examples are neither exclusive nor exhaustive;
- failed to abide by the Employment Rules, Policies and procedures etc. framed by the Company from time to time;
- has provided wrong or misleading information in the biodata/resume/cv/personal interview or other documents during the process of recruitment;
- found to have a criminal record.

Upon termination by either party, you shall immediately hand over to the Company all property belonging to the Company and / or relating to its business, including Laptop, Mobile Instrument including SIM Card, Specifications, Documents, Effects or Records, etc. and you undertake to hand-over/forgo possession/surrender the possession of all such material before processing your final settlement, failing which the final settlement could be delayed/stopped & a recovery action (Legal action) shall be initiated against you.

25. **Sexual Abuse and Misconduct Prevention.** You shall conduct yourself in accordance with the provisions of PoSH Policy (Prevention of Sexual Harassment) while in gainful employment with the company. You shall not indulge in any act (intentionally/un-intentionally) that may be construed as Sexual Harassment as per PoSH Policy of the company and as per Govt Guidelines. Any such act of you, shall be dealt with all seriousness by the Company and the Internal Committee and may result in Termination and other legal actions as per the Govt Guidelines.

26. **Notices:** Any notice to be given pursuant to this Agreement, by the Employee or the Company to the other, shall be in writing and signed by (or on behalf of) the person giving it.
    The notice details for the Employee are: Refer to the details provided in the company database.
    The notice details for the Company are:
    mindZvue Technologies Private Limited
    Junipers - Hemant Building
    S Ambazari Road, Parsodi
    Subhash Nagar, Trimurtee Nagar
    Nagpur, Maharashtra - 440022
    Attention: Sanket Chouksey, Chief Operating Officer
    E-mail: legal@mindZvue.com

27. **Severability:** If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement will remain in full force and effect.

28. **Governing Law and Jurisdiction:** This Agreement shall be governed by the laws of India. The courts at Nagpur, Maharashtra, India shall have exclusive jurisdiction to settle any dispute that may arise in relation to the interpretation and performance of this Agreement.

29. **Previous Agreements:** This Agreement supersedes all previous agreements and arrangements (if any) between you and the Company in relation to your employment with the Company. All such agreements and arrangements are terminated by mutual consent with effect from the date of this Agreement.

30. **Dispute Resolution:** You and the Company agree to negotiate in good faith to resolve any dispute between you and the Company regarding this Agreement. If a party gives the other party a notice that a dispute has arisen ("**Dispute Notice**") and the parties are unable to resolve the dispute amicably within 30 (thirty) days of service of the Dispute Notice (or such longer period as the parties may mutually agree), then either of them may invoke arbitration proceedings for the resolution of the disputes and differences which shall be finally settled under the Arbitration and Conciliation Act, 1996. The arbitration panel shall consist of 3 (three) arbitrators, 1 (one) to be appointed by you, and the other by the Company. The third arbitrator shall be appointed by the 2 (two) arbitrators appointed by the parties as stated in the foregoing sentence. The place of arbitration shall be Nagpur, Maharashtra, India, and the arbitration proceedings shall be conducted in English.

31. The terms and policy of the company shall be enforceable on you & your actions at all times.

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have:

A. terminated my employment with any current/previous employer and any other employment or contractor relationships; and
B. satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

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

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

I agree and acknowledge that a breach of this provision shall entitle mindZvue to terminate my services with immediate effect.

I will join the Company on **01/07/2024**

ACKNOWLEDGED AND AGREED,

Rushikesh Dhawne	_____	____/____/_____
Candidate Name	Rushikesh Dhawne	Date

Schedule - I

S. No	Components	Monthly (INR)	Annual (INR)
	Monthly Components		
1	Basic	17833	214000
2	H.R.A	7133	85600
3	Special Allowance	17816	213800
	Total Compensation (a)	**513400**	**42782**
	Employer PF Contribution (b)	**1800**	**21600**
	TOTAL ANNUAL FIXED COMPENSATION (a+b) = A	**44582**	**535000**
	Major Benefits (c)		
	Health Insurance		10000
	Telecom and Wellness Reimbursement		18000
	Total Benefits (c) = B		**28000**
	Target Bonus Payout (C)		**26750**
	Gratuity (D)		**10288**
	Total Cost to Company (A+B+C+D)		**600038**

Schedule - I (Continued)

We constantly endeavor to provide you with benefits that can enhance your work environment and quality of life. Listed below are the benefits provided by mindZvue.

Insurance Cover	**Hospitalization Insurance**: Sum Insured of INR 500,000/- per family. Family Floater = 1+3 (Employee + Spouse + 2 dependent children)
Insurance Benefits	Pre and Postnatal expenses: Covered within maternity limit. Maternity Benefits (twins and above): INR 50,000/- Covid19 Treatment Cyberknife Treatment/Stem Cell Transplant – 50% Co-Pay
Lunch/Dinner	Loyalty cards (Meal Cards) for Rs. 2200/- payable to employees working in shifts starting from 2:00 PM onwards.
Training & Certification	Encouraging employees on focusing on self-development and enhance their skill set
Gratuity	Eligible for gratuity on completion of five years of continuous service – as per, and subject to such other conditions as specified in, the Payment of Gratuity Act, 1972.
Target Bonus Payout	Target Bonus Payout also known as TBP is percentage of the Fixed Components and will be paid out yearly in accordance with individual as well as Company's performance.

Signature:

Email: rushikeshdhawane64691@gmail.com

Fwd: Offer Letter for MSS India

Gaurav Naik <gauravnaik732@gmail.com>
Thu 2024-05-09 12:32
To:Placements <placements@ssgmce.ac.in>

---------- Forwarded message ---------
From: **Sarmistha Requirementofjob** <js.requirementofjob@gmail.com>
Date: Thu, 9 May 2024, 11:35 am
Subject: Offer Letter for MSS India
To: Gaurav Naik <gauravnaik732@gmail.com>

Dear
Gaurav Dipchand Naik

You are required to report to the organization on the 20th May 2024. Following are the details

Company Name	MSS India
Location	Nashik
Profile	B.Tech Mech
Requirements	Production, maintenance, Quality
Experience	0
Qualification	Mechanical (2024,2023,2022,2021,2020)
Minimum Monthly	18000
In hand Salary	18000
Facilities	After Six Month Salary will be revised to up to 20K
TYPE OF HIRING	NAPS
Website	https://www.mssindia.co.in/

Reporting address -
WPWM+M28, H-8, MIDC, Ambad, MIDC Ambad, Nashik, Maharashtra 422010
Documents to Carry:
BTech Pass/Mark Sheet for the semester (Internet copy will be OK)
Class 12th pass and mark sheet
Class xth pass and mark sheet
Aadhar Card
Bank passbook Copy
5 PhotoGraphs

Final joining is authorized by the company only. The company doesn't provide any accommodation but will facilitate new candidates for accommodation searching. You are required to contact 9429692285 (8AM-9PM) for hostel arrangements and joining formalities.

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--

Thanking You
Smruti Ranjan Dakhinray

Phone: 9172048828
Recruiter Team, Requirement of Job
Visit us at : www.requirementofjob.com

Like, subscribe and Follow us on Social Media and get updates on the latest vacancies.

Disclaimer: Requirement of job is brand under the registered company act 2013. It doesn't charge any amount from the candidates rather help candidates with available support for a smooth joining process. It doesn't guarantee you a job but surely guarantees you with the opportunity. Requirement Of Job delivers the eligible candidate to the organization in immediate response for current vacancy with complete support for successful business.
This mail has been sent with the connection with you, if this mail does not link any connection with us then kindly discard/delete this mail.

Fwd: Offer Letter for MSS India

Piyush Raut <piyushraut755@gmail.com>
Thu 2024-05-09 14:58
To:Placements <placements@ssgmce.ac.in>

---------- Forwarded message ---------
From: **Sarmistha Requirementofjob** <recruiter@requirementofjob.com>
Date: Thu, 9 May, 2024, 2:28 pm
Subject: Offer Letter for MSS India
To: Piyush Raut <piyushraut755@gmail.com>

Dear
Piyush Vinod Raut

You are required to report to the organization on the 20th May 2024. Following are the details

Company Name	MSS India
Location	Nashik
Profile	B.Tech Mech
Requirements	Production, maintenance, Quality
Experience	0
Qualification	Mechanical (2024,2023,2022,2021,2020)
Minimum Monthly	18000
In hand Salary	18000
Facilities	After Six Month Salary will be revised to up to 20K
TYPE OF HIRING	NAPS
Website	https://www.mssindia.co.in/

Reporting address -
WPWM+M28, H-8, MIDC, Ambad, MIDC Ambad, Nashik, Maharashtra 422010
Documents to Carry:
BTech Pass/Mark Sheet for the semester (Internet copy will be OK)
Class 12th pass and mark sheet
Class xth pass and mark sheet
Aadhar Card
Bank passbook Copy
5 PhotoGraphs

Final joining is authorized by the company only. The company doesn't provide any accommodation but will facilitate new candidates for accommodation searching. You are required to contact 9429692285 (8AM-9PM) for hostel arrangements and joining formalities.

Fwd: Offer Letter for MSS India

Pruthviraj Paraskar <pruthvirajparaskar@gmail.com>
Thu 2024-05-09 13:48
To:Placements <placements@ssgmce.ac.in>

---------- Forwarded message ---------
From: **Sarmistha Requirementofjob** <recruiter@requirementofjob.com>
Date: Thu, 9 May 2024, 1:15 pm
Subject: Offer Letter for MSS India
To: Pruthviraj Paraskar <pruthvirajparaskar@gmail.com>

Dear
Pruthviraj Nandkumar Paraskar

You are required to report to the organization on the 20th of May 2024. Following are the details

Company Name	MSS India
Location	Nashik
Profile	B.Tech Mech
Requirements	Production, maintenance, Quality
Experience	0
Qualification	Mechanical (2024,2023,2022,2021,2020)
Minimum Monthly	18000
In hand Salary	18000
Facilities	After Six Month Salary will be revised to up to 20K
TYPE OF HIRING	NAPS
Website	https://www.mssindia.co.in/

Reporting address -
WPWM+M28, H-8, MIDC, Ambad, MIDC Ambad, Nashik, Maharashtra 422010
Documents to Carry:
BTech Pass/Mark Sheet for the semester (Internet copy will be OK)
Class 12th pass and mark sheet
Class xth pass and mark sheet
Aadhar Card
Bank passbook Copy
5 PhotoGraphs

Final joining is authorized by the company only. The company doesn't provide any accommodation but will facilitate new candidates for accommodation searching. You are required to contact 9429692285 (8AM-9PM) for hostel arrangements and joining formalities.

Fwd: Offer Letter for MSS India

Sahil Pillewar <sahilpillewar@gmail.com>
Thu 2024-05-09 12:19
To:Placements <placements@ssgmce.ac.in>

---------- Forwarded message ---------
From: **Sarmistha Requirementofjob** <js.requirementofjob@gmail.com>
Date: Thu, May 9, 2024, 11:36
Subject: Offer Letter for MSS India
To: Sahil Pillewar <sahilpillewar@gmail.com>

Dear
Sahil Sanjay Pillewar

You are required to report to the organization on the 20th of May 2024. Following are the details

Company Name	MSS India
Location	Nashik
Profile	B.Tech Mech
Requirements	Production, maintenance, Quality
Experience	0
Qualification	Mechanical (2024,2023,2022,2021,2020)
Minimum Monthly	18000
In hand Salary	18000
Facilities	After Six Month Salary will be revised to up to 20K
TYPE OF HIRING	NAPS
Website	https://www.mssindia.co.in/

Reporting address -
WPWM+M28, H-8, MIDC, Ambad, MIDC Ambad, Nashik, Maharashtra 422010
Documents to Carry:
BTech Pass/Mark Sheet for the semester (Internet copy will be OK)
Class 12th pass and mark sheet
Class xth pass and mark sheet
Aadhar Card
Bank passbook Copy
5 PhotoGraphs

Final joining is authorized by the company only. The company doesn't provide any accommodation but will facilitate new candidates for accommodation searching. You are required to contact 9429692285 (8AM-9PM) for hostel arrangements and joining formalities.

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Thanking You
Smruti Ranjan Dakhinray

Phone: 9172048828
Recruiter Team, Requirement of Job
Visit us at : www.requirementofjob.com

Like, subscribe and Follow us on Social Media and get updates on the latest vacancies.

Disclaimer: Requirement of job is brand under the registered company act 2013. It doesn't charge any amount from the candidates rather help candidates with available support for a smooth joining process. It doesn't guarantee you a job but surely guarantees you with the opportunity. Requirement Of Job delivers the eligible candidate to the organization in immediate response for current vacancy with complete support for successful business.
This mail has been sent with the connection with you, if this mail does not link any connection with us then kindly discard/delete this mail.

NuageCX
CONSULTING PVT. LTD.

To,
Vaibhav Bavaskar
Khamgaon, Buldhana, Maharashtra
444303

03/12/2024

Subject: Offer letter for the Position of Software Developer Trainee.

Dear Vaibhav Bavaskar,

Heartiest congratulations!! We would like to welcome you to the NuageCX Family.

We, NuageCX Consulting Pvt Ltd, are pleased to offer you a position as Software Developer Trainee. You will be reporting to Mr. Varun Gadre.

The requirements of the position are contained in the Job Description in Annexure A attached to this letter. Your monthly stipend will be ₹ 6,000.00 per Month.

Your employment will be terminated summarily for any of the reasons listed in Appendix C attached to this Offer letter. Your employment maybe terminated by the company providing 2 weeks notice or payment made in lieu thereof. You may terminate your employment by providing 2 weeks notice during the training period.

In that position, you will be required to work 9 hours per Day between the hours of 9.30 AM and 6.30 PM Monday to Friday and 4 hours on 1st Saturday.

You are required to join us by 09/12/2024. In case you foresee any delay in joining us, please inform us in advance. Failing to inform us in advance will terminate this employment offer.

You are requested to accept the offer letter on or before 04/12/2024. This offer will expire if not accepted within the specified date.
We congratulate you once again and look forward to working with you.

Sincerely,
Neha Ponkshe,
NuageCX Consulting Pvt Ltd

Annexure A

Job Role

- Understand the project requirements from the project manager / coordinator/ sales executive.
- Check the document received from the PM, understand the requirements and get all the queries answered before starting the development.
- Produce clean, efficient code, based on specifications. Integrate software components and third party programs.
- Troubleshoot, debug and upgrade existing software.
- Gather and evaluate user feedback.
- Recommend and execute improvements.
- Create technical documentation for reference and reporting.
- Prepare and produce releases of software components. Update daily task in the project management module.

Annexure B

Component	Cost to Company(CTC) Amount
Stipend	₹ 6,000.00 per Month
CTC	₹ 2,40,000 per Annum

Terms with respect to training period and salary

- The trainee will go through training for 3 months.
- Post training period based on the performance the salary will be revised.
- The trainee should use their own laptop/desktop during the training period.
- The trainee should arrange a stable Internet connection.
- The trainee is expected to complete 1.5 years will the company after completing training.
- In case the trainee decides to resign with in 1.8 years of joining then he/she required to pay Rs. 90,000 towards the training cost.

Annexure C

Summary Termination

At any time, the Employer may by notice in writing summarily terminate the services of the Employee under this agreement if the Employee:

- Engages in any act of commission or omission constituting serious misconduct in respect of their duties;
- Willfully fails or neglects to perform or carry out their powers, functions or duties in an agreed manner;
- Commits a serious or persistent breach or non-observance of any of the provisions of this agreement
- Is engaged in any conduct which may tend to injure the reputation or standing of the Employer;
- Refuses or neglects to comply with any lawful and reasonable order given to them by the Employer or any other person duly authorized by the Employer;
- Willfully breaches the confidentiality of any client/customer/patient, Employee or the Employer
- Attends for work under the influence of drugs and/or alcohol.

NuageCX
CONSULTING PVT. LTD.

To,
Yogesh Sangle
Malegaon, Washim, Maharashtra
444503

Subject: Offer letter for the Position of Software Developer Trainee.

Dear Yogesh Sangle,

Heartiest congratulations!! We would like to welcome you to the NuageCX Family.

We, NuageCX Consulting Pvt Ltd, are pleased to offer you a position as Software Developer Trainee. You will be reporting to Mr. Varun Gadre.

The requirements of the position are contained in the Job Description in Annexure A attached to this letter. Your monthly stipend will be ₹ 6,000.00 per Month.

Your employment will be terminated summarily for any of the reasons listed in Appendix C attached to this Offer letter. Your employment maybe terminated by the company providing 2 weeks notice or payment made in lieu thereof. You may terminate your employment by providing 2 weeks notice during the training period.

In that position, you will be required to work 9 hours per Day between the hours of 9.30 AM and 6.30 PM Monday to Friday and 4 hours on 1st Saturday.

You are required to join us by 09/12/2024. In case you foresee any delay in joining us, please inform us in advance. Failing to inform us in advance will terminate this employment offer.

You are requested to accept the offer letter on or before 08/12/2024. This offer will expire if not accepted within the specified date.
We congratulate you once again and look forward to working with you.

Sincerely,
Neha Ponkshe,
NuageCX Consulting Pvt Ltd

Annexure A

Job Role

- Understand the project requirements from the project manager / coordinator/ sales executive.
- Check the document received from the PM, understand the requirements and get all the queries answered before starting the development.
- Produce clean, efficient code, based on specifications. Integrate software components and third party programs.
- Troubleshoot, debug and upgrade existing software.
- Gather and evaluate user feedback.
- Recommend and execute improvements.
- Create technical documentation for reference and reporting.
- Prepare and produce releases of software components. Update daily task in the project management module.

Annexure B

Component	Cost to Company(CTC) Amount
Stipend	₹ 6,000.00 per Month
CTC	₹ 2,40,000 per Annum

Terms with respect to training period and salary

- The trainee will go through training for 3 months.
- Post training period based on the performance the salary will be revised.
- The trainee should use their own laptop/desktop during the training period.
- The trainee should arrange a stable Internet connection.
- The trainee is expected to complete 1.5 years will the company after completing training.
- In case the trainee decides to resign with in 1.8 years of joining then he/she required to pay Rs. 90,000 towards the training cost.

Annexure C

Summary Termination

At any time, the Employer may by notice in writing summarily terminate the services of the Employee under this agreement if the Employee:

- Engages in any act of commission or omission constituting serious misconduct in respect of their duties;
- Willfully fails or neglects to perform or carry out their powers, functions or duties in an agreed manner;
- Commits a serious or persistent breach or non-observance of any of the provisions of this agreement
- Is engaged in any conduct which may tend to injure the reputation or standing of the Employer;
- Refuses or neglects to comply with any lawful and reasonable order given to them by the Employer or any other person duly authorized by the Employer;
- Willfully breaches the confidentiality of any client/customer/patient, Employee or the Employer
- Attends for work under the influence of drugs and/or alcohol.

Offer Letter

Date: ***18-06-2024***

Sub: Offer Letter

Dear ***Anmol Ramesh Solanke***,
Employee Code - ***PRJ2805***

Congratulations! You have been selected.

We are pleased to inform you that you will be deployed at our Client **Parijat Industries**. We are delighted to make you the following job offer.

The position offered to you is that of a ***Marketing Associate*** at **Monthly Take Home Salary** of **Rs. *17886.00***. Your job location will be ***Buldhana***

You will be on contract for a period of **12** months. The contract period may be extended, at the sole discretion of the management.

You would be required to join as early as possible but not later than **16-06-2024**. If you do not join your duty on the said date, this offer of appointment shall be treated as canceled, unless the extension of the said date for joining is agreed upon by us.

Documents need to be uploaded on MyHR-BetterPlace Select App. (https://myhr-aj.app.link/IYPhcwJnKV)

Go to the Play Store and download the MyHR-BetterPlace Select App from there. If you face any issues, report it on the app.

Following documents have to be uploaded for further process:

1. Aadhaar Card (Mandatory)
2. Bank Account Proof (Mandatory)
3. Passport Size Photo (Mandatory)
4. Photocopy of PAN Card
5. Details of Family
6. Details of Permanent and Present Address

We are confident you will be able to make a significant contribution in the success of our Client **Parijat Industries** and look forward to working with you.

Please click on the "Accept" button to download the app and upload your KYC documents in order to get your Appointment Letter.

Yours faithfully,

BetterPlace Select (*by Aasaanjobs Pvt Ltd)*

Date: ***20-06-2024***

LETTER OF APPOINTMENT

Name	Anmol Ramesh Solanke
Present Address	51 Bhendwad kh TQ jalgaon Jamod dist buldhana
Date of Birth	14-12-1998
Betterplace Select Employee ID	PRJ2805
Annual CTC	271524.00
Monthly Net Paid	17886.00

Dear Anmol Ramesh,

Aasaanjobs Private Limited, operating under the brand name "***Betterplace Select***" (the "**Company**"), is engaged in the business of providing manpower solutions ("Services") to its "**Client**" ***Parijat Industries (Parijat Industries)***. The Company has considered **Anmol Ramesh Solanke** ("**Employee**") for rendering the services of ***Marketing Associate***, to the Client of the Company. Based on the details provided by you, the accuracy and completeness of which you represent and warrant being true and correct, the Company hereby is pleased to inform that the Company has found you eligible for the provision of Services to its Clients on the Terms and Conditions.

A. Definitions for the purpose of this letter,

1. "**Client**" shall mean any client of the Company (being an individual and/or an establishment) to whom the Company directs the Employee to provide Services, from time to time, at its sole discretion.
2. "**Company**" shall mean Aasaanjobs Private Limited (Betterplace Select)
3. "**Company Code of Conduct**" means the code of conduct of the Company applicable to its Employees as intimated to each Employee in writing.
4. "**Joining Date**" means the date agreed between the Company and the Client as your date of joining with the Client for the provision of Services.
5. "**Portal**" means www.betterplace.co.in or any other web portal owned / managed by the Company in connection with its business

B. Effectiveness of Appointment:

1. The Joining Date shall be 16-06-2024
2. The provisions of this letter of appointment shall become effective from your

Joining Date with the Company.

3. Prior to the Joining Date, the Company and you will not in any manner be associated as employer-employee and you will not ascertain any rights as an employee of the Company.
4. Subject to compliance clauses below, your employment under this Agreement shall commence from the Joining Date and shall continue until **15-06-2025 ("Contract Period") or** until the termination of this Agreement in accordance with the terms set out hereinafter, whichever is earlier.
5. Your appointment pursuant to this letter is effective, subject to the following conditions:
   a. the information provided to the Company during assessments including interview(s), in your Curriculum Vitae, or otherwise provided by you, being true and accurate;
   b. the antecedents/references, if applicable, relating to your character and past record being satisfactory in all respects;
   c. the submission of original certificates relating to your educational qualifications, date of birth, salary slips of previous or present employment, if any, and others requested by the Company before commencement of work;
   d. receipt of a clear certificate of discharge from your present or last employer prior to commencement of work; and/or
   e. your ability to commence work with the Company on a date acceptable to the Company.
6. A Client of the Company may require the Company to conduct a background check or fitness test on you including by way of police verification. You hereby agree to co-operate with the Company to complete such checks and tests within the time required by the Company.
7. You further agree and undertake to make yourself available for any interviews scheduled by the Company and/or its Client.
8. Prior to or upon commencement of employment with the Company, the Company may, at its sole discretion, require you to undergo a training program and you hereby agree and undertake to make yourself available for the same from time to time.
9. Any decision to hire you by the Company shall be taken by the Company at its discretion and shall be final and binding on you.

C. Listing

1. With your consent, we have uploaded the relevant portion of Employee Data shared with us, including your personal details, credentials and qualifications on our Portal for viewing by our Clients / potential Clients. You hereby also consent to us sharing the Employee Data to any or all of our Clients / potential Clients in any manner as we deem fit. You hereby confirm that the Company does not owe you any confidentiality obligations with relation to the Employee Data and dissemination of Employee Data by the Company on the Portal or otherwise does not in any manner violate your rights under law or equity.
2. The Company at its discretion may at any time remove the listing from its Portal.

D. Provision of Services

1. At the sole discretion of the Company, you shall commence providing Services to a Client of the Company intimated to you in writing by the Company, from the Joining Date.

2. At all times, whilst rendering Services to the Client of the Company, you will be bound by terms of the Company Code of Conduct.
3. In connection with the provision of Services, you agree and undertake to:
   a. Perform the duties assigned by the Company and/or the Client to the best of your abilities;
   b. Discharge your obligations diligently, with integrity and honesty;
   c. Not engage in any immoral, fraudulent or illegal activities;
   d. Comply with all reasonable instructions issued by the Company/Client in connection with the services required to be provided by the Client; and
   e. Not act negligently or wilfully cause any harm to the Client/Company.
4. You will comply with all lawful instructions and with the Company and the Client's rules and regulations (including, but not limited to, IT Policy, Human Resources Policy and HSSE Policy) as may be amended, replaced or issued from time to time and take steps to ensure, as far as reasonably possible, compliance by those for whom you are responsible.
   a. If you suspect that there has been a breach or potential breach of laws, the Company and/or Client's policies and regulations, or any other misconduct, you are obliged to report this to the Company. You must report this promptly, without any undue delay, to your line manager, or the Company's employee who shall have your line manager's delegation of authority in his/her absence.
   b. Faithfully and diligently serve the Company and use best endeavours to promote the interests and business of the Company.
   c. During the course of your employment with the Company, you shall not carry out any business, either alone or in partnership, or be directly or indirectly associated with any other organisations or person as an employee, adviser, director, principal, agent, consultant or otherwise in any business, trade, or profession whatsoever, or give lectures in an institution or forum, without the prior express written permission of the Company.
   d. Any asset given to you by the client or the company will have to be returned and only then shall your FNF payments be cleared.

E. Workplace

You will be required to work at the place designated by the Company or the Client of the Company.

F. Attendance / Working Hours / Other requirements:

1. It is a condition of this employment of yours that you will be required to work on the days of the week as may be instructed by the Client/ Company and shall be entitled to one weekly off as may be determined by the Client / Company..
2. The Client shall, be entitled to determine the working hours of the Employee, provided however that, in no working day, will your working hours be in excess of such number of hours, as may be mutually agreed to by the Company and the Client.
3. The Employees are required to carry the Company Identity Card ('ID') provided by the Company or its Clients. In case of loss / theft of the ID, the employee will be required to pay a sum of INR 100/- as reissuance fees.

G. Payment Terms

1. Your commencing Annual CTC shall be INR ***271524.00 /-.***Any future increase to the salary offered and revisions thereto shall be based on future personal performance and the Company's performance and shall be made entirely at the discretion of the Company. Break up of your annual salary is provided as specified in **Annexure A**.
2. The obligation of the Company to pay salary shall commence on the Joining Date and shall continue till the termination of this Agreement or last working day of your's whichever is earlier
3. If the Joining Date or date of termination of the appointment hereunder is in the middle of a salary circle in any month, then the salary for the said month will be proportionately reduced and paid.
4. All payment of salaries will be subject to deduction of applicable taxes and other mandatory deductions as per law and also subject to deduction on account of any other amount recoverable from you towards any dues to the company or the client
5. Terms of bonus, allowances, out of pocket expenses shall be mutually agreed to, between the Client and yourselves and the Company does not provide any guarantees / assurances in connection with the same.

H. Supervision

You will work under the supervision of such persons as may be declared upon by the Company / Client from time to time. You shall also diligently and satisfactorily carry out instructions given to you by the Client in connection with the work assigned to you to the best of your potentialities, skill and ability.

I. Exclusivity

From the Joining Date till the termination of your appointment in accordance with the terms hereof, the Employee shall exclusively be engaged with the Company and shall only render Services to the Company and its Clients. Without prejudice to the foregoing, prior to the Joining Date, the Employee shall be entitled to take up any other assignment/job work, subject to prior intimation to the Company and further provide that such assignment does not interfere with the ability of the Employee to commence Services for and on behalf of the Company from the Joining Date and comply with the exclusivity obligations arising thereafter.

J. Termination

1. Unless otherwise determined by the Company, your appointment with the Company in terms hereof shall automatically terminate from the date on which a Client to whom you render services, terminates its contract with the Company or discontinues the Services rendered by you for reasons attributable to you. You shall discontinue providing services to the Client immediately upon this termination.
2. Notwithstanding the Tenure of this Contract, in the event of the project/work/ deputation for which you are being deputed at the Client location terminates before your contract end period, your appointment with the Company shall be coterminous with the project/work. During the period of the contract, either of the parties may terminate this appointment (with or without cause) by giving 15 days prior notice in writing or payment in lieu thereof. However due to the breach of a code of conduct, misbehavior, indiscipline or criminal offence etc, then in such cases, Company will have / reserve rights to terminate this appointment immediately without giving notice period.

3. In case you do not serve the notice period as mentioned in clause J (2) above , then the Company can recover the related notice period amount from the gross amount payable to you against all dues except statutory deductions.
4. In the event that the Client of the Company is desirous of absorbing you on its payroll, you hereby agree and undertake that the same is acceptable to you. You will cooperate with the Company and the Client for transfer of your employment from the Company to the Client.

K. Waiver

The Employee hereby confirms that he/she is not part of any trade union and further undertakes to not become a part of any trade union during the course of his/her employment with the Company.

L. Amendment

The Company may amend the provisions of this Agreement from time to time, provided that such amendments to the Agreement are in accordance with the applicable law.

M. Mode of Communication

For any service of notice or communication of any kind, you will be informed by ordinary post at the address given by you at the time of your employment or such other address, which you may hereafter intimate to the management of the Company and / or by e-mail or phone. The management may also paste a copy of the letter on the notice board, which shall be considered to be sufficient service on you.

N. Confidentiality

During the course of your employment with the Company or at any time after termination of your services, you shall comply with all secrecy and confidentiality obligations imposed by the Company and/or the Client and shall in this respect not disclose to any person, firm, or concern, the affairs of the Company, the Client, their customers or any classified and confidential information. You may not, either during your employment with the Company or any time thereafter or during the course of providing services to the Client, use to the detriment of the Company or Client, or disclose to any third party, any confidential information which has been acquired by you in the course of your employment with the Company or whilst providing services to the Client.

O. Acceptance

By countersigning this letter below, you hereby confirm that you have read and understood the terms of this letter of appointment and the same is unconditionally acceptable to you.

Yours faithfully,

Betterplace Select (by Aasaanjobs Pvt Ltd)

I accept the terms of this letter of appointment.

Digitally accepted by: *Accepted on: 20-06-2024*

ANNEX A

SALARY PACKAGE

All taxes arising out of salary and benefits are to the employee's account. This is a confidential document. The Company, at all times, reserves the right to amend, vary, substitute, and cancel all the benefits mentioned herein.

Salary Component	Monthly	Annual
Basic + DA	14700.00	176400.00
HRA	4075.00	48900.00
Bonus	1225.00	14700.00
Total Gross	20000.00	240000.00
PF	1764.00	21168.00
ESIC	150.00	1800.00
PT	200.00	2400.00
Total Deductions	2114.00	25368.00
PF Employer Contribution	1911.00	22932.00
ESIC Employer Contribution	650.00	7800.00
Insurance Employer Contribution	66.00	792.00
Total Employer Contribution	2627.00	31524.00
Net Paid	17886.00	214632.00
CTC	22627.00	271524.00

An ISO 9001:2015 Certified

BUSH ELECTROMECH & ENGINEERING PVT LTD.

Authorized Panel Builder & Channel Partner

Plot No. K-89, MIDC, Waluj, Aurangabad – 431 136 (India) Ph. +91-240-2553381
Cell: 08956269794, Email: sales1@bushelectromech.com, Web: www.bushelectromech.com

Offer Letter

Date: 13/07/2024

Ms. Samarsing Babusing Barwal
Dist: Buldhana, Maharashtra.

Dear Ms. Samarsing,

This has reference to your interview with us via google meet dated 01/07/2024 in this connection we are pleased to offer you the position of **"Jr. Executive Marketing"** for a job on the following terms and conditions:

Location: Chhatrapati Sambhajinagar (Aurangabad)

Designation: **Junior Executive Marketing**

1. You will observe all the rules and regulations of our Company and maintain discipline during the tenure of your service with us.

2. Your joining will be on OR before 10.08.2024.

3. This Offer stands Null & void in case candidate verification result adverse.

4. Your detailed appointment letter will be hand over to you at the time of joining after verification of all documents.

5. You will be paid annual remuneration of **Rs.3.0 lakh** CTC per annum including all incentives and perks (such as PF, ESIC, bonus, PT any other) as per applicable norms.

6. We are confident that you will find this offer exiting and I assure you of a very rewarding career in our organizations.

We look forward to working with you and hope that you will find working with us a rewarding experience.

Kindly acknowledge receipt of your sign of this letter for having accepted the contents of this letter.

For Bush Electromech & Engineering Pvt. Ltd.

Authorized Signatory

Bush Electromech & Engineering Pvt. Ltd. Aurangabad

+91 9538231083
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

20th May, 2024

PROBATION OFFER LETTER

Dear **Pratiksha Santosh Gawande,**

Congratulations! We are pleased to offer you to join **Corizo Edutech**, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win.
Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same.

Please find the details of your joining below:

1. **Date of Joining:** 15-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation :

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,

SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

+91 9538231083
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

20th May, 2024

PROBATION OFFER LETTER

Dear **Vaishnavi Hiwarale,**

Congratulations! We are pleased to offer you to join **Corizo Edutech**, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win.
Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same.

Please find the details of your joining below:

1. **Date of Joining:** 15-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation :

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,

SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

HO/HR/T*A*/200764623

Date:22/01/2024

Mr. Hemant Gajanan Raut ,
Ghatpuri road Kharatelay out , Behind water tank Khamgaon , Buldana , Maharashtra, 444303

Dear Mr. Hemant Gajanan Raut ,

Sub: Provisional Offer Letter

With reference to your application and further to the interview and/or subsequent discussion you had with us, we are pleased to offer you the position of **'Executive Trainee' - Grade 'B1'.**

By joining ESAF BANK, you will be part of a fast-paced and socially dedicated team that works together to provide 'Joy of Banking to Everyone'. Also, you are committing to the Bank's **vision** of being India's leading social Bank that offers equal opportunities for the whole society through universal access and financial deepening, thus promoting financial inclusion, livelihood and economic development as a whole. In turn, Bank will be providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The details of the offer are as follows, and shall be confidential.

You will be on training for a period of 12 months, which may be extended or regularized based on your performance and the successful completion of training will be followed by six months' probation. Your service in the Bank will be confirmed subject to your performance being satisfactory during the probationary period.

Your remuneration will be as follows:

1. Annual Salary would be Rs. 425000.0
2. Apart from the above, you will be eligible for Performance Incentive/ Pay as per Bank's policy, applicable to the Role/Grade.

The emoluments mentioned above are payable as per the policies of the bank, after effecting appropriate and applicable statutory deductions if any.

You shall be eligible for TA & DA and other payments as applicable to the grade, in line with the Bank's policy.

Your initial posting will be at any branch/office anywhere in India. However, the Bank reserves the right to transfer you to any Office / Department / Branch of the Bank, in India, that is in existence / or may come into existence at a future date, based on the Bank's business requirements.
You shall give the acceptance of the offer and of the above terms and conditions of employment on receipt of this letter. This offer letter is valid for 7 days from the date of this letter, for acceptance. This offer shall be effective from the date of your joining the Bank.

Your performance will be reviewed on a regular basis as per the performance parameters appropriate to the position mentioned. You will be governed by the rules, regulations and policies laid down by the **ESAF Bank** from time to time, and as applicable to your position.

Notwithstanding anything contained herein, if you are found to be indulging in any act of commission/omission that may be prejudicial to the interests of the Bank, violation of its code of conduct and/or policies, such act shall warrant disciplinary action, as deemed fit by the Bank.

Your appointment is subject to the necessary verifications / NOCs / receipt of Experience and Conduct certificate from your present/previous employers and receiving satisfactory references.

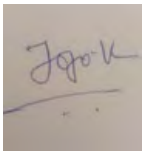
The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and in case of any dispute arising out of the same, the Courts at Thrissur will have exclusive jurisdiction.

You are requested to submit the below documents at the time of joining:

- Annexure 1 (link)
- Medical Certificate (link)
- Self Declaration of Medical Fitness (link)
- Annexure 4 (link)

We welcome you to ESAF Small Finance Bank and look forward to your valuable contribution in scaling **ESAF Bank** to greater heights.

Yours sincerely,



Jojo K
Senior Manager

Compensation Particular	Monthly	Annual
(A) Fixed Monthly Pay – EARNINGS		
Basic Pay	12400	148800.0
House Rent Allowance	2480	29760.0
Dearness Allowance	2000	24000.0
Conveyance Allowance	0	0.0
Medical Allowance	0	0.0
Periodicals / Self Development Allowance	0	0.0
Food allowance/Coupons	0	0.0
LTA	0	0.0
Special Allowance	14866	178396.0
Total (A)	31746	380956.0
Fixed Monthly Pay – DEDUCTIONS		
Provident Fund - Employee	1728	20736.0
Professional Tax	0	0.0
Charity Fund	124	1488.0
ESWT Fund Contribution	124	1488.0
ESWT Membership - Rs.1000/- **	0	0.0
Let Them Smile (Voluntary)	0	0.0
Staff Advance (if taken)	0	0.0
Death Fund	0	0.0
TDS	0	0.0
Total Recovery	1976	23712.0
Net Salary Credit to Bank A/c	29770	357244.0
(B) Annual Pay		
Bonus	583	7000.0
Total (B)	583	7000.0
(C) Retiral & Other Benefits (Employer Contribution)		
Provident Fund - Employer	1728	20736.0
Medical Insurance	667	8000.0
Leave Surrender	0	0.0
Gratuity	692	8308.0
Total (C)	3087	37044.0
Cost To Company (A+B+C)	35417	425000.0

1. Incentives are paid to Employees in Business Stream as approved from time to time
2. Performance Pay upto 10% of Gross will be paid to staff in other Streams based on Bank's,Department's and Individual's annual performance
3. Employees Deposit Linked Insurance Scheme on Normal Death.
4. Group Term Life Insurance (for spouse also)
5. Death Benefit from Staff Welfare Trust

6. Future Gratuity benefits.
7. ESAF CUG facility.
8. Car Component as per Car Policy of the Bank
9. Changes as per bank policy will be incorporated time to time

NB: 1. 1% of Basic salary will be deducted towards ESAF charity Fund meant for the charitable activities conducted by ESAF Society (eligible for 80G deduction under Income Tax Act)
2. 1% of Basic salary will be deducted towards ESAF Staff Welfare Fund meant for the employees of ESAF group
3. Applicable TDS will be effected on the salary.

ESAF SMALL FINANCE BANK LIMITED
RBI License no: MUM 124, CIN: U65990KL2016PLC045669
Registered & Corporate Office: ESAF Small Finance Bank Limited, Building No. VII/83/8, ESAF Bhavan,
Mannuthy, Thrissur- Palakad National Highway, Thrissur- 680 651, Kerala
Ph. No: 0487 7123456, 123457, Email: customercare@esafbank.com, **www.esafbank.com**

HO/HR/TA/200768623

Date:06/02/2024

Ms. Krushna Jitendrasingh Thakur ,
Near hanuman mandir satifail Khamgaon, Maharashtra, Tq Khamgaon , Buldhana, Maharashtra, 444303

Dear Ms. Krushna Jitendrasingh Thakur ,

Sub: Provisional Offer Letter

With reference to your application and further to the interview and/or subsequent discussion you had with us, we are pleased to offer you the position of **'Executive Trainee' - Grade 'B1'.**

By joining ESAF BANK, you will be part of a fast-paced and socially dedicated team that works together to provide 'Joy of Banking to Everyone'. Also, you are committing to the Bank's **vision** of being India's leading social Bank that offers equal opportunities for the whole society through universal access and financial deepening, thus promoting financial inclusion, livelihood and economic development as a whole. In turn, Bank will be providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The details of the offer are as follows, and shall be confidential.

You will be on training for a period of 12 months, which may be extended or regularized based on your performance and the successful completion of training will be followed by six months' probation. Your service in the Bank will be confirmed subject to your performance being satisfactory during the probationary period.

Your remuneration will be as follows:

1. Annual Salary would be Rs. 425000.0
2. Apart from the above, you will be eligible for Performance Incentive/ Pay as per Bank's policy, applicable to the Role/Grade.

The emoluments mentioned above are payable as per the policies of the bank, after effecting appropriate and applicable statutory deductions if any.

You shall be eligible for TA & DA and other payments as applicable to the grade, in line with the Bank's policy.

Your initial posting will be at any branch/office anywhere in India. However, the Bank reserves the right to transfer you to any Office / Department / Branch of the Bank, in India, that is in existence / or may come into existence at a future date, based on the Bank's business requirements.
You shall give the acceptance of the offer and of the above terms and conditions of employment on receipt of this letter. This offer letter is valid for 7 days from the date of this letter, for acceptance. This offer shall be effective from the date of your joining the Bank.

Your performance will be reviewed on a regular basis as per the performance parameters appropriate to the position mentioned. You will be governed by the rules, regulations and policies laid down by the **ESAF Bank** from time to time, and as applicable to your position.

Notwithstanding anything contained herein, if you are found to be indulging in any act of commission/omission that may be prejudicial to the interests of the Bank, violation of its code of conduct and/or policies, such act shall warrant disciplinary action, as deemed fit by the Bank.

Your appointment is subject to the necessary verifications / NOCs / receipt of Experience and Conduct certificate from your present/previous employers and receiving satisfactory references.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and in case of any dispute arising out of the same, the Courts at Thrissur will have exclusive jurisdiction.

You are requested to submit the below documents at the time of joining:

- Annexure 1 (link)
- Medical Certificate (link)
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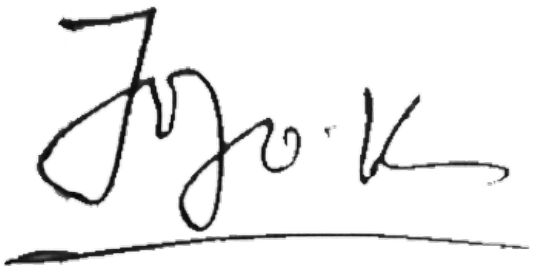
We welcome you to ESAF Small Finance Bank and look forward to your valuable contribution in scaling **ESAF Bank** to greater heights.

Yours sincerely,



Jojo K
Senior Manager

Compensation Particular	Monthly	Annual
(A) Fixed Monthly Pay – EARNINGS		
Basic Pay	12400	148800.0
House Rent Allowance	2480	29760.0
Dearness Allowance	2000	24000.0
Conveyance Allowance	0	0.0
Medical Allowance	0	0.0
Periodicals / Self Development Allowance	0	0.0
Food allowance/Coupons	0	0.0
LTA	0	0.0
Special Allowance	14866	178396.0
Total (A)	31746	380956.0
Fixed Monthly Pay – DEDUCTIONS		
Provident Fund - Employee	1728	20736.0
Professional Tax	0	0.0
Charity Fund	124	1488.0
ESWT Fund Contribution	124	1488.0
ESWT Membership - Rs.1000/- **	0	0.0
Let Them Smile (Voluntary)	0	0.0
Staff Advance (if taken)	0	0.0
Death Fund	0	0.0
TDS	0	0.0
Total Recovery	1976	23712.0
Net Salary Credit to Bank A/c	29770	357244.0
(B) Annual Pay		
Bonus	583	7000.0
Total (B)	583	7000.0
(C) Retiral & Other Benefits (Employer Contribution)		
Provident Fund - Employer	1728	20736.0
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3. Applicable TDS will be effected on the salary.

HO/HR/T*A*/200763623

Date:02/02/2024

Mr. Pratik pramod dhage ,
VIDHYAPITH COLONY, SAMRA NAGAR M. I. D. C ROAD AMR, VIDHYAPITH COLONY, SAMRA NAGAR, M. I. D. C. ROAD A, Amravati , Maharashtra, 444607

Dear Mr. Pratik pramod dhage ,

Sub: Provisional Offer Letter

With reference to your application and further to the interview and/or subsequent discussion you had with us, we are pleased to offer you the position of **'Executive Trainee' - Grade 'B1'.**

By joining ESAF BANK, you will be part of a fast-paced and socially dedicated team that works together to provide 'Joy of Banking to Everyone'. Also, you are committing to the Bank's **vision** of being India's leading social Bank that offers equal opportunities for the whole society through universal access and financial deepening, thus promoting financial inclusion, livelihood and economic development as a whole. In turn, Bank will be providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

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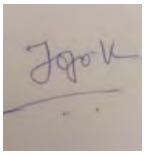

Jojo K
Senior Manager

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ESAF SMALL FINANCE BANK LIMITED
RBI License no: MUM 124, CIN: U65990KL2016PLC045669
Registered & Corporate Office: ESAF Small Finance Bank Limited, Building No. VII/83/8, ESAF Bhavan,
Mannuthy, Thrissur- Palakad National Highway, Thrissur- 680 651, Kerala
Ph. No: 0487 7123456, 123457, Email: customercare@esafbank.com, **www.esafbank.com**

HDFC BANK
We understand your world

HDFC Bank Ltd,
I Think Techno Campus,
Building Alpha,
Next to Kanjurmarg Railway Station (East)
Kanjurmarg (E), Mumbai- 400042

Important Note on Grooming Standards

As employees of HDFC Bank, we, in our interactions with customers, clients, vendors and business associates, are the face of the Bank. It is therefore imperative that each of us applies a certain amount of prudence in the choice of our attire and grooming standards. **Office attire should be smart and appropriate for conducting business on behalf of the Bank at all times.**

Grooming standards for Men

Hair- Should be conservative, well maintained and cut short. Moustaches / beards neatly trimmed or face clean shaven - daily maintenance mandatory. After-shave (optional)

Attire- Formal wear: Trousers must be in dark to medium colour tones (black, brown, navy blue, gray or beige) Shirts should be with full-length sleeves and worn with a tie (mandatory). If the occasion so demands (formal function / business call to an important Corporate / Client etc.) a blazer or suit appropriately chosen for the weather should be worn. Saturdays: Smart casuals are acceptable, Semi formal trousers, Denim trousers, Collared T-shirts, Semi-formal shirts, Shirts with checks

Footwear- Leather laced shoes with socks and coordinated with the trousers and belt. Socks must be in basic colours (black, brown, dark blue, gray or beige), coordinated with the trousers and calf length. Only on Saturdays, semi formal shoes in leather, calf leather or suede.

Others- Neatly cut short nails, No ornaments except for obligatory ring or kada.

Grooming standards for Women

Hair- Should be simple and clean, neatly combed at all times. Long hair may be tied in a bun or a plait Indian formal wear: Indian saris, Salwar suits.

Western formal wear: Suits in basic colours. Preferably in black, dark brown, navy blue, beige or very light shades

Attire- Formal shirts with formal trousers or skirts. Saturdays: Smart casuals are acceptable, Full length denim trousers, Skirts, Kurtis, Semi formal blouses and tops

Footwear- Leather sandals or sandals of similar material , Closed shoes, Shoes must be well coordinated with clothes.

Others- Neatly cut nails, Simple elegant ornaments, Basic daywear makeup along with perfume/deodorant

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We understand your world

HDFC Bank Ltd,
I Think Techno Campus,
Building Alpha,
Next to Kanjurmarg Railway Station (East)
Kanjurmarg (E), Mumbai- 400042

Remuneration:

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic - A	128395	10700
HRA - B	64198	5350
Gross Salary	**192593**	**16049**
Employer Provident Fund	15407	
Total Fixed Cost to Company	**208000**	**17333**

Incentives:

You will be eligible for monthly Performance Linked Incentive Pay, as per the policy of the Bank.

Benefits:

- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and /or, as per Bank policy
- Total Mediclaim cover of Rs.2,00,000/- for self and spouse (Parents and Children not covered).

I read & understand the Annexure – A

Signature of Applicant

Name: Vaibhav Tejrao Dali

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Kanjurmarg (E), Mumbai- 400042

c) The Bank receiving attested copies of all your degrees and professional qualifications certificates, if any.

d) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing or the results are awaited and basis which you have been interviewed and offered and submission of pass certificate within one month of publication of result.(If applicable)

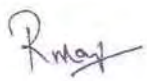
e) The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

f) This Offer has been extended to you basis your representation, information and details provided by you during the interview and subsequent to your submitting of your personal information, requisite details, documents, educational qualification and work experience certificates, etc. uploaded by you on HDFC Bank Career Site/ E-Rec portal for seeking an employment with HDFC Bank. By accepting this Offer, you confirm that all the details filled in and the documents uploaded on HDFC Bank Career Site/ E-Rec portal are true and correct. In case any discrepancy is found in the information and details provided by you at any stage of your association with HDFC Bank, HDFC Bank reserves its right to take appropriate action against you at Bank's discretion

Please note that you have an option to reject or accept this offer. If you are agreeable to the above mentioned terms and conditions, please accept the offer online by clicking "Accept" tab/button in the portal/system by using your login ID and password within above mentioned date of uploading this Offer in the portal/system. In case no acceptance is received by us within above mentioned period, we presume that you have no interest to proceed further and accordingly the Offer Letter shall be deemed to be withdrawn.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,



R Nagarajan

For HDFC Bank Limited
HR Lead HR Shared Services

This appointment letter is a system generated letter with electronic signature of HDFC Bank Ltd.'s authorized signatory and hence no Appointment Letter with wet signature is provided additionally.

HDFC Bank Ltd,
I Think Techno Campus,
Building Alpha,
Next to Kanjurmarg Railway Station (East)
Kanjurmarg (E), Mumbai- 400042

1.2 On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

2. Notice Period:

2.1 In case you decide to leave the Banks services after confirmation, you will be required to give thirty days notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay the Bank the salary for the notice period so reduced/waived off. Bank, after confirmation at its discretion can decide to relieve you by giving months notice or Salary in lieu of notice.

2.2 In case you decide to leave the Banks services during probation period, you will be required to give fifteen days notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the salary in lieu of the notice period so reduced/waived off. Bank, during your probation, at its discretion can decide to relieve you by giving fifteen days notice or Salary in lieu of notice.

3. Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to change these at its discretion.

4. Location & Transfer:

Your initial place of posting will be Shegaon. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

5. Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without an express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

6. Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

7. Termination of employment:

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/ Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination, suppression of facts, falsification of documents or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

8. Conditions Precedent:

a) Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.

b) The self-declaration given by you in respect of your medical fitness is in order.

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Building Alpha,
Next to Kanjurmarg Railway Station (East)
Kanjurmarg (E), Mumbai- 400042

Appointment Letter

Personal & Confidential
Date: 06-02-2024

Name : Vaibhav Tejrao Dali
Location : Shegaon
Tentative Date of Joining : 08-02-2024

Dear Vaibhav,
Further to the interview & discussion you had with us, we are pleased to offer you as Retail Branch Banking-Branch Sales Officer, in Branch Banking - Retail Branch Banking at Shegaon, Shegaon on the following terms and conditions:
Grade : S1

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic - A	128395	10700
HRA - B	64198	5350
Gross Salary	**192593**	**16049**
Employer Provident Fund	15407	
Total Fixed Cost to Company	**208000**	**17333**

*Gross Salary is Sum of Basic & HRA components (A+B)
*Employee contribution to PF will be debited from Gross Salary

Provident Fund:
You will be covered under the Bank's Provident Fund Rules and the Employees contribution towards the same, will be deducted from your monthly salary.

Tax Clause:
The monthly compensation payable to you will be subject to withholding of applicable income tax, professional tax and other statutory deductions (as applicable) from time to time.

The details of your remuneration and benefits are given in Annexure - A.

1. Probationary Period:
1.1 You will be on probation for a period of six months or such extended period as may be decided by the Bank based on your performance during the probation period.

HDFC Bank Limited

HDFC Bank House,

Senapati Bapat Marg,

HDFC Bank Ltd.

Applicant No.80124391

Name : Gaurav Ajaykumar Varma		
Grade : Trainee		
Vertical : RETAIL BRANCH BANKING		
Location : Chalisgaon		
Contact No : 8308222847		
	Per Month (Rs)	**Per Annum (Rs)**
Base	**7,500**	**90,000**
Other Allowance	**11,940**	**1,43,280**
City Allowance *	**1,000**	**12,000**
Medical	**1,250**	**15,000**
Conveyance	**1,600**	**19,200**
Lunch Allowance	**910**	**10,920**
Provident Fund		**21,600**
Gross	**24,200**	**3,12,000**

Note: City Allowance - Linked to place of posting.

Welcome to the HDFC Bank family.

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.

Corporate Identity No.: L65920MH1994PLC080618

HDFC Bank Limited

HDFC Bank House,

Senapati Bapat Marg,

Personal & Confidential

80124391

Gaurav Ajaykumar Varma

Chalisgaon

Dear Gaurav,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **CUSTOMER CARE EXECUTIVE** in HDFC Bank subject to the following terms and conditions:

Compensation:

Your annual compensation package will be as set out below:

Base salary	**: Rs. 90,000/- p.a.**
Allowance	**: Rs. 1,43,280/- p.a.**
Medical	**: Rs. 15,000/- p.a.**
Conveyance	**: Rs. 19,200/- p.a.**
Lunch Allowance	**: Rs. 10,920/- p.a.**
Provident Fund	: You will be covered under the Bank's Provident Fund Trust. The Bank will contribute 12% of your Base salary per month to this trust.

Training Period:

The duration of your training will be for a period of twelve months from the date of joining. It is at the sole discretion of the Management to extend the period of training or modify/alter the terms of this contract on the basis of your performance, suitability and/or for any other reason/s whatsoever, on such terms and conditions as determined by the Bank.

Location:

Your initial place of posting will be **Chalisgaon**. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to anyother Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is inexistence or may come into existence at a future date.

Termination of Contract:

This contract can be terminated by the Bank or by you at the discretion of the management, either by giving one month's notice in writing or one month's emoluments in lieu of notice.

Secrecy:

It is a condition of your training that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your training with the Bank.

Alternative Employment:

During the course of your training with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for Illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CHRO provided the nature of work is such that she may work from home.

Creche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices /locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

HDFC Bank Limited

HDFC Bank House,

Senapati Bapat Marg,

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

a) The Bank receiving attested copies of all your degrees, professional qualifications certificates and documents of scholarships/prizes won, if any.

b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.

c) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days or in case you are not in employment with another employer including a fresher, 15 days from the issuance of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days or 15 days, as the case may be, from the date of this letter. Please note that, the Bank hereby reserves the right to enquire or ask the documentary proof of your current employment and you shall furnish the same forthwith upon Bank’s demand.

This Offer has been extended to you basis your representation, information and details provided by you during the interview and subsequent to your submitting of your personal information, requisite details, documents, educational qualification and work experience certificates, etc. uploaded by you on HDFC Bank Career Site/ E-Rec portal for seeking an employment with HDFC Bank. By accepting this Offer, you confirm that all the details filled in and the documents uploaded on HDFC Bank Career Site/ E-Rec portal are true and correct. In case any discrepancy is found in the information and details provided by you at any stage of your association with HDFC Bank, HDFC Bank reserves its right to take appropriate action against you at Bank's discretion

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC BANK LIMITED

HDFC Bank Limited

HDFC Bank House,

Senapati Bapat Marg,

(Digitally Signed by **Nagarajan R**)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

Digitally signed by DS HDFC BANK LIMITED 15
Date: 2024.06.28 16:44:15 +05:30

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

HDFC Bank Ltd.

Applicant No.80149775

Name : Mahesh Ratanlal Girhe
Grade : Trainee
Vertical : RETAIL BRANCH BANKING
Location : Khamgaon
Contact No : 8623999092

	Per Month (Rs)	Per Annum (Rs)
Base	6,535	78,420
Allowance	9,700	1,16,400
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		21,600
Gross	19,995	2,61,540

Welcome to the HDFC Bank family.

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Personal & Confidential

80149775

Mahesh Ratanlal Girhe

Khamgaon

Dear Mahesh,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **CUSTOMER CARE EXECUTIVE** in HDFC Bank subject to the following terms and conditions:

Compensation:

Your annual compensation package will be as set out below:

Base salary	**: Rs. 78,420/- p.a.**
Allowance	**: Rs. 1,16,400/- p.a.**
Medical	**: Rs. 15,000/- p.a.**
Conveyance	**: Rs. 19,200/- p.a.**
Lunch Allowance	**: Rs. 10,920/- p.a.**
Provident Fund	: You will be covered under the Provident Fund Act. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Training Period:

The duration of your training will be for a period of twelve months from the date of joining. It is at the sole discretion of the Management to extend the period of training or modify/alter the terms of this contract on the basis of your performance, suitability and/or for any other reason/s whatsoever, on such terms and conditions as determined by the Bank.

Location:

Your initial place of posting will be **Khamgaon**. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to anyother Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is inexistence or may come into existence at a future date.

Termination of Contract:

This contract can be terminated by the Bank or by you at the discretion of the management, either by giving one month's notice in writing or one month's emoluments in lieu of notice.

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Lower Parel (West),
Mumbai - 400 013.

Secrecy:

It is a condition of your training that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your training with the Bank.

Alternative Employment:

During the course of your training with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for Illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CHRO provided the nature of work is such that she may work from home.

Creche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices /locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

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HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

a) The Bank receiving attested copies of all your degrees, professional qualifications certificates and documents of scholarships/prizes won, if any.

b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.

c) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days or in case you are not in employment with another employer including a fresher, 15 days from the issuance of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days or 15 days, as the case may be, from the date of this letter. Please note that, the Bank hereby reserves the right to enquire or ask the documentary proof of your current employment and you shall furnish the same forthwith upon Bank's demand.

This Offer has been extended to you basis your representation, information and details provided by you during the interview and subsequent to your submitting of your personal information, requisite details, documents, educational qualification and work experience certificates, etc. uploaded by you on HDFC Bank Career Site/ E-Rec portal for seeking an employment with HDFC Bank. By accepting this Offer, you confirm that all the details filled in and the documents uploaded on HDFC Bank Career Site/ E-Rec portal are true and correct. In case any discrepancy is found in the information and details provided by you at any stage of your association with HDFC Bank, HDFC Bank reserves its right to take appropriate action against you at Bank's discretion.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC BANK LIMITED

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

(Digitally Signed by **Nagarajan R**)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

Digitally signed by DS HDFC
BANK LIMITED 15
Date: 2024.06.07 16:21:44 +05:30

Fwd: Provisional Offer – HDFC Bank –MONIKA GHAWAT

Monika Ghawat <monikaghawat64@gmail.com>
Fri 2024-06-14 19:19
To:Placements <placements@ssgmce.ac.in>

1 attachments (211 KB)
CUsersP24342Desktop80124396.pdf;

---------- Forwarded message ---------
From: <Prashant.patil12@hdfcbank.com>
Date: Fri, Jun 14, 2024 at 7:04 PM
Subject: Provisional Offer – HDFC Bank –MONIKA GHAWAT
To: <monikaghawat64@gmail.com>
Cc: <yukta.purandare@hdfcbank.com>, <Prashant.patil12@hdfcbank.com>

Dear **MONIKA GHAWAT** ,

HDFC Bank is glad to share the enclosed provisional offer for the position of **CUSTOMER CARE EXECUTIVE** in the **RETAIL BRANCH BANKING-CUSTOMER CARE EXECUTIVE-VAIJAPUR-2681** team based at **VAIJAPUR** . The offer is at **T grade**. The details of the Offer are enclosed below, and these details are confidential.

Please take note of the following points as a reference to the attached provisional offer:

- The loan subsidies are benefits the bank offers to its employees post confirmation should they want to buy a house, a car or take a personal loan. In case you do not avail of the same, they are not encashable.
- You would also be eligible for variable pay over and above this offer, in line with the prevailing policy in the Bank.
- To calculate your monthly net salary before taxes please subtract the PF amount from the Total Fixed Pay.
- Over and above this, you will be covered under the Bank's group mediclaim policy worth INR 2 Lacs.
- Leave Travel Allowance is not a monthly component. It can be reimbursed post completion of 1 year.
- Please **do not resign** from your current organization till you receive your official appointment letter copy from us. The appointment letter issuance is subject to your acceptance of the provisional offer and positive reference checks.

Kindly provide an email acceptance of this offer, so we can proceed with further formalities.

Do connect with us in case you have any questions on the above offer. HDFC Bank welcomes you to our diverse, agile and extremely talented team!

Regards,

Prashant Patil

Talent Acquisition Team

HDFC Bank

Grade	Trainee	Current Grade	FRESHER
TOTAL COST OF EMPLOYMENT SALARY AND ALLOWANCES			
	Per Month	**Annual**	
Basic Salary	7,500	90,000	
House Rent Allowance	0	0	
Lunch Allowance	910	10,920	
Conveyance Allowance	1,600	19,200	
Medical	1,250	15,000	
Personal Pay	0	0	
Other Allowance	11,940	143,280	
Telephone Allowance	0	0	
Leave Travel Assistance		0	
City Allowance	0	0	
PBG Allowance	0	0	
Total Fixed Cash (A)	**23,200**	**278,400**	
Provident Fund		21,600	
Superannuation		0	
Retirals(B)		**21,600**	
Total Fixed Pay(A+B)		**300,000**	
Housing Loan 750,000.00 @2.5%		52,875	
Personal Loan 60,000.00 @5%		8,100	
Vehicle Loan 150,000.00 @3%		11,925	
Housing Loan Slab-2 450,000.00 @5%		20,475	
Subsidized Loans(C)		**93,375**	
TOTAL COST TO COMPANY(TCTC) (A+B+C)		**393,375**	
Benifits:			

Hospitalisation: You will be entitled to the hospitalisation benefit under the hospitalisation scheme prevailing in the Bank which is currently 300000 p.a.

Gratuity: As per Gratuity Act.

Superannuation: All Employees who are in E4 and above are entitled to Superannuation Benifit contribution.

Employer contributes 13% of Basic Salary per annum towards Superannuation . This contribution goes to a Superannuation Fund .The Superannuation Fund is governed by the HDFC Bank Ltd. Superannuation Scheme.Any tax liability arising out of the same needs to be borne by the employee.

Employees can opt to take their 13% contribution to superannuation fund as cash. This amount would be paid through the payroll, will appear in the payslip, and will be fully taxable.

Loans: The amount mentioned is the notional value of the loan and not a cash component of salary.

Performance Bonus: As per Policy.

NOTE: Staff Loan is not Applicable For Receptionist, Management Trainee, Trainee, Executive Trainee, Management Associate.

*This is not a formal offer. In case you accept this then kindly DO NOT resign in your present organisation till we hand over your offer letter to you.

Offer Letter

Date: June 13, 2024

Dear Akshay Arun Jadhao,

We are pleased to offer you a position of **Relationship Manager,** at **L1 Level** as per the following terms and conditions.

1. **Place of Posting: Akola.** Your final location would be confirmed at the time of joining. The Company has PAN India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.
2. **Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.
3. **Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.
4. **Compensation Package:**
   a. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amount (₹)
Basic Salary	₹ 180,000
House Rent Allowance	₹ 90,000
Leave & Travel Allowance	₹ 20,000
Flexible Allowance	₹ 67,200
Other Allowances	₹ 71,200
Provident Fund	₹ 21,600
Gross Salary	₹ **450,000**
Incentives	₹ 150,000
CTC *	₹ **600,000**

* Insurance is a company paid benefit which is over and above your CTC.

   b. **Allowances:**
      i. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food, fuel, communication through Sodexo multi benefit card (At present this is ₹ **67,200** /- p.a.)
      ii. Official travel will be reimbursed subject to the policies of the company governing the same.
   c. **Other Benefits:**
      i. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining.
      ii. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same (At present performance based incentives for Relationship Manager are pegged at ₹ **150,000** /- p.a.)
      iii. You will be covered under the group medical and accident insurance policies of the company.

5. **General:**
   a. You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.
   b. You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.
   c. You will not engage yourself, in any business of your own or any other business/employment.
   d. You are expected to treat these terms of employment confidential.
   e. Breach of any of the above conditions will render you liable for termination of your employment without notice.
   f. Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.
6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.
7. Your **Date of Joining** shall be **September 2, 2024.**
8. **Acceptance:** Kindly send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.

(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date: _____ (Signature):

Offer Letter

Date: June 13, 2024

Dear Kunal Sanjay Bhise,

We are pleased to offer you a position of **Relationship Manager,** at **L1 Level** as per the following terms and conditions.

1. **Place of Posting: Akola.** Your final location would be confirmed at the time of joining. The Company has PAN India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.
2. **Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.
3. **Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.
4. **Compensation Package:**
   a. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amount (₹)
Basic Salary	₹ 180,000
House Rent Allowance	₹ 90,000
Leave & Travel Allowance	₹ 20,000
Flexible Allowance	₹ 67,200
Other Allowances	₹ 71,200
Provident Fund	₹ 21,600
Gross Salary	₹ **450,000**
Incentives	₹ 150,000
CTC *	₹ **600,000**

* Insurance is a company paid benefit which is over and above your CTC.

   b. **Allowances:**
      i. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food, fuel, communication through Sodexo multi benefit card (At present this is ₹ **67,200** /- p.a.)
      ii. Official travel will be reimbursed subject to the policies of the company governing the same.
   c. **Other Benefits:**
      i. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining.
      ii. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same (At present performance based incentives for Relationship Manager are pegged at ₹ **150,000** /- p.a.)
      iii. You will be covered under the group medical and accident insurance policies of the company.

5. **General:**
   a. You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.
   b. You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.
   c. You will not engage yourself, in any business of your own or any other business/employment.
   d. You are expected to treat these terms of employment confidential.
   e. Breach of any of the above conditions will render you liable for termination of your employment without notice.
   f. Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.
6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.
7. Your **Date of Joining** shall be **September 2, 2024.**
8. **Acceptance:** Kindly send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.

(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date: _____ (Signature):

Offer Letter

Date: June 13, 2024

Dear Lucky Radheshyam Rathi,

We are pleased to offer you a position of **Relationship Manager,** at **L1 Level** as per the following terms and conditions.

1. **Place of Posting: Amravati.** Your final location would be confirmed at the time of joining. The Company has PAN India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.
2. **Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.
3. **Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.
4. **Compensation Package:**
   a. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amount (₹)
Basic Salary	₹ 180,000
House Rent Allowance	₹ 90,000
Leave & Travel Allowance	₹ 20,000
Flexible Allowance	₹ 67,200
Other Allowances	₹ 71,200
Provident Fund	₹ 21,600
Gross Salary	₹ **450,000**
Incentives	₹ 150,000
CTC *	₹ **600,000**

* Insurance is a company paid benefit which is over and above your CTC.

   b. **Allowances:**
      i. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food, fuel, communication through Sodexo multi benefit card (At present this is ₹ **67,200** /- p.a.)
      ii. Official travel will be reimbursed subject to the policies of the company governing the same.
   c. **Other Benefits:**
      i. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining.
      ii. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same (At present performance based incentives for Relationship Manager are pegged at ₹ **150,000** /- p.a.)
      iii. You will be covered under the group medical and accident insurance policies of the company.

5. **General:**
   a. You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.
   b. You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.
   c. You will not engage yourself, in any business of your own or any other business/employment.
   d. You are expected to treat these terms of employment confidential.
   e. Breach of any of the above conditions will render you liable for termination of your employment without notice.
   f. Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.
6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.
7. Your **Date of Joining** shall be **September 2, 2024.**
8. **Acceptance:** Kindly send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.

(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date: _____ (Signature):

Offer Letter

Date: June 13, 2024

Dear Nagesh Dinkar Banait,

We are pleased to offer you a position of **Relationship Manager,** at **L1 Level** as per the following terms and conditions.

1. **Place of Posting: Amravati.** Your final location would be confirmed at the time of joining. The Company has PAN India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.
2. **Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.
3. **Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.
4. **Compensation Package:**
   a. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amount (₹)
Basic Salary	₹ 180,000
House Rent Allowance	₹ 90,000
Leave & Travel Allowance	₹ 20,000
Flexible Allowance	₹ 67,200
Other Allowances	₹ 71,200
Provident Fund	₹ 21,600
Gross Salary	₹ **450,000**
Incentives	₹ 150,000
CTC *	₹ **600,000**

* Insurance is a company paid benefit which is over and above your CTC.

   b. **Allowances:**
      i. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food, fuel, communication through Sodexo multi benefit card (At present this is ₹ **67,200** /- p.a.)
      ii. Official travel will be reimbursed subject to the policies of the company governing the same.
   c. **Other Benefits:**
      i. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining.
      ii. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same (At present performance based incentives for Relationship Manager are pegged at ₹ **150,000** /- p.a.)
      iii. You will be covered under the group medical and accident insurance policies of the company.

5. **General:**
   a. You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.
   b. You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.
   c. You will not engage yourself, in any business of your own or any other business/employment.
   d. You are expected to treat these terms of employment confidential.
   e. Breach of any of the above conditions will render you liable for termination of your employment without notice.
   f. Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.
6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.
7. Your **Date of Joining** shall be **September 2, 2024.**
8. **Acceptance:** Kindly send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.

(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date: _____ (Signature):

Offer Letter

Date: June 13, 2024

Dear Vaibhav Jayendra Ahir,

We are pleased to offer you a position of **Relationship Manager,** at **L1 Level** as per the following terms and conditions.

1. **Place of Posting: Akola (Washim).** Your final location would be confirmed at the time of joining. The Company has PAN India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.
2. **Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.
3. **Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.
4. **Compensation Package:**
   a. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amount (₹)
Basic Salary	₹ 180,000
House Rent Allowance	₹ 90,000
Leave & Travel Allowance	₹ 20,000
Flexible Allowance	₹ 67,200
Other Allowances	₹ 71,200
Provident Fund	₹ 21,600
Gross Salary	₹ **450,000**
Incentives	₹ 150,000
CTC *	₹ **600,000**

* Insurance is a company paid benefit which is over and above your CTC.

   b. **Allowances:**
      i. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food, fuel, communication through Sodexo multi benefit card (At present this is ₹ **67,200** /- p.a.)
      ii. Official travel will be reimbursed subject to the policies of the company governing the same.
   c. **Other Benefits:**
      i. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining.
      ii. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same (At present performance based incentives for Relationship Manager are pegged at ₹ **150,000** /- p.a.)
      iii. You will be covered under the group medical and accident insurance policies of the company.

5. **General:**
   a. You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.
   b. You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.
   c. You will not engage yourself, in any business of your own or any other business/employment.
   d. You are expected to treat these terms of employment confidential.
   e. Breach of any of the above conditions will render you liable for termination of your employment without notice.
   f. Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.
6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.
7. Your **Date of Joining** shall be **September 2, 2024.**
8. **Acceptance:** Kindly send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.

(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date: _____ (Signature):

Offer Letter

Date: March 11, 2024

Dear Ishan Pavan Shah,

We are pleased to offer you a position of **Pre-Sales Executive,** at **L0 Level** as per the following terms and conditions.

1. **Place of Posting: Mahape Digital Call Centre - Ghansoli.** Your final location would be confirmed at the time of joining. The Company has PAN India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Outbound & inbound calling** for the company.
2. **Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.
3. **Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.
4. **Compensation Package:**
   a. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amount (₹)
Basic Salary	₹ 180,000
House Rent Allowance	₹ 70,000
Leave & Travel Allowance	₹
Flexible Allowance	₹
Other Allowances	₹ 8,400
Provident Fund	₹ 21,600
Gross Salary	₹ **280,000**
Incentives	₹ 40,000
CTC *	₹ **320,000**

* Insurance is a company paid benefit which is over and above your CTC.

   b. **Allowances:**
      i. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food, fuel, communication through Sodexo multi benefit card (At present this is ₹ /- p.a.)
      ii. Official travel will be reimbursed subject to the policies of the company governing the same.
   c. **Other Benefits:**
      i. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining.
      ii. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same (At present performance based incentives for Pre-Sales Executive are pegged at ₹ **40,000** /- p.a.)
      iii. You will be covered under the group medical and accident insurance policies of the company.

5. **General:**
   a. You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.
   b. You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.
   c. You will not engage yourself, in any business of your own or any other business/employment.
   d. You are expected to treat these terms of employment confidential.
   e. Breach of any of the above conditions will render you liable for termination of your employment without notice.
   f. Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.
6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.
7. Your **Date of Joining** shall be **March 15, 2024.**
8. **Acceptance:** Kindly send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.

(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date: _____ (Signature):

IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Letter of Intent- Final Placement

December 12, 2023

Dear Pravin Kale,

Congratulations on your selection with IndiaMART!

We are delighted to extend this offer to you with IndiaMART InterMESH Ltd. as follows:

Position: Executive– Client Servicing (FSF)

CTC: 3,60,000/- LPA + 36,000/- PA (CCA)*

Location: Mumbai (Maharashtra)

Apart from the above-mentioned CTC, we offer best the below leading benefits:

- Weekly Salary
- Lucrative Incentives plans over and above the fixed salary
- Accidental Insurance/Mediclaim, with no premium charged from our employees.
- Life Insurance at ZERO cost to our employees
- I-LEAP Program (Higher Education Assistance Program)

Your offer letter will be shared once you complete your onboarding process with us.

In order to facilitate the above, you are required to submit the documents listed in the Annexure 1.

Kindly share the signed copy of this LOI as a token of acceptance.

Yours Sincerely
For IndiaMART Intermesh Ltd.

Prerna Hajela
AVP - Human Resources

IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Annexure 1

We request you to share the below listed documents at moksha.oswal@indiamart.com as these are mandatory for the completion of your onboarding process and will be shared with our partner for conducting your background verification -

1. PAN Card *(Please apply, if do not possess one and share acknowledgement with us)*
2. Aadhar Card *(Please apply, if you do not possess one and share acknowledgement with us)*
3. 10th Marksheet and 12th Marksheet
4. Final Marksheet for Graduation *(in case of any backlog, please share all semester-wise marksheets)*
5. All semester wise mark sheet for Post-Graduation
6. Bank Details (Passbook details/Cancelled Cheque/Online Bank Statement)
7. Laptop Declaration Form and Conveyance Declaration Form
8. Valid Driving License and 2-wheeler RC
9. Vaccination Certificate

Please note that:

1. **City Compensatory Allowance (CCA) is a special paid while your working Location is Bangalore/Mumbai. In case you are transferred to any other city then this component will no more be applicable to you and will be removed from your salary structure effective from the date of transfer.*
2. *Company holds the right to change the location on the basis of vacancy available at that time of joining, etc.*
3. *Any relocation/transfer will be allowed post completion of a minimum 12 months.*
4. *The LOI has been shared to you on the basis of information provided by you during interview process. However, if any discrepancy found during the documentation process/joining, this offer stands void.*

We wish that your journey with us is filled with opportunities, growth, and countless moments of success.

In case of any queries, please feel free to contact Ms. Moksha Oswal @8329859474

(Candidate's Signature)

Name and Date

RIGHT MOVE
STAFFING SOLUTIONS PVT. LTD.

Date: 07th October 2024

To,
Miss. Aishwarya Vinayak Tayade,

Subject: Appointment as Executive - Talent Acquisition

With Reference to your interview held with us, we are pleased to appoint you as **Executive - Talent Acquisition**, at Right Move Staffing Solutions Private Limited. You are requested to join us on or before **07th October 2024**. If for whatever reason, you are unable to meet this date, please contact the undersigned immediately. Your Annual Gross Salary is **Rs. 2,28,000/**.

Your Emoluments and Benefits will be as follows:

General:

1. This **Appointment** is made for work at **Pune**. However, your services are liable to be transferred, to the Company's branch offices, or at customer's location or at partners' location anywhere in the world.
2. In case you are employed, you are expected to join the Company after your present employer formally relieves you. However, in case you are unable to present the relieving letter at the time of joining, Company will not be liable for any consequences arising out of your previous employment.
3. Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. Salary increments are usually given on a biannual basis, however you should have worked in the Company for a period of minimum 6 months, before being considered eligible for any salary review.
4. You will be on probation for a period of 6 months, from the date of joining. While on probation, the contract of service can be terminated by either party, by giving one month's written notice or salary thereof.
5. After completion of probationary period, i.e. becoming a regular employee, you will be required to give 60 days' written notice or salary thereof in case you decide to leave our services subject to the Company's discretion; in the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 60 days' notice period.
6. You are required to maintain total confidentiality in regards to your compensation details before and during the employment. The same should not be disclosed to anybody.
7. We treat that the information produced by you at the time of recruitment is true and correct. By signing this offer letter, you hereby give your consent to the Company and/or their authorized agency to take all necessary actions to verify the authenticity of the provided information. You agree that in case the information, particulars and data furnished to the Company by you are found to be erroneous, inaccurate and untruthful, the Company has the right to take necessary disciplinary action including termination of your employment/service.
8. **Working Days**: Normal working hours are 54 Hours/Week, Monday to Saturday. Company observes Sunday as a compulsory weekly off.
9. **Holidays and Leave**: The Company observes 8 holidays per calendar year as announced at the beginning of the calendar year. You will be entitled to 12 days of Earned Leave per financial year.

Confidential:

1. Please be advised that this offer letter and its contents are confidential and intended solely for the recipient name above.
2. Please refrain from disclosing any internal company policies or information related to compensation.
3. Please note that the clients and their information are confidential and should not be disclosed.
4. Any violation of the above mentioned clauses, will lead to termination of employment at the sole discretion of the organization.

RIGHT MOVE STAFFING SOLUTIONS PRIVATE LIMITED
T-313, Ashoka Mall, Next to Ranka Jewellers,Bund Garden Road, Pune - 411 001. (India)
Tel.: 020-41227397 Mob.: +91-9762030403 E-Mail : info@rightmoveconsultants.com
www.rightmoveconsultants.com CIN : U74999PN2018PTC177424

Compensation Details (All Components are in INR)

Particulars	Per Annum
Fixed component	144000
Performance variable bonus	80000
GMC + GPA	4000
Gross Total	**2,28,000**

*** Performance variable bonus will be disbursed contingent upon individual performance on monthly basis.**

Other Perks & Benefits:

1) ***Health Insurance:***
   We provide Medical Health Insurance for employees with a cover of 3 Lac Rupees post completion of probation period.

2) ***Personal Accident:***
   We provide Personal Accident Insurance for employees with a cover of 10 Lac Rupees post completion of probation period.

You are required to report at the following address: -
Right Move Staffing Solutions Pvt. Ltd., T-313, Ashoka Mall, Bund Garden Road, Next to Ranka Jewellers, Pune 411001.For any further information you can contact us on hr@rightmoveconsultants.com #8237038001

We look forward to having you in our team.

Yours Sincerely,

For **Right Move Staffing Solutions Pvt. Ltd.**

Sunmeet Singh Walia
Director

Rinex Technologies - Results of PI

placements rinex <placements@rinex.ai>

Wed 11/22/2023 12:41 PM

To:akshadaparchure2@gmail.com <akshadaparchure2@gmail.com>
Cc:Placements <placements@ssgmce.ac.in>

Dear Team,

Congratulations !!
PFA the list of students who have been selected for the post of Inside Sales Strategist at Rinex. Kindly confirm their joining date at the earliest so that we can issue their internship confirmation letter accordingly.

PI RESULTS

SL.NO	NAME	EMAIL ID	DEPARTMENT	CONTACT NO
1	Akshada Narendra Parchure	akshadaparchure2@gmail.com	MBA HR	9699549169

Placement Team
Rinex Technologies Pvt Ltd.
placements@rinex.ai
Contact No - +91 8951424081 / 8147058370 / 9148801460 / 8904186156
https://rinex.ai/

DISCLAIMER
This email and any files transmitted with it are confidential and are solely for the use of the individual or entity to which it is addressed. Any use, distribution, copying, or disclosure by any other person is strictly prohibited. If you receive this transmission in error, please notify the sender by reply email and then destroy the message. Opinions, conclusions, and other information in this message that do not relate to the official business of the company shall be understood to be neither given nor endorsed by Rinex Technologies Pvt Ltd. Any information contained in this email, when addressed to Clients is subject to the terms and conditions governing the client contract.

25th June 2024

Dear Harshal Gawai,

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**
Joining Date: **5th July 2024**
Target **: 180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE _____
(Candidate's Signature)

DATE _____

2nd floor, Oyo work flow, Opp to Nexus mall , Koramangala, Bengaluru, Karnataka 560029

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).
Job Type: Full Time Training
Location: Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE _____
(Candidate's Signature)

DATE _____

hr@smarted.pro
www.smarted.in

7019632887

2nd floor, Oyo work flow, Opp to Nexus mall, Koramangala, Bengaluru, Karnataka 560029

ANNEXURE

- Professional/Educational Certificates and Mark Sheets towards;
- 10-standard
- Graduation
- Post-graduation/ Doctorate
- COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
- PAN Card, Aadhar card
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

25th June 2024

Dear Mansi Vilas Bharane,

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**
Joining Date: **5th July 2024**
Target **: 180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE _____
(Candidate's Signature)

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Working Hours: 9 Hours a day (Inc. Lunch Break).
Job Type: Full Time Training
Location: Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
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- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

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25th June 2024

Dear Shraddha Rameshwar Gondchwar,

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**
Joining Date: **5th July 2024**
Target **: 180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

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- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).
Job Type: Full Time Training
Location: Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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25th June 2024

Dear Shrusti Purwar,

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**
Joining Date: **5th July 2024**
Target **: 180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

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- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).
Job Type: Full Time Training
Location: Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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25th June 2024

Dear Shubham Rathod,

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**
Joining Date: **5th July 2024**
Target **: 180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

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Working Hours: 9 Hours a day (Inc. Lunch Break).
Job Type: Full Time Training
Location: Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
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25th June 2024

Dear Sneha Bhagwan Gaikwad,

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**
Joining Date: **5th July 2024**
Target **: 180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

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Working Hours: 9 Hours a day (Inc. Lunch Break).
Job Type: Full Time Training
Location: Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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25th June 2024

Dear Swapnil G. Ikhare,

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**
Joining Date: **5th July 2024**
Target **: 180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

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- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).
Job Type: Full Time Training
Location: Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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25th June 2024

Dear Tanaya Ajay Mate,

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**
Joining Date: **5th July 2024**
Target **: 180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

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- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).
Job Type: Full Time Training
Location: Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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25th June 2024

Dear Utkarsha Dhanraj Nitnaware,

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**
Joining Date: **5th July 2024**
Target **: 180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

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DATE _____

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- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).
Job Type: Full Time Training
Location: Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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25th June 2024

Dear Vishakha Vijay Tantak,

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**
Joining Date: **5th July 2024**
Target **: 180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

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(Candidate's Signature)

DATE _____

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- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).
Job Type: Full Time Training
Location: Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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11th August 2024

Sub: Offer of Appointment as BDI

Dear Dhanashree,

We congratulate you for being selected for a 3 Months Training with **SmartED (USNG Learnspace Edtech PVT LTD) Edutech Pvt. Ltd.** "at will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development**
Training Date: **5th September, 2024 to 15th September, 2024**
OJT Start Date: **5th September, 2024**

Stipend: **₹18,000** Per Month + **₹10,000** as incentives (Subject to statutory deductions)
CTC: **₹4 LPA to ₹6 LPA**
Target: **₹1,80,000** per month.

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the **<hr@smarted.pro>** within **24 hours from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **SmartED** (USNG Learnspace Edtech PVT LTD) **if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with SmartED Edutech, and will report on or before **5th September, 2024.**

SIGNATURE: _____ DATE: _____

(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary

Working Hours: 9 Hours a day (Inc. Lunch Break).
Job Type: Full Time
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE: _____ DATE: _____

(Candidate's Signature)

ANNEXURE

1. Professional / Educational Certificates and Mark Sheets towards:
   - 10th standard or equivalent examination (Submission to HR)

2. Two Colour scanned copy of your photographs

3. PAN Card, Voter ID or Driving Licence Scanned Copy.

4. Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

SPCL INFOTECH SERVICES PVT.LTD.

Sneha Plaza, Office No-7,2nd Floor,Above Anjali Glass And Aluminum Works, Mumbai Banglore Highway Near Church, Warje ,Pune-411058

Services@SpclInfoTech.com

SELECTION LETTER

DATE: 30/03/2024

Dear MR/MRS/MISS Revati Mahalle.

We are pleased to welcome you to SPCL Infotech Services Pvt. Ltd. in the capacity of Junior Software Developer/ Trainee/ Marketing Executive/ HR/Executive Assistant/ Intern. The Position will be based in Pune. Please note that the employment /training terms contained in this letter are subject to the company policy conditions.

1. APPOINTMENT: -

Your date of selection is effective from the date of joining which shall be as soon as possible but not later than 15 days after the declaration of final year result. Your appointment is subject to you, successfully clearing all subjects of your degree. You will be on probation for a period of six months from the date of your joining. If in the opinion of the company , you are found suitable in the appointed post, you will be confirmed. You may be kept on hold for joining to the company which depends upon the availability of the projects as per your specialty in domain.

You will be liable to be transferred in such capacity as the company may, from time to time, determine to any other location, department, function ,establishment , or branch of the company or subsidiary , associate or affiliate company. In such a case you will be governed by the terms and conditions of service applicable to the assignment.
You have to visit any other company/collaborated colleges, schools or any other such category in or out of Pune for work related to software development , training teaching, etc. assigned to you by company.

2. COMPENSATION: -

Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period of other relevant criteria. Your individual compensation is a confidential matter and you are expected to discuss the same only with your Manager and concerned HR. You are advised not to compare salaries amongst colleagues as any grievance raised based on that may not be entertained.

3. OTHER BENEFITS INCLUDING SALARY STRUCTURE: -

You will be entitled to the following:
Leaves, Holidays and working hours as applicable to your category of employees and Location of posting. Prerequisite, if any, as applicable to your category of employees

and / or based on functional requirements determined by the company.

Participate in the company provident fund scheme as per the rules and policies applicable to your category of employees.
Leave Travel Assistance as per the policy of the company.

4. RESPONSIBILITIES: -

In view of your position, either in office or outside, you must be effectively , diligently and to the best of your ability, perform all responsibilities and ensure results . You will be expected to work extra hours in addition to be on holidays, achieve the above whenever the job so requires.

In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of SPCL Infotech Services Pvt. Ltd, whether directly or indirectly.

You will be required to undertake travel for the company work, for which you will be reimbursed travel expenses as per the company policy applicable to you.
In connection with your employment and during the term of your employment, you shall disclose and assign to SPCL Infotech Services Pvt. Ltd. as its exclusive property , all developments developed or conceived by you solely or jointly with others and shall comply with the policies of the company in relation to Intellectual Property and be required to sign a separate agreement with the company.

5. CONFLICTS OF INTEREST: -

You are required to engage yourself exclusively in the work assigned by SPCL Infotech Services Pvt. Ltd. and shall not take up any independent or individual assignment. (Whether the same is part time or full time , in an advisory capacity or otherwise) directly or indirectly without expressing written consent of your Manager.
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 3 activities, which are or shall be in conflict there with the interests of SPCL Infotech Services Pvt. Ltd.

The Conflict of interest policy also refers to the need on your part , during employment and for a period of one year from the cessation of your employment with SPCL Infotech Services Pvt. Ltd. (Irrespective of the circumstances of , or the reason for, the cessation)not to solicit , include or encourage.

Any employee of SPCL Infotech Services Pvt .Ltd. to terminate their employment with SPCL Infotech Services Pvt. Ltd. or to accept employment with any competitor ,supplier or any customer with whom you have a connection.

Any customer or vendor of SPCL Infotech Services Pvt. Ltd. to move his existing business with SPCL Infotech Services Pvt. Ltd. to a third party or to terminate his business relationship with SPCL Infotech Services Pvt. Ltd.
In case any of conflict or doubt , please discuss the matter with your Manager,

understand the position of SPCL and resolve the conflict.

6. CONFIDENTIALITY: -

In consideration of opportunities, training and access to new techniques and know how that will be made available to you ,you will be required to comply with the confidentiality policy of the company. Therefore , please ensure that you maintain as secret and confidential all confidential information (as defined from time to time in the confidentiality policy of the company) and shall not use or divulge and disclose any such confidential information except as may be required under obligation of law or as may be required by SPCL and in the course of employment. This covenant shall endure during your employment and for a period of one year from the cessation of employment with SPCL Infotech Services Pvt Ltd. (irrespective of the circumstances of, or the reasons for , the cessation).

7. GENERAL: -

We trust that you have not provided us with any false declarations or will fully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there any agreements, oral or written, which you have entered into and which relate to your commitments under this agreement.

Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this agreement shall continue in full force and effect.

These employment terms supersede and replace any existing agreement or understanding, if any, between SPCL Infotech Services Pvt Ltd. and you relating to the same subject matter.

You warrant that you are not prevented by court or by any other administrative or judicial order from providing the services required under this agreement. In the event that not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
Your appointment / employment with the company are subject to you successfully clearing a pre medical examination, The company reserves the right to withdraw this offer based on the medical examination.

Your appointment / Training / employment with the company are subject to you successfully clearing an offline technical round to be completed in the company office in the first week of your joining date and package will be offered after successfully completion of your training period which stands for 1.8 *LPA."*

8. NOTICE PERIOD: -

Either party may terminate this agreement at any time by giving to the other Two Months' notice .However, the management reserves the right to alert this notice

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period, depending upon the project situation and mutual understanding and have the right to recover compensation in lieu of short notice. 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.

This in no way limits SPCL's right to terminate your employment without notice in the Event of serious misconduct. Such circumstances can include but are not limited to; Criminal offence, Theft, Fraud, Embezzlement, Intoxication, Violence, Sexual Harassment, Damage to SPCL's reputation etc.

On termination you shall immediately:
Deliver to SPCL, or as may be directed, all confidential Information.
Return to SPCL all equipment, security keys, and other property belonging to SPCL.

9. ACCEPTANCE OF THIS OFFER: -

Please sign a copy of this letter and return it to the HR department as your acceptance of this offer.

We would like to take this opportunity to welcome you to SPCL and trust that our association will be rewarding. At the time of your joining, Please bring along the following documents, which are essential for us to complete your joining formalities:

1 Passport size Photographs (4 copy).
2. Copy of X, XII, Graduation, PG Degree/ Diploma / other Qualification Certificates.
3. 10^{th} /12^{th} leaving certificate.
4. Copy of Aadhaar card.
5. Copy of PAN card.
6. Copy of passport /Driving License for identity proof.
7. Relieving letter from previous company. .Salary slips of previous 3 months.
8. Details of bank account.

With Regards,
For SPCL Infotech Services Pvt. Ltd.

30/3/24

Pritee Wagh
Chief Executive Officer

SPCL INFOTECH SERVICES PVT. LTD.

I, Rohati S. Mahalle hereby accept the terms and conditions of employment as outlined above here to.

(Signature of Candidate)

30-03-2024
Date

SPCL INFOTECH SERVICES PVT.LTD.

Sneha Plaza, Office No-7,2nd Floor,Above Anjali Glass And
Aluminum Works, Mumbai Banglore Highway Near Church,
Warje ,Pune-411058
Services@SpclInfoTech.com

SELECTION LETTER

DATE: 30/03/24

Dear MR/MRS/MISS Sneha Wankhade

We are pleased to welcome you to SPCL Infotech Services Pvt. Ltd. in the capacity of Junior Software Developer/ Trainee/ Marketing Executive/ HR/Executive Assistant/ Intern. The Position will be based in Pune. Please note that the employment /training terms contained in this letter are subject to the company policy conditions.

1. APPOINTMENT: -

Your date of selection is effective from the date of joining which shall be as soon as possible but not later than 15 days after the declaration of final year result. Your appointment is subject to you, successfully clearing all subjects of your degree. You will be on probation for a period of six months from the date of your joining. If in the opinion of the company , you are found suitable in the appointed post, you will be confirmed. You may be kept on hold for joining to the company which depends upon the availability of the projects as per your specialty in domain.

You will be liable to be transferred in such capacity as the company may, from time to time, determine to any other location, department, function ,establishment , or branch of the company or subsidiary , associate or affiliate company. In such a case you will be governed by the terms and conditions of service applicable to the assignment.
You have to visit any other company/collaborated colleges, schools or any other such category in or out of Pune for work related to software development , training teaching, etc. assigned to you by company.

2. COMPENSATION: -

Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period of other relevant criteria. Your individual compensation is a confidential matter and you are expected to discuss the same only with your Manager and concerned HR. You are advised not to compare salaries amongst colleagues as any grievance raised based on that may not be entertained.

3. OTHER BENEFITS INCLUDING SALARY STRUCTURE: -

You will be entitled to the following:
Leaves, Holidays and working hours as applicable to your category of employees and Location of posting. Prerequisite, if any, as applicable to your category of employees

and / or based on functional requirements determined by the company.

Participate in the company provident fund scheme as per the rules and policies applicable to your category of employees.
Leave Travel Assistance as per the policy of the company.

4. RESPONSIBILITIES: -

In view of your position, either in office or outside, you must be effectively , diligently and to the best of your ability, perform all responsibilities and ensure results . You will be expected to work extra hours in addition to be on holidays, achieve the above whenever the job so requires.

In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of SPCL Infotech Services Pvt. Ltd, whether directly or indirectly.

You will be required to undertake travel for the company work, for which you will be reimbursed travel expenses as per the company policy applicable to you.
In connection with your employment and during the term of your employment, you shall disclose and assign to SPCL Infotech Services Pvt. Ltd. as its exclusive property , all developments developed or conceived by you solely or jointly with others and shall comply with the policies of the company in relation to Intellectual Property and be required to sign a separate agreement with the company.

5. CONFLICTS OF INTEREST: -

You are required to engage yourself exclusively in the work assigned by SPCL Infotech Services Pvt. Ltd. and shall not take up any independent or individual assignment. (Whether the same is part time or full time , in an advisory capacity or otherwise) directly or indirectly without expressing written consent of your Manager. 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 3 activities, which are or shall be in conflict there with the interests of SPCL Infotech Services Pvt. Ltd.

The Conflict of interest policy also refers to the need on your part , during employment and for a period of one year from the cessation of your employment with SPCL Infotech Services Pvt. Ltd. (Irrespective of the circumstances of , or the reason for, the cessation)not to solicit , include or encourage.

Any employee of SPCL Infotech Services Pvt .Ltd. to terminate their employment with SPCL Infotech Services Pvt. Ltd. or to accept employment with any competitor ,supplier or any customer with whom you have a connection.

Any customer or vendor of SPCL Infotech Services Pvt. Ltd. to move his existing business with SPCL Infotech Services Pvt. Ltd. to a third party or to terminate his business relationship with SPCL Infotech Services Pvt. Ltd.
In case any of conflict or doubt , please discuss the matter with your Manager,

understand the position of SPCL and resolve the conflict.

6. CONFIDENTIALITY: -

In consideration of opportunities, training and access to new techniques and know how that will be made available to you ,you will be required to comply with the confidentiality policy of the company. Therefore , please ensure that you maintain as secret and confidential all confidential information (as defined from time to time in the confidentiality policy of the company) and shall not use or divulge and disclose any such confidential information except as may be required under obligation of law or as may be required by SPCL and in the course of employment. This covenant shall endure during your employment and for a period of one year from the cessation of employment with SPCL Infotech Services Pvt Ltd. (irrespective of the circumstances of, or the reasons for , the cessation).

7. GENERAL: -

We trust that you have not provided us with any false declarations or will fully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there any agreements, oral or written, which you have entered into and which relate to your commitments under this agreement.

Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this agreement shall continue in full force and effect.

These employment terms supersede and replace any existing agreement or understanding, if any, between SPCL Infotech Services Pvt Ltd. and you relating to the same subject matter.

You warrant that you are not prevented by court or by any other administrative or judicial order from providing the services required under this agreement. In the event that not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
Your appointment / employment with the company are subject to you successfully clearing a pre medical examination, The company reserves the right to withdraw this offer based on the medical examination.

Your appointment / Training / employment with the company are subject to you successfully clearing an offline technical round to be completed in the company office in the first week of your joining date and package will be offered after successfully completion of your training period which stands for 1.8 LPA."

8. NOTICE PERIOD: -

Either party may terminate this agreement at any time by giving to the other Two Months' notice .However, the management reserves the right to alert this notice

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Aluminum Works, Mumbai Banglore Highway Near Church,
Warje ,Pune-411058
Services@SpclInfoTech.com

period, depending upon the project situation and mutual understanding and have the right to recover compensation in lieu of short notice. 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.

This in no way limits SPCL's right to terminate your employment without notice in the Event of serious misconduct. Such circumstances can include but are not limited to; Criminal offence, Theft, Fraud, Embezzlement, Intoxication, Violence, Sexual Harassment, Damage to SPCL's reputation etc.

On termination you shall immediately:
Deliver to SPCL, or as may be directed, all confidential Information.
Return to SPCL all equipment, security keys, and other property belonging to SPCL.

9. ACCEPTANCE OF THIS OFFER: -
Please sign a copy of this letter and return it to the HR department as your acceptance of this offer.

We would like to take this opportunity to welcome you to SPCL and trust that our association will be rewarding. At the time of your joining, Please bring along the following documents, which are essential for us to complete your joining formalities:

1. Passport size Photographs (4 copy).
2. Copy of X, XII, Graduation, PG Degree/ Diploma / other Qualification Certificates.
3. 10th /12th leaving certificate.
4. Copy of Aadhaar card.
5. Copy of PAN card.
6. Copy of passport /Driving License for identity proof.
7. Relieving letter from previous company. .Salary slips of previous 3 months.
8. Details of bank account.

With Regards,
For SPCL Infotech Services Pvt. Ltd.

25/3/24
Pritee Wagh
Chief Executive Officer

SPCL INFOTECH SERVICES PVT. LTD.

I, Sneha Wankhade hereby accept the terms and conditions of employment as outlined above here to.

(Signature of Candidate)

Date 30/03/24

Offer Letter

22-Jan-2024

Vaishnavi Hage
Department of Business Administration and Research,
SSGMCE, Shegaon.

Dear Vaishnavi,

We are pleased to offer you the position of Management Trainee at StellarHunt effective from 22nd June 2024. We are confident that your skills and background make you an excellentfit for our team.

Position: Management Trainee

Department: Consulting

Start Date: 22nd June 2024

Stipend: 10,000 per month

During your job with StellarHunt, you will be exposed to various aspects of industry and corporate tasks, and you will have the opportunity to work on Management Consulting, Business Development, and Technical Recruitment.

During your job, you might have access to confidential information and trade secrets of StellarHunt. By signing this offer, you agree to keep such information confidential and abstain fromusing it for personal gains or divulging it to any external entities.

Data Privacy:

Confidentiality: You will keep all Confidential Information including client name, business data, and StellarHunt management details strictly confidential and will not disclose it to any third party or use it for any purpose other than for the performance of your duties during the training.

Data Protection: You will comply with all applicable data protection laws and regulations, including but not limited to, the General Data Protection Regulation (GDPR) and any other relevant local data protection laws.

Security Measures: You will take all necessary and reasonable measures to safeguard Confidential Information, including but not limited to, implementing and maintaining appropriate data security measures.

Return or Destruction of Information: Upon the completion of your job or at any time upon request, you will promptly return or, if directed, destroy all copies of Confidential Information in your possession.

Breach of this Data Privacy and Confidentiality Agreement may result in termination of your job and may subject you to legal consequences.

Policy and Adherence:

Outlined here are the operational guidelines regarding working hours and leave provisions

Working Hours: 11 AM – 7 PM

Working Days: Monday – Saturday

Leave Entitlement: 6 Leaves (comprising Casual, Sick, and Planned leaves)

Leave Protocol: Kindly notify the manager in advance for Planned/Casual leave

Your acceptance of this offer shows your acknowledgment to the StellarHunt policies, the terms of the Job.

We look forward to your positive response to this job offer. Please sign and return a copy ofthis letter to confirm your acceptance.

Dr. Prafulla Borekar

Director

StellarHunt Pvt. Ltd.

I, Vaishnavi Hage, accept the above offer and shall begin the Management Trainee position on 22nd June 2024.

Vaishnavi Hage,

Offer Letter

22-Jan-2024

Vashishtha Thakur
Department of Business Administration and Research,
SSGMCE, Shegaon.

Dear Vashishtha,

We are pleased to offer you the position of Management Trainee at StellarHunt effective from 22nd June 2024. We are confident that your skills and background make you an excellentfit for our team.

Position: Management Trainee

Department: Consulting

Start Date: 22nd June 2024

Stipend: 10,000 per month

During your job with StellarHunt, you will be exposed to various aspects of industry and corporate tasks, and you will have the opportunity to work on Management Consulting, Business Development, and Technical Recruitment.

During your job, you might have access to confidential information and trade secrets of StellarHunt. By signing this offer, you agree to keep such information confidential and abstain fromusing it for personal gains or divulging it to any external entities.

Data Privacy:

Confidentiality: You will keep all Confidential Information including client name, business data, and StellarHunt management details strictly confidential and will not disclose it to any third party or use it for any purpose other than for the performance of your duties during the training.

Data Protection: You will comply with all applicable data protection laws and regulations, including but not limited to, the General Data Protection Regulation (GDPR) and any other relevant local data protection laws.

Security Measures: You will take all necessary and reasonable measures to safeguard Confidential Information, including but not limited to, implementing and maintaining appropriate data security measures.

Return or Destruction of Information: Upon the completion of your job or at any time upon request, you will promptly return or, if directed, destroy all copies of Confidential Information in your possession.

Breach of this Data Privacy and Confidentiality Agreement may result in termination of your job and may subject you to legal consequences.

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Outlined here are the operational guidelines regarding working hours and leave provisions

Working Hours: 11 AM – 7 PM

Working Days: Monday – Saturday

Leave Entitlement: 6 Leaves (comprising Casual, Sick, and Planned leaves)

Leave Protocol: Kindly notify the manager in advance for Planned/Casual leave

Your acceptance of this offer shows your acknowledgment to the StellarHunt policies, the terms of the Job.

We look forward to your positive response to this job offer. Please sign and return a copy ofthis letter to confirm your acceptance.

Dr. Prafulla Borekar

Director

StellarHunt Pvt. Ltd.

STELLARHUNT PRIVATE LIMITED ★ PUNE ★

I, Vashistha Thakur, accept the above offer and shall begin the Management Trainee position on 22nd June 2024.

Vashistha Thakur,

PANCHJANYA AUTOMOBILE

TATA MOTORS

Date: 15.02.2024

To,
Miss.Janvi Dipanshu Rajput
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon-444212

Sub.: Offer Letter

Dear Miss. Janvi

Thank You for meeting us to pursue an employment opportunity with our Firm.

Based on your CV and the interviews you had in connection with your employment with our Firm, we are pleased to make you an offer of appointment as **Trainee Ev Technician** at our **Pune Office .**

The salary offered to you is Rs. **18000** monthly gross. Your Date of Joining will be **20.06.2024**

Please note that the detailed letter of appointment will be issued to you on joining duty. At the time of joining you are required to bring and submit following documents:

1. Original and photocopies of all your education certificates
2. Relieving certificate from your last employer, if any
3. Proof of your last salary
4. Two passport size Photographs
5. Proof of your residence
6. Copy of PAN card & Aadhar card
7. Copy of your family members Pan Card & Aadhar Card
8. Cheque copy where salary will be transferred (Name should be mentioned on the cheque) or copy of passbook.
9. UAN No. & ESIC No.of your last company.

We welcome you to our Firm and look forward to a mutually benefited association.

Thanking You

for Panchjanya Automobile

PANCHJANYA AUTOMOBILE

Sanjeevani Jambhale
Sr.HR Executive - HR & Admin

Sales : 688/2B, Shri Sai Venkata Trade Centre, Pune-Nashik Highway, Bhosari, Pune - 411039.
: Srv. No. 130, Audambar Building Near Vardhman (Bharat) Petrol Pump, Warje, Pune - 411052.
: Gat No. 111, Next to Ajikyatara Hotel, Chakan Fata, Old Pune - Mumbai Highway, Wadgaon Maval, Dist Pune - 412106.
: Gat No. 138/1, Near Amrale Jewelers, Lavale Fata, Pirangut, Tal. Mulshi, Dist. Pune - 412115.
: Gat No. 785 / A, Nasarapur Road, Velu Village, Taluka Bhor, Dist. Pune - 412205.
Service : D-II Block, Plot No. 49, Ramnagar, Opp. Ador Power Station, M.I.D.C., Chichwad, Pune - 411019.
: Sr. No. 15, Jijai Garden, Tapodham Road, Warje, Pune - 411058.
: Sr. no. 2204/2, Ramsmruti Mangal Karyalaya, Alandi Rd, Bhosari, Pune 39.

PANCHJANYA AUTOMOBILE

TATA MOTORS

Date: 15.02.2024

To,
Mr.Prajwal Prakash Donge
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon-444206

Sub.: Offer Letter

Dear Mr. Prajwal

Thank You for meeting us to pursue an employment opportunity with our Firm.

Based on your CV and the interviews you had in connection with your employment with our Firm, we are pleased to make you an offer of appointment as **Trainee Ev Technician** at our **Pune Office .**

The salary offered to you is Rs. **18000** monthly gross. Your Date of Joining will be **20.06.2024**

Please note that the detailed letter of appointment will be issued to you on joining duty. At the time of joining you are required to bring and submit following documents:

1. Original and photocopies of all your education certificates
2. Relieving certificate from your last employer, if any
3. Proof of your last salary
4. Two passport size Photographs
5. Proof of your residence
6. Copy of PAN card & Aadhar card
7. Copy of your family members Pan Card & Aadhar Card
8. Cheque copy where salary will be transferred (Name should be mentioned on the cheque) or copy of passbook.
9. UAN No. & ESIC No.of your last company.

We welcome you to our Firm and look forward to a mutually benefited association.

Thanking You

for Panchjanya Automobile

PANCHJANYA AUTOMOBILE

Sanjeevani Jambhale
Sr.HR Executive - HR & Admin

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: Gat No. 111, Next to Ajikyatara Hotel, Chakan Fata, Old Pune - Mumbai Highway, Wadgaon Maval, Dist Pune - 412106.
: Gat No. 138/1, Near Amrale Jewelers, Lavale Fata, Pirangut, Tal. Mulshi, Dist. Pune - 412115.
: Gat No. 785 / A, Nasarapur Road, Velu Village, Taluka Bhor, Dist. Pune - 412205.
Service : D-II Block, Plot No. 49, Ramnagar, Opp. Ador Power Station, M.I.D.C., Chichwad, Pune - 411019.
: Sr. No. 15, Jijai Garden, Tapodham Road, Warje, Pune - 411058.
: Sr. no. 2204/2, Ramsmruti Mangal Karyalaya, Alandi Rd, Bhosari, Pune 39.

PANCHJANYA AUTOMOBILE

TATA MOTORS

Date: 15.02.2024

To,
Mr.Prajwal Shrikrushna Pise
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon-444218

Sub.: Offer Letter

Dear Mr. Prajwal

Thank You for meeting us to pursue an employment opportunity with our Firm.

Based on your CV and the interviews you had in connection with your employment with our Firm, we are pleased to make you an offer of appointment as **Trainee Customer Advisor** at our **Warje Office .**

The salary offered to you is Rs. **18000** monthly gross. Your Date of Joining will be **20.06.2024**

Please note that the detailed letter of appointment will be issued to you on joining duty. At the time of joining you are required to bring and submit following documents:

1. Original and photocopies of all your education certificates
2. Relieving certificate from your last employer, if any
3. Proof of your last salary
4. Two passport size Photographs
5. Proof of your residence
6. Copy of PAN card & Aadhar card
7. Copy of your family members Pan Card & Aadhar Card
8. Cheque copy where salary will be transferred (Name should be mentioned on the cheque) or copy of passbook.
9. UAN No. & ESIC No.of your last company.

We welcome you to our Firm and look forward to a mutually benefited association.

Thanking You

for Panchjanya Automobile

PANCHJANYA AUTO

Sanjeevani Jambhale
Sr.HR Executive - HR & Admin

Sales : 688/2B, Shri Sai Venkata Trade Centre, Pune-Nashik Highway, Bhosari, Pune - 411 039.
: Srv. No. 130, Audambar Building Near Vardhman (Bharat) Petrol Pump, Warje, Pune - 411052.
: Gat No. 111, Next to Ajikyatara Hotel, Chakan Fata, Old Pune - Mumbai Highway, Wadgaon Maval, Dist Pune - 412106.
: Gat No. 138/1, Near Amrale Jewelers, Lavale Fata, Pirangut, Tal. Mulshi, Dist. Pune - 412115.
: Gat No. 785 / A, Nasarapur Road, Velu Village, Taluka Bhor, Dist. Pune - 412205.
Service : D-II Block, Plot No. 49, Ramnagar, Opp. Ador Power Station, M.I.D.C., Chichwad, Pune - 411019.
: Sr. No. 15, Jijai Garden, Tapodham Road, Warje, Pune - 411058.
: Sr. no. 2204/2, Ramsmruti Mangal Karyalaya, Alandi Rd, Bhosari, Pune 39.

PANCHJANYA AUTOMOBILE

TATA MOTORS

Date: 15.02.2024

To,
Mr.Pulkit Ashokrao Gaikee
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon-444219

Sub.: Offer Letter

Dear Mr. Pulkit

Thank You for meeting us to pursue an employment opportunity with our Firm.

Based on your CV and the interviews you had in connection with your employment with our Firm, we are pleased to make you an offer of appointment as **Trainee Customer Advisor** at our **Warje Office .**

The salary offered to you is Rs. **18000** monthly gross. Your Date of Joining will be **20.06.2024**

Please note that the detailed letter of appointment will be issued to you on joining duty. At the time of joining you are required to bring and submit following documents:

1. Original and photocopies of all your education certificates
2. Relieving certificate from your last employer, if any
3. Proof of your last salary
4. Two passport size Photographs
5. Proof of your residence
6. Copy of PAN card & Aadhar card
7. Copy of your family members Pan Card & Aadhar Card
8. Cheque copy where salary will be transferred (Name should be mentioned on the cheque) or copy of passbook.
9. UAN No. & ESIC No.of your last company.

We welcome you to our Firm and look forward to a mutually benefited association.

Thanking You

for Panchjanya Automobile

PANCHJANYA AUTOMOBILE

Sanjeevani Jambhale
Sr.HR Executive - HR & Admin

Sales : 688/2B, Shri Sai Venkata Trade Centre, Pune-Nashik Highway, Bhosari, Pune - 411039.
: Srv. No. 130, Audambar Building Near Vardhman (Bharat) Petrol Pump, Warje, Pune - 411052.
: Gat No. 111, Next to Ajikyatara Hotel, Chakan Fata, Old Pune - Mumbai Highway, Wadgaon Maval, Dist Pune - 412106.
: Gat No. 138/1, Near Amrale Jewelers, Lavale Fata, Pirangut, Tal. Mulshi, Dist. Pune - 412115.
: Gat No. 785 / A, Nasarapur Road, Velu Village, Taluka Bhor, Dist. Pune - 412205.
Service : D-II Block, Plot No. 49, Ramnagar, Opp. Ador Power Station, M.I.D.C., Chichwad, Pune - 411019.
: Sr. No. 15, Jijai Garden, Tapodham Road, Warje, Pune - 411058.
: Sr. no. 2204/2, Ramsmruti Mangal Karyalaya, Alandi Rd, Bhosari, Pune 39.

PANCHJANYA AUTOMOBILE

TATA MOTORS

Date: 15.02.2024

To,
Miss.Rupali Narendra Ingle
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon-444210

Sub.: Offer Letter

Dear Miss. Rupali

Thank You for meeting us to pursue an employment opportunity with our Firm.

Based on your CV and the interviews you had in connection with your employment with our Firm, we are pleased to make you an offer of appointment as **Trainee Ev Technician** at our **Pune Office .**

The salary offered to you is Rs. **18000** monthly gross. Your Date of Joining will be **20.06.2024**

Please note that the detailed letter of appointment will be issued to you on joining duty. At the time of joining you are required to bring and submit following documents:

1. Original and photocopies of all your education certificates
2. Relieving certificate from your last employer, if any
3. Proof of your last salary
4. Two passport size Photographs
5. Proof of your residence
6. Copy of PAN card & Aadhar card
7. Copy of your family members Pan Card & Aadhar Card
8. Cheque copy where salary will be transferred (Name should be mentioned on the cheque) or copy of passbook.
9. UAN No. & ESIC No.of your last company.

We welcome you to our Firm and look forward to a mutually benefited association.

Thanking You

for Panchjanya Automobile

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Sanjeevani Jambhale
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: Gat No. 111, Next to Ajikyatara Hotel, Chakan Fata, Old Pune - Mumbai Highway, Wadgaon Maval, Dist Pune - 412106.
: Gat No. 138/1, Near Amrale Jewelers, Lavale Fata, Pirangut, Tal. Mulshi, Dist. Pune - 412115.
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Service : D-II Block, Plot No. 49, Ramnagar, Opp. Ador Power Station, M.I.D.C., Chichwad, Pune - 411019.
: Sr. No. 15, Jijai Garden, Tapodham Road, Warje, Pune - 411058.
: Sr.no. 2204/2, Ramsmruti Mangal Karyalaya, Alandi Rd, Bhosari, Pune 39.

PANCHJANYA AUTOMOBILE

TATA MOTORS

Date: 15.02.2024

To,
Mr.Shreyash Ghuge
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon-444220

Sub.: Offer Letter

Dear Mr. Shreyash

Thank You for meeting us to pursue an employment opportunity with our Firm.

Based on your CV and the interviews you had in connection with your employment with our Firm, we are pleased to make you an offer of appointment as **Trainee Customer Advisor** at our **Warje Office .**

The salary offered to you is Rs. **18000** monthly gross. Your Date of Joining will be **20.06.2024**

Please note that the detailed letter of appointment will be issued to you on joining duty. At the time of joining you are required to bring and submit following documents:

1. Original and photocopies of all your education certificates
2. Relieving certificate from your last employer, if any
3. Proof of your last salary
4. Two passport size Photographs
5. Proof of your residence
6. Copy of PAN card & Aadhar card
7. Copy of your family members Pan Card & Aadhar Card
8. Cheque copy where salary will be transferred (Name should be mentioned on the cheque) or copy of passbook.
9. UAN No. & ESIC No.of your last company.

We welcome you to our Firm and look forward to a mutually benefited association.

Thanking You

for Panchjanya Automobile

PANCHJANYA AUTOMOBILE

Sanjeevani Jambhale
Sr.HR Executive - HR & Admin

Sales : 688/2B, Shri Sai Venkata Trade Centre, Pune-Nashik Highway, Bhosari, Pune - 411039.
: Srv. No. 130, Audambar Building Near Vardhman (Bharat) Petrol Pump, Warje, Pune - 411052.
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: Sr. No. 15, Jijai Garden, Tapodham Road, Warje, Pune - 411058.
: Sr. no. 2204/2, Ramsmruti Mangal Karyalaya, Alandi Rd, Bhosari, Pune 39.

PANCHJANYA AUTOMOBILE

TATA MOTORS

Date: 15.02.2024

To,
Mr.Vinit Chandragupt Jagtap
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon-444207

Sub.: Offer Letter

Dear Mr. Vinit

Thank You for meeting us to pursue an employment opportunity with our Firm.

Based on your CV and the interviews you had in connection with your employment with our Firm, we are pleased to make you an offer of appointment as **Technician** at our **Pune Office** .

The salary offered to you is Rs. **18000** monthly gross. Your Date of Joining will be **20.06.2024**

Please note that the detailed letter of appointment will be issued to you on joining duty. At the time of joining you are required to bring and submit following documents:

1. Original and photocopies of all your education certificates
2. Relieving certificate from your last employer, if any
3. Proof of your last salary
4. Two passport size Photographs
5. Proof of your residence
6. Copy of PAN card & Aadhar card
7. Copy of your family members Pan Card & Aadhar Card
8. Cheque copy where salary will be transferred (Name should be mentioned on the cheque) or copy of passbook.
9. UAN No. & ESIC No.of your last company.

We welcome you to our Firm and look forward to a mutually benefited association.

Thanking You

for Panchjanya Automobile

PANCHJANYA AUTOMOBILE

Sanjeevani Jambhale
Sr.HR Executive - HR & Admin

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: Gat No. 138/1, Near Amrale Jewelers, Lavale Fata, Pirangut, Tal. Mulshi, Dist. Pune - 412115.
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Service : D-II Block, Plot No. 49, Ramnagar, Opp. Ador Power Station, M.I.D.C., Chichwad, Pune - 411019.
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: Sr. no. 2204/2, Ramsmruti Mangal Karyalaya, Alandi Rd, Bhosari, Pune 39.

CHINTAMANI PRIDE, 4TH FLOOR, NEAR CITY PRIDE,
KOTHRUD, PUNE 411 038. MAHARASHTRA (INDIA)
TEL : +91 (020) 66424600 FAX : +91 (020) 66424666
CIN NO. : U27310PN1980PTC023353

PARANJAPE AUTOCAST PVT. LTD.

Ref: PACPRIL /SRV/PER/41 /2024-2025
May 30, 2024

To,
Mr. Atul Gavhale
Nagzari road bhui pura
Shegoan 444 203

Sub: Employment Offer as: Graduate Trainee Engineer Machine Shop-Shirwal Plant.

Dear Mr.Atul,

This refers to your application dated. 15.04.2024 and subsequent interviews you had with us. We are now pleased to offer you an employment as **E9-Graduate Trainee Engineer Machine Shop** Department, Shirwal, as per the discussions and terms agreed at the time of interview. As assured by you, we expect you to join the duties at the earliest i.e. on or before 10.06.2024

A formal appointment letter shall be given to you after joining the duties. You are advised to bring the Xerox copies of educational certificates, experience certificates of all previous employers, relieving letter of last employer, last salary slip, PAN card, birth date proof (School Leaving Certificate), medical fitness certificate, blood group certificate and four I-card size photographs, along with originals at the time of joining.

Please return the duplicate copy of this letter, with your signature, as a token of acceptance of this offer & confirm the date of joining.

Yours sincerely,

For **Paranjape Autocast Pvt. Ltd,**

P.D.Kangle
Sr. Manager
HR & Administration

CHINTAMANI PRIDE, 4TH FLOOR, NEAR CITY PRIDE,
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PARANJAPE AUTOCAST PVT. LTD.

Ref: PACPRIL /SRV/PER/42 /2024-2025
May 30, 2024

To,
Mr. Praful Palhade
Dasra Nagar
Shegoan 444 203

Sub: Employment Offer as: Graduate Trainee Engineer Machine Shop-Shirwal Plant.

Dear Mr.Praful,

This refers to your application dated. 15.04.2024 and subsequent interviews you had with us. We are now pleased to offer you an employment as **E9-Graduate Trainee Engineer Machine Shop** Department, Shirwal, as per the discussions and terms agreed at the time of interview. As assured by you, we expect you to join the duties at the earliest i.e. on or before 10.06.2024

A formal appointment letter shall be given to you after joining the duties. You are advised to bring the Xerox copies of educational certificates, experience certificates of all previous employers, relieving letter of last employer, last salary slip, PAN card, birth date proof (School Leaving Certificate), medical fitness certificate, blood group certificate and four I-card size photographs, along with originals at the time of joining.

Please return the duplicate copy of this letter, with your signature, as a token of acceptance of this offer & confirm the date of joining.

Yours sincerely,

For Paranjape Autocast Pvt. Ltd,

P.D.Kangle
Sr. Manager
HR & Administration

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CIN NO. : U27310PN1980PTC023353

PARANJAPE AUTOCAST PVT. LTD.

Ref: PACPRIL /SRV/PER/45 /2024-2025
May 30, 2024

To,
Mr. Rupesh Shembekar
Balajinagar,
Khamgaon, 442 301

Sub: Employment Offer as: Graduate Trainee Engineer Machine Shop-Shirwal Plant.

Dear Mr.Rupesh,

This refers to your application dated. 15.04.2024 and subsequent interviews you had with us. We are now pleased to offer you an employment as **E9-Graduate Trainee Engineer Machine Shop** Department, Shirwal, as per the discussions and terms agreed at the time of interview. As assured by you, we expect you to join the duties at the earliest i.e. on or before 10.06.2024

A formal appointment letter shall be given to you after joining the duties. You are advised to bring the Xerox copies of educational certificates, experience certificates of all previous employers, relieving letter of last employer, last salary slip, PAN card, birth date proof (School Leaving Certificate), medical fitness certificate, blood group certificate and four I-card size photographs, along with originals at the time of joining.

Please return the duplicate copy of this letter, with your signature, as a token of acceptance of this offer & confirm the date of joining.

Yours sincerely,

For Paranjape Autocast Pvt. Ltd,

P.D.Kangle
Sr. Manager
HR & Administration

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CIN NO. : U27310PN1980PTC023353

PARANJAPE AUTOCAST PVT. LTD.

Ref. No : PACPRIL/SRV/PER/ 66 /2024-2025
14th.June 2024

To,
Mr. Uday Deshmukh
Uday Colony jalgaon jamod
Dist-Buldhana, – 443 204.

Sub. : Appointment as : Graduate Trainee Engineer

Dear Mr. Uday,

This refers to your application dated 15/04/2024 and the discussions you had with us. We are pleased to appoint you as **Graduate Trainee Engineer in Grade E-09** in our **Machine Shop Dept., PACPRIL, Shirwal, for a period of one year** from 14/06/2024 to 13/06/2025 on the following terms and conditions :-

1. Salary (P.M.) :

	Direct Salary		
1.1	Basic	Rs.	8769.00
1.2	Variable Dearness Allowance	Rs.	1519.00
1.3	House Rent Allowance 20 % of Basic	Rs.	1754.00
1.4	Conveyance Allowance 15 % of Basic	Rs.	1315.00
1.5	Medical Allowance 15 % of Basic	Rs.	1315.00
1.6	Leave Traveling Allowance 15 % of Basic	Rs.	1315.00
1.7	Education Allowance 15 % of Basic	Rs.	1315.00
1.8	Special Allowance	Rs.	2420.00
1.9	**Gross**	Rs.	**19722.00**
1.10	**Indirect Salary**		
1.11	Co. Cont. of PF @ 12 % on Basic + VDA	Rs.	1235.00
1.12	ESIC Contribution on Gross @ 3.25%	Rs.	598.00
1.13	Bonus @ 20 % (As per Bonus Act)	Rs.	3349.00
1.14	Gratuity @ 4.81% on Basic + VDA (As per Gratuity Rule)	Rs.	495.00
1.15	Leave Sal. @ 4.93 % on Basic + VDA (As per Leave Rule)	Rs.	507.00
1.16	**Total Indirect Salary**	Rs.	**6184.00**
1.17	**CTC Salary Per Month**	Rs.	**25906.00**

2. Your training in this Company shall be deemed to have ended on 13/06/2025 unless it is extended by a letter to that effect. However during the training period, management reserves its right to terminate the training without assigning any reason there-of.

WORKS : Satara 1. H-19, M.I.D.C., Satara - 415 004. Maharashtra (India) Tel.: +91 (02162) 244436 / 244438 Fax : +91 (02162) 244494
2. J-15/16 Additional M.I.D.C., Satara - 415 004. Maharashtra (India) Tel.: +91 (02162) 240351 / 240380 Fax : +91 (02162) 240350
Shirwal : Jawale Road, Zagalwadi Phata, Village Sanghvi Post Naigoan, Via Shirwal. Dist. Satara - 412 801.
Tel. : +91 (02169) 244246 / 244247 Fax : +91 (02169) 244226.

TAMANI PRIDE, 4TH FLOOR, NEAR CITY PRIDE,
HRUD, PUNE 411 038. MAHARASHTRA (INDIA)
: +91 (020) 66424600 FAX : +91 (020) 66424666
NO. : U27310PN1980PTC023353

PARANJAPE AUTOCAST PVT. LTD.

3. You will attend your training regularly and not absent yourself without prior written permission, except in case of emergencies. You will be entrusted the technical or other work as may be assigned to you from time to time.

4. You will discharge your assignments loyally, diligently and efficiently and abide by the rules and regulations of the Company made from time to time. As you are a full time trainee, you will observe the normal timings of the establishment and should submit your daily training report to your immediate officer / supervisor before you are off the duty.

5. Your training engagement is subject to medical fitness from time to time.

6. Your head quarters will be Shirwal. However, as a trainee you are liable to be transferred from one section to any other section or from one unit to another unit of the Company or from one Company to other in the group.

7. The Company does not guarantee a regular employment for you after completion of your training. However, in case the Company desires, if your performance, attendance and medical fitness is found to be satisfactory and there is a vacancy, you may be offered further employment in this Company, on such terms and conditions as would be decided at that time.

8. You will devote your entire time to the work of the Company and will not undertake any direct or indirect business or work honorary or remunerative, except with the prior written permission of the management.

Please return one copy of this letter together with every enclosure duly signed as and by way of your having understood and accepted the terms and conditions detailed hereinabove.

Thanking you,

Yours faithfully,
For Paranjape Autocast Pvt. Ltd.

P.D . Kangle
Sr. Manager
HR & Administration

Encl. : A) Business Philosophy B) Quality Policy

WORKS : Satara 1. H-19, M.I.D.C., Satara - 415 004. Maharashtra (India) Tel.: +91 (02162) 244436 / 244438 Fax : +91 (02162) 244494
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O. : U27310PN1980PTC023353

PARANJAPE AUTOCAST PVT. LTD.

ANNEXURE A

BUSINESS PHILOSOPHY (Clarified on 01-10-03) OF PARANJAPE GROUP OF COMPANIES

1. Customer is the God. We therefore ensure that the customer is supplied
   a) the best possible quality that he wants, to his specifications,
   b) at the most reasonable price, leaving the organisation reasonable profits for expansion,
   c) at the time and in the quantity that he wants and
   d) the best possible services.

2. Respect for individual with very fair and clean -- legally and morally correct -- dealings, coupled with friendly (yet whenever required firm) relations with all.

3. Workers and staff, including their families, are the pillars of the organisation. They have a right to get the special attention from the organisation.

4. Competence of the individual is limitless. Therefore, excellence and superior performance everywhere must be pursued continuously and relentlessly.

ANNEXURE B

QUALITY POLICY

1. We shall meet the expectations of our customers by offering quality products and services, in time, which are cost effective and thereby ensure customer satisfaction.
2. Quality and Quality improvement is the responsibility of each one of us and we shall build quality into our product.
3. We at Paranjape Autocast Pvt. Ltd. are committed to develop, build and support our human resources.

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CHINTAMANI PRIDE, 4TH FLOOR, NEAR CITY PRIDE,
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CIN NO. : U27310PN1980PTC023353

PARANJAPE AUTOCAST PVT. LTD.

Ref: PACPRIL /SRV/PER/105 /2024-2025
July 31st, 2024

To,
Mr. Yash Ingale
Near Village Panchayat
Dhamangaon Badhe
Tal – Motala Dist – Buldhana
Pin code – 443 104

Sub: Employment Offer as: Graduate Trainee Engineer Machine Shop-Shirwal Plant.

Dear Mr. Yash,

This refers to your application dated. 25.07.2024 and subsequent interviews you had with us. We are now pleased to offer you an employment as **E9-Graduate Trainee Engineer Machine** Department, Shirwal, as per the discussions and terms agreed at the time of interview. As assured by you, we expect you to join the duties at the earliest i.e. on or before 05.08.2024

A formal appointment letter shall be given to you after joining the duties. You are advised to bring the Xerox copies of educational certificates, experience certificates of all previous employers, relieving letter of last employer, last salary slip, PAN card, birth date proof (School Leaving Certificate), medical fitness certificate, blood group certificate and four I-card size photographs, along with originals at the time of joining.

Please return the duplicate copy of this letter, with your signature, as a token of acceptance of this offer & confirm the date of joining.

Yours sincerely,

For Paranjape Autocast Pvt. Ltd,

P.D.Kangle
Sr. Manager
HR & Administration

WORKS : Satara 1. H-19, M.I.D.C., Satara - 415 004. Maharashtra (India) Tel.: +91 (02162) 244436 / 244438 Fax : +91 (02162) 244494
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Shirwal : Jawale Road, Zagalwadi Phata, Village Sanghvi Post Naigaon, Via Shirwal. Dist. Satara - 412 801.
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CIN NO. : U27310PN1980PTC023353

PARANJAPE AUTOCAST PVT. LTD.

Ref. No : PACPRIL/SRV/PER/ 59 /2024-2025
10th June 2024

To,

Ms. Janhavi Sanjay Adhe
Shegaon, Buldhana

Sub. : Appointment as : Graduate Trainee Engineer

Dear Mr. Nilesh,

This refers to your application dated 15/04/2024 and the discussions you had with us. We are pleased to appoint you as **Graduate Trainee Engineer in Grade E-09** in our **Machine Shop Dept., PACPRIL, Shirwal, for a period of one year** from 10/06/2024 to 09/06/2025 on the following terms and conditions :-

1. Salary (P.M.) :

	Direct Salary		
1.1	Basic	Rs.	8769.00
1.2	Variable Dearness Allowance	Rs.	1519.00
1.3	House Rent Allowance 20 % of Basic	Rs.	1754.00
1.4	Conveyance Allowance 15 % of Basic	Rs.	1315.00
1.5	Medical Allowance 15 % of Basic	Rs.	1315.00
1.6	Leave Traveling Allowance 15 % of Basic	Rs.	1315.00
1.7	Education Allowance 15 % of Basic	Rs.	1315.00
1.8	Special Allowance	Rs.	2420.00
1.9	**Gross**	Rs.	**19722.00**
1.10	**Indirect Salary**		
1.11	Co. Cont. of PF @ 12 % on Basic + VDA	Rs.	1235.00
1.12	ESIC Contribution on Gross @ 3.25%	Rs.	598.00
1.13	Bonus @ 20 % (As per Bonus Act)	Rs.	3349.00
1.14	Gratuity @ 4.81% on Basic + VDA (As per Gratuity Rule)	Rs.	495.00
1.15	Leave Sal. @ 4.93 % on Basic + VDA (As per Leave Rule)	Rs.	507.00
1.16	**Total Indirect Salary**	Rs.	**6184.00**
1.17	**CTC Salary Per Month**	Rs.	**25906.00**

2. Your training in this Company shall be deemed to have ended on 9/06/2025 unless it is extended by a letter to that effect. However during the training period, management reserves its right to terminate the training without assigning any reason there-of.

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3. You will attend your training regularly and not absent yourself without prior written permission, except in case of emergencies. You will be entrusted the technical or other work as may be assigned to you from time to time.

4. You will discharge your assignments loyally, diligently and efficiently and abide by the rules and regulations of the Company made from time to time. As you are a full time trainee, you will observe the normal timings of the establishment and should submit your daily training report to your immediate officer / supervisor before you are off the duty.

5. Your training engagement is subject to medical fitness from time to time.

6. Your head quarters will be Shirwal. However, as a trainee you are liable to be transferred from one section to any other section or from one unit to another unit of the Company or from one Company to other in the group.

7. The Company does not guarantee a regular employment for you after completion of your training. However, in case the Company desires, if your performance, attendance and medical fitness is found to be satisfactory and there is a vacancy, you may be offered further employment in this Company, on such terms and conditions as would be decided at that time.

8. You will devote your entire time to the work of the Company and will not undertake any direct or indirect business or work honorary or remunerative, except with the prior written permission of the management.

Please return one copy of this letter together with every enclosure duly signed as and by way of your having understood and accepted the terms and conditions detailed hereinabove.

Thanking you,

Yours faithfully,
For Paranjape Autocast Pvt. Ltd.

P.D . Kangle
Sr. Manager
HR & Administration

Encl. : A) Business Philosophy B) Quality Policy

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CIN NO. : U27310PN1980PTC023353

PARANJAPE AUTOCAST PVT. LTD.

ANNEXURE A

BUSINESS PHILOSOPHY (Clarified on 01-10-03) OF PARANJAPE GROUP OF COMPANIES

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   c) at the time and in the quantity that he wants and
   d) the best possible services.

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ANNEXURE B

QUALITY POLICY

1. We shall meet the expectations of our customers by offering quality products and services, in time, which are cost effective and thereby ensure customer satisfaction.
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PARANJAPE AUTOCAST PVT. LTD.

Ref. No : PACPRIL/SRV/PER/ 59 /2024-2025
10th June 2024

To,

Ms. Nikita Purushottam Tikar
Shegaon

Sub. : Appointment as : Graduate Trainee Engineer

Dear Mr. Nilesh,

This refers to your application dated 15/04/2024 and the discussions you had with us. We are pleased to appoint you as **Graduate Trainee Engineer in Grade E-09** in our **Machine Shop Dept., PACPRIL, Shirwal, for a period of one year** from 10/06/2024 to 09/06/2025 on the following terms and conditions :-

1. Salary (P.M.) :

	Direct Salary		
1.1	Basic	Rs.	8769.00
1.2	Variable Dearness Allowance	Rs.	1519.00
1.3	House Rent Allowance 20 % of Basic	Rs.	1754.00
1.4	Conveyance Allowance 15 % of Basic	Rs.	1315.00
1.5	Medical Allowance 15 % of Basic	Rs.	1315.00
1.6	Leave Traveling Allowance 15 % of Basic	Rs.	1315.00
1.7	Education Allowance 15 % of Basic	Rs.	1315.00
1.8	Special Allowance	Rs.	2420.00
1.9	**Gross**	Rs.	**19722.00**
1.10	**Indirect Salary**		
1.11	Co. Cont. of PF @ 12 % on Basic + VDA	Rs.	1235.00
1.12	ESIC Contribution on Gross @ 3.25%	Rs.	598.00
1.13	Bonus @ 20 % (As per Bonus Act)	Rs.	3349.00
1.14	Gratuity @ 4.81% on Basic + VDA (As per Gratuity Rule)	Rs.	495.00
1.15	Leave Sal. @ 4.93 % on Basic + VDA (As per Leave Rule)	Rs.	507.00
1.16	**Total Indirect Salary**	Rs.	**6184.00**
1.17	**CTC Salary Per Month**	Rs.	**25906.00**

2. Your training in this Company shall be deemed to have ended on 9/06/2025 unless it is extended by a letter to that effect. However during the training period, management reserves its right to terminate the training without assigning any reason there-of.

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3. You will attend your training regularly and not absent yourself without prior written permission, except in case of emergencies. You will be entrusted the technical or other work as may be assigned to you from time to time.

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7. The Company does not guarantee a regular employment for you after completion of your training. However, in case the Company desires, if your performance, attendance and medical fitness is found to be satisfactory and there is a vacancy, you may be offered further employment in this Company, on such terms and conditions as would be decided at that time.

8. You will devote your entire time to the work of the Company and will not undertake any direct or indirect business or work honorary or remunerative, except with the prior written permission of the management.

Please return one copy of this letter together with every enclosure duly signed as and by way of your having understood and accepted the terms and conditions detailed hereinabove.

Thanking you,

Yours faithfully,
For Paranjape Autocast Pvt. Ltd.

P.D . Kangle
Sr. Manager
HR & Administration

Encl. : A) Business Philosophy B) Quality Policy

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ANNEXURE A

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PARANJAPE AUTOCAST PVT. LTD.

Ref. No : PACPRIL/SRV/PER/ 59 /2024-2025
10th June 2024

To,

Ms. Pragati Ashok Tayade
Khamgaon

Sub. : Appointment as : Graduate Trainee Engineer

Dear Mr. Nilesh,

This refers to your application dated 15/04/2024 and the discussions you had with us. We are pleased to appoint you as **Graduate Trainee Engineer in Grade E-09** in our **Machine Shop Dept., PACPRIL, Shirwal, for a period of one year** from 10/06/2024 to 09/06/2025 on the following terms and conditions :-

1. Salary (P.M.) :

	Direct Salary		
1.1	Basic	Rs.	8769.00
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For Paranjape Autocast Pvt. Ltd.

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Reference: Persistent/Recruitment/488556/3.0

Confidential

28-Nov-2023

Ms Chanchal Junare
Kati, post. Dhanora
Nandura, Maharashtra, India - 443401

Dear **Chanchal**,

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 a position as **Software Engineer** at grade **3.0** with Persistent Systems (Company).

This offer stands null and void if you fail to complete the pre-joining training successfully on or before date of joining and/or fail to complete your graduation/post-graduation without keeping any backlogs. Company and you agree that it shall not be obligatory on the part of the Company to offer any employment to you or extension of training period upon completing the Term of the training in the 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. The Company encourages employees to sharpen and enhance their competencies by providing various roles.

Your joining date will be communicated to you in due course of time.

The terms and conditions of this offer for employment are:

A. Salary -

Your Annual Cost To Company will be Rs. **5,01,008**. Your Annual Gross Salary will be Rs. **4,60,008.** A detailed break up of your salary is given in 'Annexure-A'.

a. Statutory Bonus / Ex-Gratia Payment:

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.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

b. APB – Annual Performance Bonus (as per the Company policy):
This payment is part of your annual gross salary. Some part of APB will be paid to you on a monthly basis and remaining part will be paid on the basis of Annual Performance of the Company and your Individual Performance as specified under the 'Annual Performance Bonus' policy of the Company.

B. Joining Bonus: In addition to the yearly compensation package, you would be paid a one-time Joining bonus of **INR 40,000**. This amount will be paid to eligible candidate based on successful completion of pre-joining training and assessments. The Company may, at its discretion, release the payment of the Joining Bonus.

C. 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 **31-Dec-2023.**
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 Appointment 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

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 Appointment 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 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 (a) for internal business requirements (b) for applicable legal compliance in or outside India (c) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (d) 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.

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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.

If your performance during your probation period is found to be unsatisfactory by the Company, your employment will end any time during probation period and the same will be communicated to you by the Company. For avoidance of doubt, the notice period as stipulated under Clause 6 (Notice Period) of this Appointment Letter will not be applicable in such situation.

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 accommodation, joining bonus, training, if any etc. would be recovered from you if you voluntarily resign from the services of the Company within fifteen months from your date of joining.

You understand that Company will be investing significant resources and money in training you. It is expressly agreed that if you voluntarily resign from the services of the Company, or if your employment is terminated on the grounds mentioned in Clause 6 (Notice Period) below, before completing fifteen months from the date of joining, or if your employment is not confirmed at the end of your probation period, you shall be liable to pay Company by way of liquidated damages (not as a penalty) an amount equal to Rs. 100,000/- towards training cost and administrative expenses of the Company incurred in connection with your overall training and development. You hereby authorize the Company to directly recover the said amount from the final settlement and dues payable to you. If the final settlement amount is less than the amount to be recovered from you, you agree to reimburse the difference amount to the Company within 10 days of your last working date of employment at the Company.

6. **Notice Period**
If you voluntarily resign from the services of the Company, you will be required to give ninety days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. Similarly, the Company may terminate your employment by giving you ninety days' notice or 'Basic Salary' in lieu of notice period.

The Company may, at its discretion, relieve you prior to the aforesaid 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

(i) Breach of confidentiality or IP related obligations
(ii) Violation of law
(iii) Gross misconduct
(iv) 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 Policy**
Mediclaim Policy is a family floater policy and the maximum sum assured is as stated in Annexure – B. Employees are requested to view the Mediclaim Policy terms and conditions on Persistent intranet post joining.

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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.

You will be governed by the working hours policy of the Company. Based on the business need, you may be required to work in shifts, in extended working hours or on call. The same may be modified from time to time to keep it in line with the prevailing local statutory provisions.

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. **Skills Assessment and Evaluation**
Employees need to undergo training and skill up-gradation programs from time to time. Successful completion of evaluations associated with the training program is mandatory. Should you fail to clear the

evaluation; the Company will have the right to take appropriate action including termination of your services with or without notice.

15. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with (i) any other agreement that you may have entered into or (ii) any obligation that you may be bound to.

16. 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.

17. 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. You can also opt for a reimbursement amounting to Rs. 1000/- per day in lieu of 7 days accommodation which would be at the discretion of the Company in absence of transit allocation. For availing this, you need to send an email request to **Akanksha_Khandare at akanksha_khandare@persistent.com** two weeks prior to your joining date.

18. Joining Formalities

Kindly contact **Kalyani Kotgale**(**kalyani_kotgale@persistent.com, 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.

Persistent Systems Limited

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

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

As token of your acceptance of this offer, kindly send an email confirmation to **Persistent_Campus@persistent.com**.

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

Yours sincerely,
For Persistent Systems Limited

Kalpana Kudlingar

Head - Early Careers and Campus Relations

Annexure to and forming part of this Appointment Letter:

i. Salary Breakup Sheet (Annexure-A)

ii. Company Benefits (Annexure-B)
iii. Documents Required on the day of joining (Annexure-C)

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

Acceptance of the Offer

I have read and understood all the terms and conditions contained in this Appointment 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 Appointment 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 on the joining date that will be communicated to me in due course.

Date: **Signature:**

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Annexure - A

SALARY BREAK-UP SHEET

Date: **28-Nov-2023** Grade: **3.0** Location: **Pune**

Name: **Chanchal Junare** Designation: **Software Engineer**

I	Monthly Components		% of basic salary	Amount (Rs.)
1	Basic Salary			12,700
2	House Rent Allowance		50%	6,350
3	Company contribution to E.P.F. / Special Pay I		12%	1,800
4	Superannuation fund/Special Pay II		15%	1,905
5	National Pension Scheme/Special Pay III		10%	1,270
6	Leave Travel Assistance		10%	1,270
7	Statutory Bonus/Ex-gratia		20%	2,540
8	Miscellaneous Allowance			6,157
	Total to be paid monthly (M)			**33,992**
	Total for the year [M * 12]	**[A]**		**4,07,904**
II	**Variable Components**			
1	Annual Performance Bonus [APB] Per Month [M]			3,834
	Total APB 10.0% of Annual Gross Salary	**[A]**		**46,000**
III	**Annual Component**			
1	Provision for your gratuity	**[B]**	4.0%	6,096
	Annual Gross Salary [A + B + C]			**4,60,008**
IV	**Major Benefits [Average cost per person p.a.]**			
	Insurance* and Food**	**[C]**		**41,000**
	Cost To Company (CTC) [A + B + C + D]			**5,01,008**

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#Provident Fund Contribution Option:

As permitted by the Employees Provident Funds and Miscellaneous Provisions Act, 1952 and its Rules, at the time of joining, if you give your written consent, Company will provide you an option to limit your Provident Fund Contribution to maximum monthly wage ceiling defined by EPF authority (Currently it is Rs. 15,000/- per month) instead of on the entire basic salary mentioned in this salary break-up sheet. You understand and agree that if you explicitly consent to choose the above mentioned option, you will see following impact in your monthly pay slip.

- There is no impact on your Gross salary and CTC salary as stipulated under Annexure A.
- Both Employee's contribution and Company contribution to EPF will be lesser than what is mentioned in the salary break-up sheet under Annexure A -I point no. 3. Differential amount will be shown under "Special Pay I" in your pay slip. Income tax deduction benefit would reduce to that extent.
- As EPF deductions are less, your take home pay would be more than what is stipulated under Annexure A. This will attract appropriate income tax.

You agree and understand that as and when the EPF authorities revise maximum monthly wage ceiling (currently Rs. 15,000/- per month) appropriate changes will be made keeping the same principle, i.e. limiting both employee and employer contribution to statutory wage ceiling, as long as it is permitted by the law.

For Persistent Systems Limited

Kalpana Kudlingar

Head - Campus Talent Acquisition

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Annexure – B

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

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

Following facilities are available at certain locations

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

****Food**	*** Mediclaim Policy**
- Lunch, Snacks	- Group Term Life Insurance and Critical Illness (Self only)
	- Personal Accident (Self only)
	- Mediclaim Hospitalization (Self, spouse, 2 children and parents)

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

Mediclaim Policy is a family floater policy and the maximum sum assured is Rs. 5 Lakhs per year with parent sum insured restricted to Rs. 2.5 Lakhs per year. Employees can cover spouse & 2 children (legitimate or legally adopted) up to the age of 25 and two dependent parents (Age less than 75 years). Female employees can cover either their dependent parents or in-laws under the current Mediclaim Policy. Specially Abled & LGBTQ dependents will be covered in the Mediclaim Policy.

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Annexure - C

Guidelines for Joining Process

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

1) System Entries

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

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

1. Personal Details
2. Address Details
3. Family Details
4. Education Details
5. Previous Employer Details
6. Language Details

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

2) Upload Documents

You are requested to upload all relevant documents in pre joining portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below
   a. Passport
   b. Voter's card
   c. Driving License
   d. Aadhaar Card

b) Current and Permanent Address proof – Any one of the below
   a. Electricity bill
   b. Telephone bills
   c. Ration card
   d. Corporation tax receipt
   e. Copy of Index 2

c) Date of Birth Proof – Any one of the below
   a. Birth Certificate
   b. School leaving Certificate
   c. 10th pass Certificate
   d. Notarized copy of date of birth proof

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d) Educational Information: All documents (as applicable)
   a. SSC mark sheet & certificate
   b. HSC mark sheet & certificate
   c. Diploma (if applicable): Semester wise mark sheets or a consolidated mark sheet and certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
   d. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
   e. Post-graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)
   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)
   c. Latest salary slips for the last two months from your previous employer

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

g) Pan Card (Mandatory)

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

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Reference: Persistent/Recruitment/488758/3.0

Confidential

29-Nov-2023

Ms Dnyaneshwari Chatarkar
At Post Kapshi
Akola, Maharashtra, India - 444001

Dear **Dnyaneshwari**,

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 a position as **Software Engineer** at grade **3.0** with Persistent Systems (Company).

This offer stands null and void if you fail to complete the pre-joining training successfully on or before date of joining and/or fail to complete your graduation/post-graduation without keeping any backlogs. Company and you agree that it shall not be obligatory on the part of the Company to offer any employment to you or extension of training period upon completing the Term of the training in the 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. The Company encourages employees to sharpen and enhance their competencies by providing various roles.

Your joining date will be communicated to you in due course of time.

The terms and conditions of this offer for employment are:

A. Salary -

Your Annual Cost To Company will be Rs. **5,01,008**. Your Annual Gross Salary will be Rs. **4,60,008.** A detailed break up of your salary is given in 'Annexure-A'.

a. Statutory Bonus / Ex-Gratia Payment:

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.

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b. APB – Annual Performance Bonus (as per the Company policy):
This payment is part of your annual gross salary. Some part of APB will be paid to you on a monthly basis and remaining part will be paid on the basis of Annual Performance of the Company and your Individual Performance as specified under the 'Annual Performance Bonus' policy of the Company.

B. Joining Bonus: In addition to the yearly compensation package, you would be paid a one-time Joining bonus of **INR 40,000**. This amount will be paid to eligible candidate based on successful completion of pre-joining training and assessments. The Company may, at its discretion, release the payment of the Joining Bonus.

C. 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 **31-Dec-2023.**
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 Appointment 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

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 Appointment 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 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 (a) for internal business requirements (b) for applicable legal compliance in or outside India (c) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (d) 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.

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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.

If your performance during your probation period is found to be unsatisfactory by the Company, your employment will end any time during probation period and the same will be communicated to you by the Company. For avoidance of doubt, the notice period as stipulated under Clause 6 (Notice Period) of this Appointment Letter will not be applicable in such situation.

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 accommodation, joining bonus, training, if any etc. would be recovered from you if you voluntarily resign from the services of the Company within fifteen months from your date of joining.

You understand that Company will be investing significant resources and money in training you. It is expressly agreed that if you voluntarily resign from the services of the Company, or if your employment is terminated on the grounds mentioned in Clause 6 (Notice Period) below, before completing fifteen months from the date of joining, or if your employment is not confirmed at the end of your probation period, you shall be liable to pay Company by way of liquidated damages (not as a penalty) an amount equal to Rs. 100,000/- towards training cost and administrative expenses of the Company incurred in connection with your overall training and development. You hereby authorize the Company to directly recover the said amount from the final settlement and dues payable to you. If the final settlement amount is less than the amount to be recovered from you, you agree to reimburse the difference amount to the Company within 10 days of your last working date of employment at the Company.

6. **Notice Period**
If you voluntarily resign from the services of the Company, you will be required to give ninety days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. Similarly, the Company may terminate your employment by giving you ninety days' notice or 'Basic Salary' in lieu of notice period.

The Company may, at its discretion, relieve you prior to the aforesaid 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

(i) Breach of confidentiality or IP related obligations
(ii) Violation of law
(iii) Gross misconduct
(iv) 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 Policy**
Mediclaim Policy is a family floater policy and the maximum sum assured is as stated in Annexure – B. Employees are requested to view the Mediclaim Policy terms and conditions on Persistent intranet post joining.

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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.

You will be governed by the working hours policy of the Company. Based on the business need, you may be required to work in shifts, in extended working hours or on call. The same may be modified from time to time to keep it in line with the prevailing local statutory provisions.

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. **Skills Assessment and Evaluation**
Employees need to undergo training and skill up-gradation programs from time to time. Successful completion of evaluations associated with the training program is mandatory. Should you fail to clear the

evaluation; the Company will have the right to take appropriate action including termination of your services with or without notice.

15. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with (i) any other agreement that you may have entered into or (ii) any obligation that you may be bound to.

16. 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.

17. 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. You can also opt for a reimbursement amounting to Rs. 1000/- per day in lieu of 7 days accommodation which would be at the discretion of the Company in absence of transit allocation. For availing this, you need to send an email request to **Akanksha_Khandare at akanksha_khandare@persistent.com** two weeks prior to your joining date.

18. Joining Formalities

Kindly contact **Kalyani Kotgale**(**kalyani_kotgale@persistent.com, 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.

Persistent Systems Limited

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

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

As token of your acceptance of this offer, kindly send an email confirmation to **Persistent_Campus@persistent.com**.

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

Yours sincerely,
For Persistent Systems Limited

Kalpana Kudlingar

Head - Early Careers and Campus Relations

Annexure to and forming part of this Appointment Letter:

i. Salary Breakup Sheet (Annexure-A)

ii. Company Benefits (Annexure-B)
iii. Documents Required on the day of joining (Annexure-C)

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Acceptance of the Offer

I have read and understood all the terms and conditions contained in this Appointment 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 Appointment 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 on the joining date that will be communicated to me in due course.

Date: **Signature:**

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Annexure - A

SALARY BREAK-UP SHEET

Date: **29-Nov-2023** Grade: **3.0** Location: **Pune**

Name: **Dnyaneshwari Chatarkar** Designation: **Software Engineer**

I	Monthly Components		% of basic salary	Amount (Rs.)
1	Basic Salary			12,700
2	House Rent Allowance		50%	6,350
3	Company contribution to E.P.F. / Special Pay I		12%	1,800
4	Superannuation fund/Special Pay II		15%	1,905
5	National Pension Scheme/Special Pay III		10%	1,270
6	Leave Travel Assistance		10%	1,270
7	Statutory Bonus/Ex-gratia		20%	2,540
8	Miscellaneous Allowance			6,157
	Total to be paid monthly (M)			**33,992**
	Total for the year [M * 12]	**[A]**		**4,07,904**
II	**Variable Components**			
1	Annual Performance Bonus [APB] Per Month [M]			3,834
	Total APB 10.0% of Annual Gross Salary	**[A]**		**46,000**
III	**Annual Component**			
1	Provision for your gratuity	**[B]**	4.0%	6,096
	Annual Gross Salary [A + B + C]			**4,60,008**
IV	**Major Benefits [Average cost per person p.a.]**			
	Insurance* and Food**	**[C]**		**41,000**
	Cost To Company (CTC) [A + B + C + D]			**5,01,008**

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009 CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

#Provident Fund Contribution Option:

As permitted by the Employees Provident Funds and Miscellaneous Provisions Act, 1952 and its Rules, at the time of joining, if you give your written consent, Company will provide you an option to limit your Provident Fund Contribution to maximum monthly wage ceiling defined by EPF authority (Currently it is Rs. 15,000/- per month) instead of on the entire basic salary mentioned in this salary break-up sheet. You understand and agree that if you explicitly consent to choose the above mentioned option, you will see following impact in your monthly pay slip.

- There is no impact on your Gross salary and CTC salary as stipulated under Annexure A.
- Both Employee's contribution and Company contribution to EPF will be lesser than what is mentioned in the salary break-up sheet under Annexure A -I point no. 3. Differential amount will be shown under "Special Pay I" in your pay slip. Income tax deduction benefit would reduce to that extent.
- As EPF deductions are less, your take home pay would be more than what is stipulated under Annexure A. This will attract appropriate income tax.

You agree and understand that as and when the EPF authorities revise maximum monthly wage ceiling (currently Rs. 15,000/- per month) appropriate changes will be made keeping the same principle, i.e. limiting both employee and employer contribution to statutory wage ceiling, as long as it is permitted by the law.

For Persistent Systems Limited

Kalpana Kudlingar

Head - Campus Talent Acquisition

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

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

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

Following facilities are available at certain locations

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

****Food**	*** Mediclaim Policy**
- Lunch, Snacks	- Group Term Life Insurance and Critical Illness (Self only)
	- Personal Accident (Self only)
	- Mediclaim Hospitalization (Self, spouse, 2 children and parents)

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

Mediclaim Policy is a family floater policy and the maximum sum assured is Rs. 5 Lakhs per year with parent sum insured restricted to Rs. 2.5 Lakhs per year. Employees can cover spouse & 2 children (legitimate or legally adopted) up to the age of 25 and two dependent parents (Age less than 75 years). Female employees can cover either their dependent parents or in-laws under the current Mediclaim Policy. Specially Abled & LGBTQ dependents will be covered in the Mediclaim Policy.

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

Guidelines for Joining Process

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

1) System Entries

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

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

1. Personal Details
2. Address Details
3. Family Details
4. Education Details
5. Previous Employer Details
6. Language Details

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

2) Upload Documents

You are requested to upload all relevant documents in pre joining portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below
   a. Passport
   b. Voter's card
   c. Driving License
   d. Aadhaar Card

b) Current and Permanent Address proof – Any one of the below
   a. Electricity bill
   b. Telephone bills
   c. Ration card
   d. Corporation tax receipt
   e. Copy of Index 2

c) Date of Birth Proof – Any one of the below
   a. Birth Certificate
   b. School leaving Certificate
   c. 10th pass Certificate
   d. Notarized copy of date of birth proof

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

d) Educational Information: All documents (as applicable)
   a. SSC mark sheet & certificate
   b. HSC mark sheet & certificate
   c. Diploma (if applicable): Semester wise mark sheets or a consolidated mark sheet and certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
   d. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
   e. Post-graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)
   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)
   c. Latest salary slips for the last two months from your previous employer

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

g) Pan Card (Mandatory)

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

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

28th FEBRUARY 2024

DEEP AKASH GOJE

VYNKATESH KRUSHI KENDRA,
JOD DEOUL CHOWK, PATHANPURA ROAD,
CHANDRAPUR, MAHARASHTRA - 442403

JOB OFFER LETTER

Dear Deep Akash Goje,

We are pleased to offer you the position of Graduate Engineer Trainee – CAD in Grade- TE with Plastic Omnium, Intelligent Exterior Systems Division.

Your proposed start date is August 19, 2024. Your base work location will either be in India Technical Centre in Hinjewadi, Pune or India Technical Centre in Whitefield, Bengaluru and Training location will be India Technical Centre in Hinjewadi, Pune. You will report to Engineering Department Manager - CAD.

Enclosed are important documents:

1. Annexure – A: CTC Break-up
2. Annexure – B: Employment Terms & Conditions
3. Annexure – C: Retention Clause & Declaration
4. Annexure – D: Required Documents List

To accept this offer, please email a signed and dated scan of all pages of this letter to us.

We require your acceptance within 5 working days from this letter's date. This offer is conditional on timely document submission and verification as per Annexure – D.

For any queries, contact me at jaiprada.m_ext@plasticomnium.com or +91 8248477564.

We eagerly anticipate your contribution to our team.

For Plastic Omnium Auto Exteriors (India) Pvt. Ltd

Sonal Rane
Human Resource Manager

(Signature of Deep Akash Goje)

ANNEXURE – A

(CTC Break-up)

Name Deep Akash Goje
Grade TE
Department CAD
Date of Joining 19th August 2024
Opteam Title Engineering Engineer - CAD
Local Title Graduate Engineer Trainee - CAD

Monthly Earnings	Amount (INR)	Monthly Deductions	Amount (INR)
Basic	18,167	P. F (Self Contribution)	2,180
House Rent Allowance (HRA)	7,267	Prof. Tax	200
Conveyance Allowance	1,600	Transport deduction	as applicable
Personal Upkeep	800	Canteen deduction	as applicable
Education Allowance	800	Income Tax deduction	as applicable
Telephone Allowance	2,000		
Uniform Allowance	2000		
Leave Travel Allowance (LTA)	3633		
Miscellaneous Allowance	2646		
Monthly Gross	**38,913**	**Total monthly deduction**	**2,380**
		Monthly take-home Salary	**36,533**
P.F. (Employer Contribution)	2,180		
Entertainment Allowance	2,200		
Health-Guard	1,250		
Gratuity	874		
Group Personal Accident	0		
Your monthly CTC	**45,417**		
Your annual CTC	**5,45,004**		

For Plastic Omnium Auto Exteriors (India) Pvt. Ltd

Sonal Rane
Human Resource Manager

(Signature of Deep Akash Goje)

ANNEXURE – B

(Employment Terms & Conditions)

Name:	Deep Akash Goje
Address:	Vynkatesh Krushi Kendra, Iod Deoul Chowk, Pathanpura Road, Chandrapur – 442403
Employing Company:	Plastic Omnium Auto Exteriors (India) Pvt. Ltd.
Date of joining:	19th August 2024
Opteam Title: **(to be used in visiting cards and email signatures)**	Engineering Engineer - CAD
Local title: **(only for contractual purposes)**	Graduate Engineer Trainee - CAD
Grade:	TE
Reporting to:	Engineering Department Manager – CAD
Place of Work:	India Technical Centre, Hinjewadi, Pune or India Technical Centre, White field, Bengaluru
Location for Training	India Technical Centre, Hinjewadi, Pune
Probationary Period / Training Period:	12 months
Notice period:	3 months
Working hours:	First Shift: 6:45 am To 3:45 pm General Shift: 9:00 am To 6:15 pm Second Shift: 3:15 pm To 12:15 am Weekly Off- Saturday (Not Applicable during Training Period) & Sunday
Group Mediclaim Policy:	Self + Spouse + 2 Children + Parents – INR 3.5 Lakhs Sum insured
Group Personal Accident Policy:	Self – 60 times of Monthly CTC
Group Term Life Insurance Policy:	Self – 50 times of Monthly CTC
Holiday calculation Period:	1st January to 31st December
Holiday Entitlement (in addition to local public holidays):	15 Days Leave on (Pro Rate Basis)
Next off-cycle salary review:	Salary review is based on your one-year Successful training period. (INR - 6,45,000 /- will be your revised salary – August 2025)
Next annual salary review:	July 2026

All other terms and conditions are subject to the latest policies and guidelines defined by Plastic Omnium Auto Exteriors (India) Pvt. Ltd.

(Signature of Deep Akash Goje)

ANNEXURE – C

(Retention Clause & Declaration)

DECLARATION:

I, Deep Akash Goje, hereby acknowledge and agree that should I voluntarily resign from my position within the specified periods, I am obligated to reimburse Plastic Omnium Auto Exteriors (India) Pvt. Ltd. as outlined below:

1. **19th August 2024 to 18th August 2025**: Repayment of Rs 3,00,000 at the time of resignation.
2. **19th August 2025 to 18th August 2026**: Repayment of Rs 3,00,000 at the time of resignation.
3. **19th August 2026 to 18th August 2027**: Repayment of Rs 2,00,000 at the time of resignation.

The above is subject to my employment with Plastic Omnium starting on the 19th of August, 2024

(Signature of Deep Akash Goje)

Date:

ANNEXURE – D

(Required Documents)

Please email digital copies of the below documents to HR at least one month before your joining date. Additionally, bring all original documents for verification on your first day of employment.

1. Original Educational Credentials: Certificates and mark-sheets (10th, 12th, degree(s)/diploma).
2. Identification Documents: Original PAN Card, Aadhaar Card, Passport.
3. Employment History: Experience certificates or relieving letters from all past employers.
4. Salary Verification: Last 3 months' salary slips from your most recent employer.

28th FEBRUARY 2024

PRATHAMESH VIKRAM THAKARE

V.P.O DARYAPUR ,
AMRAVATI DISTRICT,
MAHARASHTRA - 444803

JOB OFFER LETTER

Dear Prathamesh Vikram Thakare,

We are pleased to offer you the position of Graduate Engineer Trainee – CAD in Grade TE with Plastic Omnium, Intelligent Exterior Systems Division.

Your proposed start date is August 19, 2024. Your base work location will either be in India Technical Centre in Hinjewadi, Pune or India Technical Centre in Whitefield, Bengaluru and Training location will be India Technical Centre in Hinjewadi, Pune. You will report to Engineering Department Manager - CAD.

Enclosed are important documents:

1. Annexure – A: CTC Break-up
2. Annexure – B: Employment Terms & Conditions
3. Annexure – C: Retention Clause & Declaration
4. Annexure – D: Required Documents List

To accept this offer, please email a signed and dated scan of all pages of this letter to us.

We require your acceptance within 5 working days from this letter's date. This offer is conditional on timely document submission and verification as per Annexure – D.

For any queries, contact me at jaiprada.m_ext@plasticomnium.com or +91 8248477564.

We eagerly anticipate your contribution to our team.

For Plastic Omnium Auto Exteriors (India) Pvt. Ltd

Sonal Rane
Human Resource Manager

(Signature of Prathamesh Vikram Thakare)

PLASTIC OMNIUM

ANNEXURE – A

(CTC Break-up)

Name Prathamesh Vikram Thakare
Grade TE
Department CAD
Date of Joining 19th August 2024
Opteam Title Engineering Engineer - CAD
Local Title Graduate Engineer Trainee - CAD

Monthly Earnings	Amount (INR)	Monthly Deductions	Amount (INR)
Basic	18,167	P. F (Self Contribution)	2,180
House Rent Allowance (HRA)	7,267	Prof. Tax	200
Conveyance Allowance	1,600	Transport deduction	as applicable
Personal Upkeep	800	Canteen deduction	as applicable
Education Allowance	800	Income Tax deduction	as applicable
Telephone Allowance	2,000		
Uniform Allowance	2000		
Leave Travel Allowance (LTA)	3633		
Miscellaneous Allowance	2646		
Monthly Gross	**38,913**	**Total monthly deduction**	**2,380**
		Monthly take-home Salary	**36,533**
P.F. (Employer Contribution)	2,180		
Entertainment Allowance	2,200		
Health-Guard	1,250		
Gratuity	874		
Group Personal Accident	0		
Your monthly CTC	**45,417**		
Your annual CTC	**5,45,004**		

For Plastic Omnium Auto Exteriors (India) Pvt. Ltd

Sonal Rane
Human Resource Manager

(Signature of Prathamesh Vikram Thakare)

ANNEXURE – B

(Employment Terms & Conditions)

Name:	Prathamesh Vikram Thakare
Address:	V.P.O. Daryapur Amravati District, Maharashtra- 444803
Employing Company:	Plastic Omnium Auto Exteriors (India) Pvt. Ltd.
Date of joining:	19th August 2024
Opteam Title: **(to be used in visiting cards and email signatures)**	Engineering Engineer - CAD
Local title: **(only for contractual purposes)**	Graduate Engineer Trainee - CAD
Grade:	TE
Reporting to:	Engineering Department Manager – CAD
Place of Work:	India Technical Centre, Hinjewadi, Pune or India Technical Centre, White field, Bengaluru
Location for Training	India Technical Centre, Hinjewadi, Pune
Probationary Period / Training Period:	12 months
Notice period:	3 months
Working hours:	First Shift: 6:45 am To 3:45 pm General Shift: 9:00 am To 6:15 pm Second Shift: 3:15 pm To 12:15 am Weekly Off- Saturday (Not Applicable during Training Period) & Sunday
Group Mediclaim Policy:	Self + Spouse + 2 Children + Parents – INR 3.5 Lakhs Sum insured
Group Personal Accident Policy:	Self – 60 times of Monthly CTC
Group Term Life Insurance Policy:	Self – 50 times of Monthly CTC
Holiday calculation Period:	1st January to 31st December
Holiday Entitlement (in addition to local public holidays):	15 Days Leave on (Pro Rate Basis)
Next off-cycle salary review:	Salary review is based on your one-year Successful training period. (INR - 6,45,000 /- will be your revised salary – August 2025)
Next annual salary review:	July 2026

All other terms and conditions are subject to the latest policies and guidelines defined by Plastic Omnium Auto Exteriors (India) Pvt. Ltd.

(Signature of Prathamesh Vikram Thakare)

ANNEXURE – C

(Retention Clause & Declaration)

DECLARATION:

I, Prathamesh Vikram Thakare, hereby acknowledge and agree that should I voluntarily resign from my position within the specified periods, I am obligated to reimburse Plastic Omnium Auto Exteriors (India) Pvt. Ltd. as outlined below:

1. **19th August 2024 to 18th August 2025**: Repayment of Rs 3,00,000 at the time of resignation.
2. **19th August 2025 to 18th August 2026**: Repayment of Rs 3,00,000 at the time of resignation.
3. **19th August 2026 to 18th August 2027**: Repayment of Rs 2,00,000 at the time of resignation.

The above is subject to my employment with Plastic Omnium starting on the 19th of August, 2024

(Signature of Prathamesh Vikram Thakare)

Date:

ANNEXURE – D

(Required Documents)

Please email digital copies of the below documents to HR at least one month before your joining date. Additionally, bring all original documents for verification on your first day of employment.

1. Original Educational Credentials: Certificates and mark-sheets (10th, 12th, degree(s)/diploma).
2. Identification Documents: Original PAN Card, Aadhaar Card, Passport.
3. Employment History: Experience certificates or relieving letters from all past employers.
4. Salary Verification: Last 3 months' salary slips from your most recent employer.

QUALITYKIOSK
TECHNOLOGIES

Date: 22nd April 2024

Name: Arya Rajesh Chandrawanshi

Contact Number: _____

Email id: _____

Current Address: _____

Permanent Address: _____

Department: _____

Location: _____

Dear Arya Rajesh Chandrawanshi,

In response to your application and subsequent interviews, we are pleased to offer you the post of Digital Quality Engineer **(Grade: A3)** in our organization. Remuneration details are given in Annexure- 1to this letter.

At the time of joining, you will be expected to enter into an agreement for a period of 2 years on the job, which will provide details on the scope, terms and conditions of your employment, the necessary trainings and contractual obligations to be with Quality KioskTechnologies Pvt. Ltd for the 6 months training period.

This offer letter stands valid subject to: (a) successful completion of your background verification and Reference Check. (b) You are joining the company on the above-mentioned joining date and successfully completing the joining formalities which also includes your acceptance to Quality Kiosk Technologies Pvt. Ltd employment terms and conditions.

Please return one copy of this letter duly signed by you to signify your acceptance to this Intent Letter.

We look forward to your fruitful association and a successful career with the company.

QualityKiosk Technologies Pvt.Ltd.

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710.Ph: +91 4128 8200 / 4141 6900 | Fax: +91 22-27780929
CIN No.: U72900MH2000PTC127584

www.qualitykiosk.com | info@qualitykiosk.com

QUALITYKIOSK
TECHNOLOGIES

For QualityKiosk Technologies Pvt. Ltd

Veena D'silva
Head – Talent Acquisition

Annexure -1

Annual Cost To Company (CTC)		
Emp Code		
Name		
Grade	A-3	
Designation		
Component Category	Monthly	Annual
Basic	11,632	139,584
House Rent Allowance	2,225	26,694
Flexible Benefits Package (N1)	500	6,000
Special Allowance	2,444	29,328
Advance Bonus	1,060	12,724
[A] Gross Earnings	17,861	214,330
Company's Contribution to PF	1,749	20,990
Company's Contribution to ESIC	581	6,966
Medical and GPA Premium		1,000
Gratuity Provision		6,714
[B] Benefits (N2)		35,670
[C] Fixed Cost To Company (CTC) [A+B]		250,000

QUALITYKIOSK
TECHNOLOGIES

Annual CTC is subject to tax, provident fund and other statutory deductions as applicable.

I agree and accept this job offer indicated in this offer letter and the annexures to this offer letter. I will report for duty on the above-mentioned joining date.

QualityKiosk Technologies Pvt.Ltd.

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710.Ph: +91 4128 8200 / 4141 6900 | Fax: +91 22-27780929
CIN No.: U72900MH2000PTC127584

www.qualitykiosk.com | info@qualitykiosk.com

QUALITYKIOSK
TECHNOLOGIES

Date: 22nd April 2024

Name: Vedant Gade

Contact Number: _____

Email id: _____

Current Address: _____

Permanent Address: _____

Department: _____

Location: _____

Dear Vedant Gade,

In response to your application and subsequent interviews, we are pleased to offer you the post of Digital Quality Engineer **(Grade: A3)** in our organization. Remuneration details are given in Annexure- 1 to this letter.

At the time of joining, you will be expected to enter into an agreement for a period of 2 years on the job, which will provide details on the scope, terms and conditions of your employment, the necessary trainings and contractual obligations to be with Quality KioskTechnologies Pvt. Ltd for the 6 months training period.

This offer letter stands valid subject to: (a) successful completion of your background verification and Reference Check. (b) You are joining the company on the above-mentioned joining date and successfully completing the joining formalities which also includes your acceptance to Quality Kiosk Technologies Pvt. Ltd employment terms and conditions.

Please return one copy of this letter duly signed by you to signify your acceptance to this Intent Letter.

We look forward to your fruitful association and a successful career with the company.

QualityKiosk Technologies Pvt.Ltd.

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710.Ph: +91 4128 8200 / 4141 6900 | Fax: +91 22-27780929
CIN No.: U72900MH2000PTC127584

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QUALITYKIOSK
TECHNOLOGIES

For QualityKiosk Technologies Pvt. Ltd

Veena D'silva
Head – Talent Acquisition

Annexure -1

Annual Cost To Company (CTC)		
Emp Code		
Name		
Grade	A-3	
Designation		
Component Category	Monthly	Annual
Basic	11,632	139,584
House Rent Allowance	2,225	26,694
Flexible Benefits Package (N1)	500	6,000
Special Allowance	2,444	29,328
Advance Bonus	1,060	12,724
[A] Gross Earnings	17,861	214,330
Company's Contribution to PF	1,749	20,990
Company's Contribution to ESIC	581	6,966
Medical and GPA Premium		1,000
Gratuity Provision		6,714
[B] Benefits (N2)		35,670
[C] Fixed Cost To Company (CTC) [A+B]		250,000

QUALITYKIOSK
TECHNOLOGIES

Annual CTC is subject to tax, provident fund and other statutory deductions as applicable.

I agree and accept this job offer indicated in this offer letter and the annexures to this offer letter. I will report for duty on the above-mentioned joining date.

QualityKiosk Technologies Pvt.Ltd.

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710.Ph: +91 4128 8200 / 4141 6900 | Fax: +91 22-27780929
CIN No.: U72900MH2000PTC127584

www.qualitykiosk.com | info@qualitykiosk.com

RDC CONCRETE (INDIA) PVT LTD
CIN: U74999MH1993PTC172842
7th Floor, ThaneOne Corporate IT Park,
Ghodbunder Road, Kapurbawdi,
Thane West - 400 610.
Tel. No..: +91 22 - 6789 6789
www.rdcconcrete.com

We Promise We Deliver

03rd September 2024

Juned Khan Jamsheed Khan

Sanction letter

Please refer to your letter requesting permission to undergo project/ In-Plant Training. We are Pleased to accord permission to you on terms and Conditions given here under

Reporting To: Business Head

Location of Project /Training: Pune-Hadapsar

Terms & Conditions

1. You will observe the normal workweek, as applicable to the place of Training for the Area /Corporate Office. You have to be dressed in formal wear and should bring your college ID card during the tenure of project / in-plant training.

2. You will have to bear the personal expenses (including lodging and boarding) incurred in doing this In-plant training and the company will not reimburse the expenses, so incurred. The Company will pay a monthly stipend of Rs. 10000/- Per Month in case you continue with the Company.

3. During the period of In-plant training Work, your assignment can be terminated without giving any notice or assigning any reasons thereof. Depending on the work exigency, the project may require an extension which could be continued as a full-time / part-time project depending on the need of the company and the availability of the intern.

4. The information gathered by you during In-plant training / project should be kept confidential and should not be used / published for any purpose without prior permission of the Company. No information of confidential nature will be shared with the intern and copies of internal documents will be given with caution.

5. At the end of your tenure, you will submit a report of your work to the guide who will in turn forward it to the Corporate Office Training Department.

6. This is not a letter of Appointment. Appointment letter will be issued after successful completion of 1 month pre placement. Your stipend after 1 month will be Rs 28,000/- pm will be mentioned in the appointment letter.

If the above terms and conditions are acceptable to you, please report to Plant along with this letter.

Yours Faithfully,
For **RDC CONCRETE (INDIA) PVT. LTD.**

Colonel Vimal Sethi
Head HR

WE ARE
GREAT PLACE TO WORK - CERTIFIED™
Building and sustaining High-Trust, High-Performance Culture™

RDC CONCRETE (INDIA) PVT LTD
CIN: U74999MH1993PTC172842
7th Floor, ThaneOne Corporate IT Park,
Ghodbunder Road, Kapurbawdi,
Thane West - 400 610.
Tel. No..: +91 22 - 6789 6789
www.rdcconcrete.com

We Promise We Deliver

03rd September 2024

Ms. Sakshi Raju Sondkar

Sanction letter

Please refer to your letter requesting permission to undergo project/ In-Plant Training. We are Pleased to accord permission to you on terms and Conditions given here under

Reporting To: Business Head

Location of Project /Training: Pune-Hadapsar

Terms & Conditions

1. You will observe the normal workweek, as applicable to the place of Training for the Area /Corporate Office. You have to be dressed in formal wear and should bring your college ID card during the tenure of project / in-plant training.

2. You will have to bear the personal expenses (including lodging and boarding) incurred in doing this In-plant training and the company will not reimburse the expenses, so incurred. The Company will pay a monthly stipend of Rs. 10000/- Per Month in case you continue with the Company.

3. During the period of In-plant training Work, your assignment can be terminated without giving any notice or assigning any reasons thereof. Depending on the work exigency, the project may require an extension which could be continued as a full-time / part-time project depending on the need of the company and the availability of the intern.

4. The information gathered by you during In-plant training / project should be kept confidential and should not be used / published for any purpose without prior permission of the Company. No information of confidential nature will be shared with the intern and copies of internal documents will be given with caution.

5. At the end of your tenure, you will submit a report of your work to the guide who will in turn forward it to the Corporate Office Training Department.

6. This is not a letter of Appointment. Appointment letter will be issued after successful completion of 1 month pre placement. Your stipend after 1 month will be Rs 28,000/- pm will be mentioned in the appointment letter.

If the above terms and conditions are acceptable to you, please report to Plant along with this letter.

Yours Faithfully,
For **RDC CONCRETE (INDIA) PVT. LTD.**

Colonel Vimal Sethi
Head HR

WE ARE
GREAT PLACE TO WORK - CERTIFIED™
Building and sustaining High-Trust, High-Performance Culture™

Great Place To Work. Certified MAY 2023 – MAY 2024 INDIA

Renishaw Metrology Systems Limited
(Formerly Renishaw Metrology Systems Private Limited)
S.No.283, Hissa No. 2
S.No.284, Hissa No. 2&3A
Raisoni estate, Village Mann
Tal. Mulshi, Pune 411057
CIN NO. : U85110PN2000PLC130509

T: +91 (0)20 66746200
F: +91 (0)20 66746210
E: India@Renishaw.com
www.renishaw.com

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RMSL/HR/IST-TR_2024/18

July 9th, 2024

To,
Ms. Vaishnavi Gawande
At Kothari Post Pailpada
Ta. Dist. Akola MH - 444102

STRICTLY PRIVATE AND CONFIDENTIAL

Dear Ms. Vaishnavi Gawande

FORMAL OFFER FROM RENISHAW METROLOGY SYSTEMS LIMITED

Renishaw Metrology Systems Limited is pleased to formally offer you the position of **Trainee Testing Engineer** in Renishaw Metrology Systems Limited initially based at the Company's facilities in Pune.

The key terms of this offer are: -

JOB TITLE:	Trainee Testing Engineer
JOB GRADE:	IND - Grad - Software - Y1 - C2
EMPLOYER:	Renishaw Metrology Systems Limited.
PLACE OF WORK:	Pune
START DATE:	15th July 2024
TRAINING PERIOD:	One year from start date. (15th July 2024 to 14th July 2025)
REPORTS TO:	Manager – Software Testing
NOTICE PERIOD:	1 months' notice by either side or 1 month's pay in lieu thereof without assigning any reasons.
REMUNERATION & BENEFITS:	You will receive an amount of Rs 5,50,000/- (Rupees Five Lakh Fifty thousand only) per annum during your contractual period with Renishaw Metrology Systems Limited. The breakup of the same is confirmed in Annexure I

Renishaw Metrology Systems Limited
(Formerly Renishaw Metrology Systems Private Limited)
S.No.283, Hissa No. 2
S.No.284, Hissa No. 2&3A
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T: +91 (0)20 66746200
F: +91 (0)20 66746210
E: India@Renishaw.com
www.renishaw.com

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OTHER BENEFITS: You would be entitled for leaves and paid holidays, as per company policy.
Medical coverage of self within one month of date of joining.

During the period of your engagement with Renishaw Metrology Systems Ltd, you shall not engage yourself in any other profession or business.

You will always maintain complete secrecy about company's business affairs, technology, etc. and would not disclose this information to any outsiders. And also required to keep and render a faithful account of all properties of the company entrusted to you during this contractual engagement.

The principles of Renishaw Metrology Systems Limited code of conduct would be binding on you.

This offer is subject to two acceptable third-party references, satisfactorily passing a medical examination to prove good health and successful completion of your B.E/B.Tech course.

This training period engagement contract is confidential and is not to be discussed with any third party and with any of the Renishaw employees.

Please advise your written acceptance directly back to Mr. Ganesh Diwate (Ganesh.Diwate@Renishaw.com).

We hope that you will find this offer acceptable, and we look forward to welcoming you to Renishaw.

Kind regards,

For Renishaw Metrology Systems Limited

Mahesh Deshpande
Finance Director & CFO

Received and Accepted

Renishaw Metrology Systems Limited
(Formerly Renishaw Metrology Systems Private Limited)
S.No.283, Hissa No. 2
S.No.284, Hissa No. 2&3A
Raisoni estate, Village Mann
Tal. Mulshi, Pune 411057
CIN NO. : U85110PN2000PLC130509

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Annexure I

Date 9-Jul-24

Name Vaishnavi Gawande
Title Trainee Testing Engineer
Grade IND - Grad – Software – Y1 – C2

Sr. No.	Particulars	Rs. Per annum
1	Basic Salary including D.A.	2,59,435
2	House Rent allowance	1,03,774
3	Other Allowance	1,55,659
4	Employer Contribution towards PF	31,132
A	**Cost to Company**	**5,50,000**
	Other non encashable benefits	
1	Mediclaim Hospitalisation, Group Personal Accident Insurance & Term Life insurance	45,000
2	Gratuity as per payment of Gratuity Act	12,473
3	Subsidised Canteen	25,000
4	Subsidised Transport	45,000
B	**Total**	**1,27,473**
C	**Performance Bonus***	**50,000**
A+B+C	**Grand Total**	**7,27,473**

*You will be eligible to receive this performance bonus under the Company's Performance Bonus Programme, which is a discretionary bonus scheme based upon a Group Profit derived Fund and all rated on individual performance.

For Renishaw Metrology Systems Limited

Mahesh Deshpande
Finance Director & CFO

S S Natu Plastics & Metals Pvt Ltd

13 September 2024

To,
Miss. Neha Ashok Bedare
SSGMCE, Shegaon - 444203

LETTER OF APPOINTMENT

With reference to your application and subsequent selection procedure, we are pleased to offer you the position of **"Trainee Electronics Engineer"** at SS Natu PMPL, effective from 01/10/2024, under the following terms and conditions:

1. Commencement of Employment: Your employment with the company will commence on **01/10/2024.**

2. Probationary Period: You will be on probation for a period of **six months.** At the end of the probation period, if your performance is deemed satisfactory, your appointment will be confirmed in writing. If no letter of confirmation is issued, your probation period shall automatically extend until confirmation in writing is provided. The company reserves the right to terminate your services at any time during the probation period without prior notice or payment in lieu of notice. Similarly, you may choose to resign during the probation period without prior notice.

3. Company Policies: You will be subject to the company's rules regarding conduct, discipline, leave, holidays, working hours, and any other policies that may be in force from time to time.

4. Relocation: You may be required to work at any of the company's establishments within Mumbai/Thane or other locations as necessary, without additional compensation or remuneration.

5. Post-Confirmation Termination: After confirmation, either party may terminate employment by giving **one month's notice** or payment in lieu thereof. In the event of resignation, failure to provide such notice will make you liable to pay an amount equivalent to one month's salary. In the case of **misconduct**, the company reserves the right to terminate your services without notice or payment in lieu.

S S Natu Plastics & Metals Pvt Ltd

6. Stipend: During your probation period, you will receive a consolidated stipend of **Rs. 16,000/- (Rupees Sixteen Thousand Only**) per month.

7. Outside Employment: You are not permitted to undertake any other employment or outside work, directly or indirectly, without the express written permission of the company.

8. Confidentiality: You are required to maintain confidentiality regarding the company's designs, specifications, manufacturing processes, tooling, machinery, technical know-how, and other confidential or sensitive business matters you may become privy to during your employment. Breach of confidentiality may result in immediate termination of your employment without notice, and you may also be subject to legal proceedings for damages.

9. Work Timing and Weekly Off: Your working hours will be from 10:00 AM to 6:30 PM, six days a week. The company provides flexibility on the weekly day off, which can be taken either on Friday or Sunday, depending on your preference.

10. Night Shift Requirement: Please be aware that all employees may be required to work night shifts at the factory when necessary though this is **very rare scenario**.

Kindly sign the attached copy of this letter to confirm your acceptance of the terms and conditions of employment as outlined in this letter.

We look forward to having you as part of the SSN team and wish you success in your new role.

Yours faithfully,

FOR S. S. Natu Plastics & Metals Pvt. Ltd.

D.A. VANJANI

(Chief Executive Officer)

S S Natu Plastics & Metals Pvt Ltd

Miss. Neha Ashok Bedare

I hereby confirm that I accept employment on the terms and conditions set in the Letter of Appointment referred to above and agree to abide by them.

I declare that my age is _____ years and in support of which submit _____ as documentary evidence.

Date: 13/09/2024

Signature: _____

Miss. Neha Ashok Bedare

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ID 9108652475

SAMCON

Date: 15.07.2024

To,

Bhargavi Sanjay Hirulkar

Subject: Job Offer for Trainee Estimation Engineer (Electrical)

Dear Bhargavi,

Greetings from SAMCON!!

In reference to subject, final interview was conducted at our Asangaon factory on Dt. 13.07.2024, you are selected as **Trainee Estimation Engineer (Electrical).**

We are pleased to extend an offer of employment to these candidates for the position of Trainee Estimation Engineer (Electrical) at SAMCON. We were impressed with their qualifications, enthusiasm and we believe you will be a valuable addition to our team.

Position: Trainee Estimation Engineer (Electrical)
Start Date: 01.08.2024
Work Location: SAMCON Thane Office, Unit No. 112, Krishna Building, Laxmi Industrial Complex, Pokhran Road No.01, Vartak Nagar, Thane (West) – 400606
Reporting To: Mr. Bhavesh Jadhav (Manager- Sales & Estimation)

Compensation and Benefits:

Stipend: Rs. 20,000/- per month under Govt. Scheme National Apprenticeship Training Scheme (NATS)

Training and Development: Access to professional development programs and ongoing training opportunities.

After 1 year from joining, on the basis of performance of candidates they shall be considered for payroll of SAMCON.

With Warm Regards,

For Samcon Industrial Controls Pvt. Ltd.

SAMCON INDUSTRIAL CONTROLS PVT. LTD. * ASANGAON *

Mr. Sunil More

HR Department

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SAMCON

Date: 15.07.2024

To,

Dnyaneshwar Gajanan Jadhao

Subject: Job Offer for Trainee Production Engineer (Electrical)

Dear Dnyaneshwar,

Greetings from SAMCON!!

In reference to subject, final interview was conducted at our Asangaon factory on Dt. 13.07.2024, you are selected as **Trainee Production Engineer (Electrical).**

We are pleased to extend an offer of employment to these candidates for the position of Trainee Production Engineer (Electrical) at SAMCON. We were impressed with their qualifications, enthusiasm and we believe you will be a valuable addition to our team.

Position: Trainee Production Engineer (Electrical)
Start Date: 01.08.2024
Work Location: Factory : Plot No.20,22 & 23, Sur. No.165A/2&3, Oswal Inl Estate, NH3, Village Asangaon, Taluka Shahapur, Dist. Thane-421601.

SAMCON Thane Office: Unit No. 112, Krishna Building, Laxmi Industrial Complex, Pokhran Road No.01, Vartak Nagar, Thane (West) – 400606

Reporting To: Mr. Amol Sase (Works Manager)

Compensation and Benefits:

Stipend: Rs. 20,000/- per month under Govt. Scheme National Apprenticeship Training Scheme (NATS)

Training and Development: Access to professional development programs and ongoing training opportunities.

After 1 year from joining, on the basis of performance of candidates they shall be considered for payroll of SAMCON.

With Warm Regards,

For Samcon Industrial Controls Pvt. Ltd.

SAMCON INDUSTRIAL CONTROLS PVT LTD. ASANGAON

Mr. Sunil More

HR Department

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SAMCON

Date: 15.07.2024

To,

Kundan Ramesh Nimbokar

Subject: Job Offer for Trainee Design Engineer (Electrical)

Dear Kundan,

Greetings from SAMCON!!

In reference to subject, final interview was conducted at our Asangaon factory on Dt. 13.07.2024, you are selected as **Trainee Design Engineer (Electrical).**

We are pleased to extend an offer of employment to these candidates for the position of Trainee Design Engineer (Electrical) at SAMCON. We were impressed with their qualifications, enthusiasm and we believe you will be a valuable addition to our team.

Position: Trainee Design Engineer (Electrical)
Start Date: 01.08.2024
Work Location: Factory : Plot No.20,22 & 23, Sur. No.165A/2&3, Oswal Inl Estate, NH3, Village Asangaon, Taluka Shahapur, Dist. Thane-421601.

SAMCON Thane Office: Unit No. 112, Krishna Building, Laxmi Industrial Complex, Pokhran Road No.01, Vartak Nagar, Thane (West) – 400606

Reporting To: Mr. Dinesh Desale (Design Incharge)

Compensation and Benefits:

Stipend: Rs. 20,000/- per month under Govt. Scheme National Apprenticeship Training Scheme (NATS)

Training and Development: Access to professional development programs and ongoing training opportunities.

After 1 year from joining, on the basis of performance of candidates they shall be considered for payroll of SAMCON.

With Warm Regards,

For Samcon Industrial Controls Pvt. Ltd.

SAMCON INDUSTRIAL CONTROLS PVT. LTD. * ASANGAON *

Mr. Sunil More

HR Department

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SAMCON

Date: 15.07.2024

To,

Prathamesh Anil Potdar

Subject: Job Offer for Trainee QC Engineer (Electrical)

Dear Prathamesh,

Greetings from SAMCON!!

In reference to subject, final interview was conducted at our Asangaon factory on Dt. 13.07.2024, you are selected as **Trainee QC Engineer (Electrical).**

We are pleased to extend an offer of employment to these candidates for the position of Trainee QC Engineer (Electrical) at SAMCON. We were impressed with their qualifications, enthusiasm and we believe you will be a valuable addition to our team.

Position: Trainee QC Engineer (Electrical)
Start Date: 01.08.2024
Work Location: Factory : Plot No.20,22 & 23, Sur. No.165A/2&3, Oswal Inl Estate, NH3, Village Asangaon, Taluka Shahapur, Dist. Thane-421601.

SAMCON Thane Office: Unit No. 112, Krishna Building, Laxmi Industrial Complex, Pokhran Road No.01, Vartak Nagar, Thane (West) – 400606

Reporting To: Mr. Chaitanya Patil (QC Incharge)

Compensation and Benefits:

Stipend: Rs. 20,000/- per month under Govt. Scheme National Apprenticeship Training Scheme (NATS)

Training and Development: Access to professional development programs and ongoing training opportunities.

After 1 year from joining, on the basis of performance of candidates they shall be considered for payroll of SAMCON.

With Warm Regards,

For Samcon Industrial Controls Pvt. Ltd.

SAMCON INDUSTRIAL CONTROLS PVT. LTD. * ASANGAON *

Mr. Sunil More

HR Department

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SAMCON

Date: 15.07.2024

To,

Radhika Pramod Deshmukh

Subject: Job Offer for Trainee Estimation Engineer (Electrical)

Dear Radhika,

Greetings from SAMCON!!

In reference to subject, final interview was conducted at our Asangaon factory on Dt. 13.07.2024, you are selected as **Trainee Estimation Engineer (Electrical).**

We are pleased to extend an offer of employment to these candidates for the position of Trainee Estimation Engineer (Electrical) at SAMCON. We were impressed with their qualifications, enthusiasm and we believe you will be a valuable addition to our team.

Position: Trainee Estimation Engineer (Electrical)
Start Date: 01.08.2024
Work Location: SAMCON Thane Office, Unit No. 112, Krishna Building, Laxmi Industrial Complex, Pokhran Road No.01, Vartak Nagar, Thane (West) – 400606
Reporting To: Mr. Bhavesh Jadhav (Manager- Sales & Estimation)

Compensation and Benefits:

Stipend: Rs. 20,000/- per month under Govt. Scheme National Apprenticeship Training Scheme (NATS)

Training and Development: Access to professional development programs and ongoing training opportunities.

After 1 year from joining, on the basis of performance of candidates they shall be considered for payroll of SAMCON.

With Warm Regards,

For Samcon Industrial Controls Pvt. Ltd.

SAMCON INDUSTRIAL CONTROLS PVT. LTD. ASANGAON

Mr. Sunil More

HR Department

Ujwal Systems

Ref. No. UJ/HR/2024-2025/05

Date: 25/06/2024

Mr. Abhishek Bawane,
Behind Sarkari Davakhana, Sant Tukdoji Ward,
Hinghanghat, Wardha,
Maharashtra – 442301

Dear Abhishek,

With reference to your application and subsequent interview in this regard to employment in our organization, we are pleased to offer you employment on the terms and conditions mentioned below:

1. You are designated as Trainee Engineer.
2. You will be paid a monthly gross salary as per enclosed sheet.
3. You will be on probation initially for a period of one year from the date of joining of your employment. During the probation period, the management will assess your work, conduct, general aptitude, and overall suitability.
4. You may be considered for confirmation in regular service in writing at the end of your satisfactory completion of the prescribed / extended probation period. It may however be noted that till such time you are so advised in writing that you shall be deemed to be on probation.
5. After confirmation, either party can terminate services by giving two months' notice or salary in lieu thereof, without assessing any reasons.
6. You shall not, either during your employment with the company or even after the termination, dilute any information of the company or its activities which you may come into possession by reason of your employment with the company.
7. You shall not engage yourself in any business or activity which harms the interests of the company. Any such activity that affects the interests of the company shall be treated as an act of misconduct and necessary action will be initiated in accordance with the disciplinary procedures adopted by the company from time to time.
8. You are strictly prohibited during the continuance of your employment with the company from engaging yourself in any occupation or employment in any other company.
9. If at any stage, during the tenure of your services, it is found that the information furnished by you, regarding your age, educational qualifications, previous experience is false, your services will be terminated without any notice.

3, Shivsagar Apt., Bhusari Colony, Paud Road, Kothrud, Pune - 411 038 (India)
Office Mobile No. : +91 93562 38146
E-mail : info@ujwalsystems.com

10. Your employment is subject to your being and continues to be medically fit. The company shall have a right to terminate your services at any time, if you are found medically unfit.
11. During the tenure, you will use property / machines / tools and instruments etc. of the company with utmost care. You shall be responsible for their safekeeping and return in good condition.
12. If you commit a breach of the above terms or found guilty of any misconduct or conduct yourself in any manner calculated to bring the company or its employees into dispute, your services will be terminated without notice.
13. Twenty-eight paid leaves are applicable in one year. During probation period leaves will be unpaid.
14. You are required to join the organization on or before 24/06/2024 otherwise this offer of appointment shall automatically stand withdrawn.
15. In case of job termination during probation period relieving letter will not be issued.
16. Bonus will be applicable after successful completion of probation period.
17. You may be transferred anywhere out of Pune.
18. Your job involves but not limited to Design, Engineering & Drafting for preparation of deliverables.

For Ujwal Systems,

Authorized Signatory

I accept the above terms and conditions of my offer of appointment with the company. I will join on 24/06/2024

Posting at - Pune

You will report to –. Mr. Abhay Ghadyalji

A. S. Bawane

Abhishek. S.

Bawane.

Date: 25/06/2024

Salary Slip		BE
Name		
Basic + DA		10,000
HRA		4,500
Travelling allowance		2,500
Education Allowance		1,500
Medical Reimbursement		1,500
Telephone allowance		600
LIC premium		500
Mediclaim premium		
Bonus		
Incentive		
Leave Compensation		
Arrears		
Salary advance		
Gross Salary		**21,100**
Deduction		
Professional Tax		200
PF employee contribution		1,800
ESIC		
TDS		
Salary advance deduction		
Sub-Total	:	**2,000**
Salary after deduction		**19,100**
Travelling expenditure Reimbursement		
Hyderabad Allowance		
Payment made		**19,100**
Company PF Contribution		1950
ESIC		
Total Salary		**23,050**
Total Deduction		3,950
Bonus (monthly contribution)		3,517
Gross Salary		**26,567**
Annual salary		**3,18,800**

Ujwal Systems

Ref. No. UJ/HR/2024-2025/04 Date: 25/06/2024

Mr. Pranav Shelke,
Tal – Deulgaon Raja, Padali Shinde,
Pr Malkapur Pang, Buldhana,
Maharashtra – 443204

Dear Pranav,

With reference to your application and subsequent interview in this regard to employment in our organization, we are pleased to offer you employment on the terms and conditions mentioned below:

1. You are designated as Trainee Engineer.
2. You will be paid a monthly gross salary as per enclosed sheet.
3. You will be on probation initially for a period of one year from the date of joining of your employment. During the probation period, the management will assess your work, conduct, general aptitude, and overall suitability.
4. You may be considered for confirmation in regular service in writing at the end of your satisfactory completion of the prescribed / extended probation period. It may however be noted that till such time you are so advised in writing that you shall be deemed to be on probation.
5. After confirmation, either party can terminate services by giving two months' notice or salary in lieu thereof, without assessing any reasons.
6. You shall not, either during your employment with the company or even after the termination, dilute any information of the company or its activities which you may come into possession by reason of your employment with the company.
7. You shall not engage yourself in any business or activity which harms the interests of the company. Any such activity that affects the interests of the company shall be treated as an act of misconduct and necessary action will be initiated in accordance with the disciplinary procedures adopted by the company from time to time.
8. You are strictly prohibited during the continuance of your employment with the company from engaging yourself in any occupation or employment in any other company.

3, Shivsagar Apt., Bhusari Colony, Paud Road, Kothrud, Pune - 411 038 (India)
Office Mobile No. : +91 93562 38146
E-mail : info@ujwalsystems.com

Ujwal Systems

9. If at any stage, during the tenure of your services, it is found that the information furnished by you, regarding your age, educational qualifications, previous experience is false, your services will be terminated without any notice.
10. Your employment is subject to your being and continues to be medically fit. The company shall have a right to terminate your services at any time, if you are found medically unfit.
11. During the tenure, you will use property / machines / tools and instruments etc. of the company with utmost care. You shall be responsible for their safekeeping and return in good condition.
12. If you commit a breach of the above terms or found guilty of any misconduct or conduct yourself in any manner calculated to bring the company or its employees into dispute, your services will be terminated without notice.
13. Twenty-eight paid leaves are applicable in one year. During probation period leaves will be unpaid.
14. You are required to join the organization on or before 24/06/2024 otherwise this offer of appointment shall automatically stand withdrawn.
15. In case of job termination during probation period, relieving letter will not be issued.
16. Bonus will be applicable after successful completion of probation period.
17. You may be transferred anywhere out of Pune.
18. Your job involves but not limited to Design, Engineering & Drafting for preparation of deliverables.

For Ujwal Systems,

Authorised Signatory

I accept the above terms and conditions of my offer of appointment with the company. I will join on 24/06/2024

Posting at - Pune

You will report to –. Mr. Abhiram Gijare

Pranav. M. Shelke

Date: 25/06/2024

3, Shivsagar Apt., Bhusari Colony, Paud Road, Kothrud, Pune - 411 038 (India)
Office Mobile No. : +91 93562 38146
E-mail : info@ujwalsystems.com

Salary Slip		BE
Name		
Basic + DA		10,000
HRA		4,500
Travelling allowance		2,500
Education Allowance		1,500
Medical Reimbursement		1,500
Telephone allowance		600
LIC premium		500
Mediclaim premium		
Bonus		
Incentive		
Leave Compensation		
Arrears		
Salary advance		
Gross Salary		**21,100**
Deduction		
Professional Tax		200
PF employee contribution		1,800
ESIC		
TDS		
Salary advance deduction		
Sub-Total	:	**2,000**
Salary after deduction		**19,100**
Travelling expenditure Reimbursement		
Hyderabad Allowance		
Payment made		**19,100**
Company PF Contribution		1950
ESIC		
Total Salary		**23,050**
Total Deduction		3,950
Bonus (monthly contribution)		3,517
Gross Salary		**26,567**
Annual salary		**3,18,800**

Ujwal Systems

Ref. No. UJ/HR/2024-2025/06 Date: 25/06/2024

Mr. Prasad Deo,
Near Water Tank, Waman Nagar,
Khamgaon, Buldhana,
Maharashtra – 444303

Dear Prasad,

With reference to your application and subsequent interview in this regard to employment in our organization, we are pleased to offer you employment on the terms and conditions mentioned below:

1. You are designated as Trainee Engineer.
2. You will be paid a monthly gross salary as per enclosed sheet.
3. You will be on probation initially for a period of one year from the date of joining of your employment. During the probation period, the management will assess your work, conduct, general aptitude, and overall suitability.
4. You may be considered for confirmation in regular service in writing at the end of your satisfactory completion of the prescribed / extended probation period. It may however be noted that till such time you are so advised in writing that you shall be deemed to be on probation.
5. After confirmation, either party can terminate services by giving two months' notice or salary in lieu thereof, without assessing any reasons.
6. You shall not, either during your employment with the company or even after the termination, dilute any information of the company or its activities which you may come into possession by reason of your employment with the company.
7. You shall not engage yourself in any business or activity which harms the interests of the company. Any such activity that affects the interests of the company shall be treated as an act of misconduct and necessary action will be initiated in accordance with the disciplinary procedures adopted by the company from time to time.
8. You are strictly prohibited during the continuance of your employment with the company from engaging yourself in any occupation or employment in any other company.
9. If at any stage, during the tenure of your services, it is found that the information furnished by you, regarding your age, educational qualifications, previous experience is false, your services will be terminated without any notice.

3, Shivsagar Apt., Bhusari Colony, Paud Road, Kothrud, Pune - 411 038 (India)
Office Mobile No. : +91 93562 38146
E-mail : info@ujwalsystems.com

Ujwal Systems

10. Your employment is subject to your being and continues to be medically fit. The company shall have a right to terminate your services at any time, if you are found medically unfit.
11. During the tenure, you will use property / machines / tools and instruments etc. of the company with utmost care. You shall be responsible for their safekeeping and return in good condition.
12. If you commit a breach of the above terms or found guilty of any misconduct or conduct yourself in any manner calculated to bring the company or its employees into dispute, your services will be terminated without notice.
13. Twenty-eight paid leaves are applicable in one year. During probation period leaves will be unpaid.
14. You are required to join the organization on or before 24/06/2024 otherwise this offer of appointment shall automatically stand withdrawn.
15. In case of job termination during probation period, relieving letter will not be issued.
16. Bonus will be applicable after successful completion of probation period.
17. You may be transferred anywhere out of Pune.
18. Your job involves but not limited to Design, Engineering & Drafting for preparation of deliverables.

For Ujwal Systems,

Authorised Signatory

I accept the above terms and conditions of my offer of appointment with the company. I will join on 24/06/2024

Posting at - Pune

You will report to –. Mrs. Prajakta Deshpande

Prasad. S. Deo

Date: 25/06/2024

3, Shivsagar Apt., Bhusari Colony, Paud Road, Kothrud, Pune - 411 038 (India)
Office Mobile No. : +91 93562 38146
E-mail : info@ujwalsystems.com

Salary Slip		BE
Name		
Basic + DA		10,000
HRA		4,500
Travelling allowance		2,500
Education Allowance		1,500
Medical Reimbursement		1,500
Telephone allowance		600
LIC premium		500
Mediclaim premium		
Bonus		
Incentive		
Leave Compensation		
Arrears		
Salary advance		
Gross Salary		**21,100**
Deduction		
Professional Tax		200
PF employee contribution		1,800
ESIC		
TDS		
Salary advance deduction		
Sub-Total	:	**2,000**
Salary after deduction		**19,100**
Travelling expenditure Reimbursement		
Hyderabad Allowance		
Payment made		**19,100**
Company PF Contribution		1950
ESIC		
Total Salary		**23,050**
Total Deduction		3,950
Bonus (monthly contribution)		3,517
Gross Salary		**26,567**
Annual salary		**3,18,800**

SIEMENS

Mr.Prathan Rathod
GID. Z0050PPS
Department Code: RC-IN SE GT-PR SW MF GIS
Banjara Crolony, kaulkhed road, Akola, Maharashtra, 444004

Name Pravin Kulkarni
Department P & O
People and Organization
Telephone +91 (0240) 6715126
E-mail pravin.kulkarni@siemens.com

Your letter of
Our reference SL/AW/P&O/PMK
Date 12.08.2024

Dear Mr.Prathan Rathod,

We have pleasure in informing you that you are engaged as an 'Apprentice' under the Apprentices Act of 1961 with effect from 05.08.2024 in our Siemens Energy, Grid Technologies - Products Switchgear at Aurangabad Works on following terms & conditions:

1. Your training will be for a period of One Year as provided under the Act.
2. You will be paid fixed stipend of Rs. 20000/- p.m.
3. You will be working in various departments / workplaces from time to time as per the programme drawn up by the Management.
4. During the training period, you will be entitled for leave as per provisions of Apprentices Act of 1961.
5. You will be governed by the working hours prevailing in the establishment in which you work. You will be notified of your actual duty timings from time to time. You will also be required to work in shifts as and when considered necessary by the Management.
6. You are entitled to avail subsidized canteen facility.
7. Your National Apprenticeship Training Scheme (NATS) Registration Number: WMHD011210603237.

Kindly return the duplicate copy of this letter duly signed, in token of your acceptance of the terms & conditions stipulated above.

Yours faithfully,
SIEMENS LTD

Samit Sachdeva
Vice President

Pravin Kulkarni
Senior Manager – People & Organization

Strictly Confidential

Siemens Ltd.
Sunil Mathur
Managing Director

Birla Aurora, Level 21, Plot No. 1080, Dr. Annie Besant Road, Worli, Mumbai – 400030

SIEMENS

Mr.Pratik Asolkar
GID. Z0050PPZ
Department Code: RC-IN SE GT-PR SW MF GIS
Near June Mahadeo Mandir, Navakar Mala, Shegaon,
Buldhana, Maharashtra, 444203

Name: Pravin Kulkarni
Department: P & O
People and Organization
Telephone: +91 (0240) 6715126
E-mail: pravin.kulkarni@siemens.com

Your letter of
Our reference: SL/AW/P&O/PMK
Date: 12.08.2024

Dear Mr.Pratik Asolkar,

We have pleasure in informing you that you are engaged as an 'Apprentice' under the Apprentices Act of 1961 with effect from 05.08.2024 in our Siemens Energy, Grid Technologies - Products Switchgear at Aurangabad Works on following terms & conditions:

1. Your training will be for a period of One Year as provided under the Act.
2. You will be paid fixed stipend of Rs. 20000/- p.m.
3. You will be working in various departments / workplaces from time to time as per the programme drawn up by the Management.
4. During the training period, you will be entitled for leave as per provisions of Apprentices Act of 1961.
5. You will be governed by the working hours prevailing in the establishment in which you work. You will be notified of your actual duty timings from time to time. You will also be required to work in shifts as and when considered necessary by the Management.
6. You are entitled to avail subsidized canteen facility.
7. Your National Apprenticeship Training Scheme (NATS) Registration Number: AMHBU5147721.

Kindly return the duplicate copy of this letter duly signed, in token of your acceptance of the terms & conditions stipulated above.

Yours faithfully,
SIEMENS LTD

Samit Sachdeva
Vice President

Pravin Kulkarni
Senior Manager – People & Organization

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Siemens Ltd.
Sunil Mathur
Managing Director

Birla Aurora, Level 21, Plot No. 1080, Dr. Annie Besant Road, Worli, Mumbai – 400030

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ECOFIRST SERVICES LIMITED

PRIVATE & CONFIDENTIAL

Ms. Tanvi Waghmare
SSGMCE
Shegaon-
444101

ECO/CORP/HR/8032/C24/001
Date: 16-04-2024

Subject: Appointment Letter

Dear Ms. Tanvi Waghmare

Please refer to the interview you had with us. We have pleasure in offering you traineeship, subject to your successful completion of Graduate examination with First Class / Equivalent CGPA or above (at least 60% throughout all semesters with no live backlog), as per terms and conditions given below:

1. Designation

You will be designated as Engineer Trainee - E0.

2. Emoluments and other Entitlements

During the training period, you will be eligible for basic salary, allowances and other benefits as outlined in Annexure 1 to this Appointment Letter.

3. Date and Location Of Joining

Your tentative date of joining will be 6th August 2024. Please note, while we are preparing ourselves to welcome you on onboard on scheduled date, however the same is subjected to change due to business requirements. You will be receiving the necessary communication in case, if there is a change in date of joining, well in advance.

Your joining location will be at any of the offices/ Divisions/ Work Sites of the Company or of its Associate Companies, anywhere in India or Abroad. The location of joining will be communicated one (1) month in advance.

On the day of joining, please carry the documents as per Annexure 2 for completing the joining formalities.

In case your results are not declared before joining date, you will be permitted to join the Company but your continuation shall be subject to your producing your final mark-sheet/degree certificate having passed in First Class / Equivalent CGPA, within 60 days of your joining.

4. Pre-Employment Medical Check Up

You are required to undergo a pre-employment medical examination at a facility designated by the company. In case if Company allows you to undergo pre-employment medical examination on your own, expenses of the medical check-up up to a ceiling amount of Rs. 950/- will be reimbursed, subject to submission of original receipts as a part of joining formalities.

5. Reimbursement Of Travel Expenses

Upon joining the company, travel expenses at the time of joining from hometown to joining location shall be reimbursed, subject to ceiling limit of an amount equivalent to 2nd AC rail fare. An amount incurred will be reimbursed to the individuals on completion of joining formalities successfully and after submission of required documentary proof. This clause is applicable only to those whose permanent address/hometown is different than joining location.

6. Training

You will be on training for a period of twelve (12) months from the date of joining. You are required to acquire Training Certification as per Company's requirement, failing which your training will be liable for termination.

7. Work Schedule

You will be required to follow working schedule as per Company's rules.

You are expected to devote sufficient time to your duties to enable them to be carried out efficiently, which may require you to attend the office/site, or to be available to fulfil your function, outside these days.

8. Indemnity-cum-Surety Bond

On joining, you and your surety will be required to execute an Indemnity-Cum-Surety bond which has to be franked with a stamp for Rs. 200/- (refer Annexure 3 for further details about franking). The Indemnity-cum-Surety Bond period will be three (3) years from the date of joining as a trainee or two (2) years from the date of absorption whichever is later.

The surety shall be your parent or legal guardian who will undertake to pay the liquidated damages/compensation of Rs.50000/- in case you do not fulfill the terms and conditions of this letter and undertaking made in the Indemnity-cum-Surety Bond laid out in Annexure 3. Surety's signature has to be authenticated by the Branch Manager of a Nationalised Bank or ICICI Bank or HDFC Bank or AXIS bank where the Surety is holding an account. Refer Annexure 4 for format for Surety Signature Verification.

9. Medical Fitness

While in service you will be expected to maintain yourself in a state of medical fitness certified by our Company's Medical Authority, as laid down from time to time.

10. Leave

Leave entitled will be as per Company's rules. No leave will be permissible during first three (3) months. Unutilized leave will be lapse at the end of the Training period.

11. Transfer

Your services are liable to be assigned/ transferred to any of the Offices/ Divisions/ Work Sites of the Company or of its Associate Companies, anywhere in India or Abroad without any additional remuneration.

12. Accommodation

The Company has no provision for residential accommodation and you will have to make your own arrangements for the same.

13. Notice Period

During the training period, either party can terminate the service by giving thirty (30) days notice in writing to other without assigning any reasons. While giving thirty (30) days notice is mandatory, the company at its sole discretion may relax the notice period depending upon the circumstances warranting the same by settling the full/ partial shortfall against the dues.

Further to clause 8 of this Appointment Letter on Indemnity-cum-Surety Bond, The Company reserve the right to invoke the Bond should you not fulfill any of the terms and conditions of this letter and the said Bond.

14. Absorption

On satisfactory completion of your training, depending upon the availability of a suitable opening and subject to your acquiring Training Certification as per Company's requirements, and based upon your performance during the training period you may be considered for appointment in the regular cadre of the organization.

The training period is liable to be extended, should it be found necessary, at the discretion of the Company. In case of non-communication of absorption letter, the training period will automatically stand extended.

15. Rules and Regulations

You will be governed by Company's Rules and Regulations, which are in force, or as will be in force from time to time in respect of service conditions.

You will abide by the Dress Code Policy (TCE.M9-HR-PA-25), a copy of which will be made available to you on joining.

16. The Maternity Benefits Act 1961

Women employees will be entitled to the maternity benefits under The Maternity Benefits Act 1961 and amendments thereof, as may be applicable.

17. The Employees' Compensation Act 1923

In the event of injury by accident arising out of employment, you will be entitled for the benefits as prescribed under The Employees' Compensation Act, 1923 as may be applicable.

18. Tata Code of Conduct

You will abide by the Tata Code of Conduct, a copy of which will be made available to you at the time of your joining the Company.

19. Bar on Double Employment

You are required under the Company's rule not to undertake any other employment elsewhere either on full time or part-time basis, during your training with the Company. Contravention of this condition will render your training liable to termination with immediate effect without assigning any reason and will also be liable for payment of liquidated damages as per the provisions stipulated under clause 8 of this Appointment Letter.

20. Secrecy and Confidentiality

You will keep 'Secret' and 'Confidential' any and all drawings, specifications, instructions, reports, documents and process information etc or any other data relating to Projects/Proposal or otherwise, which you acquire during the tenure of service. Any contravention of this condition will entail termination of your services from the Company. At the time of joining, you will be required to sign a 'Secrecy Agreement' in the presence of a representative of our Human Resources Department.

We request you to keep this Appointment Letter confidential and not to discuss the same with others. We are sure you will extend support in complying with this code.

21. Intellectual Property Rights

During the course of your engagement with us, any research work done, development made, and / or innovation made, in any area, shall belong to the Company and the Company shall be the Owner of the same in perpetuity and you shall not have any lien or right over it at any time.

22. Termination of Employment

Your services could be terminated without notice in the event of:

a) Refusal to accept transfers (refer clause 11) as required by the Company.

b) Failure to abide by the rules, regulations and policies of the Company (refer clause 15).

c) Absenting without authorization/intimation for 15 days or more.

d) Non-compliance to the Tata Code of Conduct (refer clause 18).

e) Double employment (refer clause 19).

f) Contravention of the Secrecy Agreement (refer clause 20).

g) Any act of indiscipline, if the Company is convinced that continuance of your employment would be detrimental or subversive to the interests of the Company or its image.

23. Change in contact details

You are required to intimate us about any change in your correspondence /residential / permanent address, contact details such as contact numbers or e-mail ids etc, provided to us at the time of campus selection process. The company will not be responsible in case you don't receive any communication being sent by us pertaining to your joining and you miss the correspondence resulting into cancelation of your offer letter issued by us.

24. Non-Disparagement

Employee will not at any time during the Term or after Termination make, publish, or communicate to any person or entity or in any public forum, including but not limited to any website or other digital forum, any defamatory or disparaging remarks, comments, or statements concerning Company or any of its owners, employees, clients, or associated third parties.

25. Consent for sharing of Personal Data

Ecofirst may share your personal information like educational qualifications, past experience details, projects handled, residential address, date of birth, contact details, special skills, Provident Fund No., TDS deduction confirmation, etc. with any of the current/prospective clients with the intend to continue to execute already acquired business and / or to secure/acquire and execute new business opportunities.

26. Validity

The offer is valid for a period of seven (7) days from the date of issue of this Appointment Letter. If you are agreeable to the above mentioned terms and conditions, please communicate your acceptance to Sandip Badve (AGM-HR) on email id ssbadve@tce.co.in by sharing the duly signed photocopy of the Appointment Letter (sign on each page of the copy of the Appointment Letter).

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Consequent to the acceptance of this letter by you, you hereby irrevocably authorize the Company to share your biodata (personal information) with the Company's existing Client/s and/or prospective Client/s including the educational qualifications certificates, for Company's businesses.

We look forward to your joining us and have a fruitful traineeship with ECOFIRST SERVICES LIMITED and/or its any authorized subsidiary organization(s).

Yours Faithfully,
ECOFIRST SERVICES LIMITED

Chitranjan Kaushik,
Chief Operating Officer

I have read all terms & conditions and I accept the above offer.

_____
Signature

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ECOFIRST SERVICES LIMITED

Annexure 1 to Appointment Letter No: ECO/CORP/HR/8032/C24/001 dated 16-04-2024

Name: Ms. Tanvi Waghmare

Grade: E0

Designation: Engineer Trainee

Stipend and other Benefits:

	Description		Remuneration(In Rupees)
[A]	**Salary & Allowances**		
	Basic		8,000
	House Rent Allowance (HRA) - Refer Note 1		3,200
	Conveyance Allowance (CA)		1,600
	Additional Allowance (AA) - Refer Note 2		20,706
	Site Allowance (SA) - Refer Note 3		0
		Total [A]	**33,506**
[B]	**Retirement Benefits - Refer Note 1**		
	Provident Fund (PF)		1,800
	Gratuity		385
		Total [B]	**2,185**
[C]	**Other Allowances/Benefits**		
	ESIC - As applicable		0
	Bonus - Refer Note 4		584
		Total [C]	**584**
	Computed Fixed Pay Total [A+B+C]	**Per Month (Rs.)**	36,275
	Computed Fixed Pay	**Per Annum (Rs.)**	435,300
[D]	**Absorption Bonus (One time) – Refer Note 5**	**Per Annum (Rs.)**	14,700
	Computed CTC - Refer Note 7	**Per Annum (Rs.)**	**450,000**

Notes:

1. The above is effective from 06-08-2024 till further advice. HRA, PF and Gratuity are linked to the Basic Salary.
2. Ecofirst reserves the right, at its discretion, to change the structure of compensation and the allowance and/or its components within your CTC, at any point of time during the term of employment, in view of any future change in the statutory rules and regulations including the Code on Wages etc. Additional Allowance is an adjusting factor in the remuneration package and may vary due to any restructuring/ revision of allowances/ benefits
3. Site Allowance will be applicable to trainees posted at site only. The Site Allowance will cease to be given to trainees if the trainee is posted in any Ecofirst design/ project office.
4. Bonus shall be payable as per the provisions of the Payment of Bonus Act, 1965. Annual amount converted into monthly amount for computing monthly pay. It is annually payable on pro-rata basis
5. On satisfactory completion of your training, depending upon the availability of a suitable opening, subject to your acquiring Training Certification as per Company's requirements and based on your performance during training period, you will be absorbed in Grade E1.

   On Absorption in E1 grade, you will be eligible for one time Absorption Bonus as specified in your CTC.
6. You will be eligible for Medical coverage upto an amount of Rs. 200,000/- per annum as per Company's rules.
7. Computed CTC does not include Company's contribution towards premium for Medical Insurance / Life Insurance / Personal Accident Coverage, as applicable.
8. Tax liability, if any, on all the above payments will be your responsibility.

Offer: Computer Consultancy
Ref: TCSL/DT20234067615/Pune
Date: 16/07/2024

Mr. Atharva Nilesh Tattu
77Santaji Mangal Karyalay Road,
Akansha Nagar,
Digras-445203,
Maharashtra.
Tel# -

Dear Atharva Nilesh Tattu,

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** Grade **Y**. You will be assigned a role in any Unit as per 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.

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 Initial Learning Program (ILP); 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.

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

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.

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus

Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This 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.

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2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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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

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

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

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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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, 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.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 *There is no criminal offence registered/pending against you
 *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

 *PAN Card (Permanent Account Number)
 *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
 *Passport
 *NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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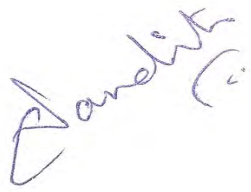
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

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	**Atharva Nilesh Tattu**
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.

*** For HIS - Note that Rs.7,900 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
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/CT20234147845/Pune
Date: 09/09/2024

Mr. Krunal Shrikrushna Bobade
60, Shivaji Colony ,Behind Nasre Sabhagrugh, Hudkeshwar Road, NagpurHudkeshwar Road,
Behind Nasre Sabhagrugh,
Nagpur-440024,
Maharashtra.
Tel# 91-9226996039

Dear Krunal Shrikrushna Bobade,

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** Grade **Y**. You will be assigned a role in any Unit as per 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.

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 Initial Learning Program (ILP); 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.

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

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.

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This 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.

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2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

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

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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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, 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.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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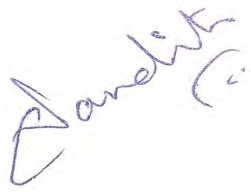
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

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	**Krunal Shrikrushna Bobade**
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
Performance Bonus*	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.

*** For HIS - Note that Rs.7,900 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
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/CT20234147312/Pune
Date: 09/09/2024

Ms. Madhura Dharmesh Nikam
402, Vaishnavi ComplexVikas Mitra Mandal Chowk,
Karve Nagar,
Pune-411052,
Maharashtra.
Tel# -

Dear Madhura Dharmesh Nikam,

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** Grade **Y**. You will be assigned a role in any Unit as per 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.

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 Initial Learning Program (ILP); 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.

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.

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus

Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This 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.

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2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

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

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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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, 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.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 *There is no criminal offence registered/pending against you
 *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

 *PAN Card (Permanent Account Number)
 *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
 *Passport
 *NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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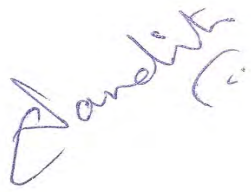
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

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	**Madhura Dharmesh Nikam**
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
Performance Bonus*	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.

*** For HIS - Note that Rs.7,900 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
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/CT20234156432/Pune
Date: 18/03/2024

Mr. Pratik Dnyaneshwar Kolaskar
Shri Krishna Gopal Nagar Sutala Bk,
Near Midc Stop,
Khamgaon-444303,
Maharashtra.
Tel# -

Dear Pratik Dnyaneshwar Kolaskar,

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 **Cyber Security Practise (CSP)** 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.

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 Initial Learning Program (ILP); 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.

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.

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus

Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on Individual, Unit, Company performance, and your allocation during the quarter. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This 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.

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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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are

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recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary

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increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or connect remotely as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

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12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on the last day of the month in which you

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complete 60 years of age, as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **20**. Submission of documents.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

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- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 *There is no criminal offence registered/pending against you
 *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

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(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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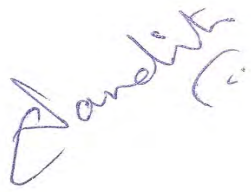
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

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	**Pratik Dnyaneshwar Kolaskar**
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.

*** For HIS - Note that Rs.7,900 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
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares his remote location with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/CT20234148521/Pune
Date: 16/07/2024

Mr. Sushant Sanjay Chafale
Sai Colony,
Near Sai Mandaap Decoration,
Buldhana-443001,
Maharashtra.
Tel# -9823167596

Dear Sushant Sanjay Chafale,

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** Grade **Y**. You will be assigned a role in any Unit as per 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.

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 Initial Learning Program (ILP); 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.

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.

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This 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.

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2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

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

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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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, 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.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 *There is no criminal offence registered/pending against you
 *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

 *PAN Card (Permanent Account Number)
 *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
 *Passport
 *NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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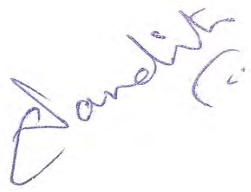
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

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	**Sushant Sanjay Chafale**
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.

*** For HIS - Note that Rs.7,900 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
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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11th Nov 2024

Mr. Kalyankar Abhishek Sanjay (GET-24-SGMCE-ELE-07),
Shri Sant Gajanan Maharaj College of Engineering,
Khamgaon Road, Near Krishna Cottage, Shegaon,
Maharashtra - 444 203

Dear Abhishek,

SUB: OFFER OF EMPLOYMENT AS GRADUATE ENGINEER TRAINEE [ELECTRICAL]

This has reference to your application and the interview you had with us recently. We are pleased to offer you the position of **"Graduate Engineer Trainee"**, on CTC (Cost to Company) of **Rs. 4,25,000/-** per year.

The terms and conditions of the offer are as follows:

1. You will undergo training for a period of 1 year and on successful completion of the same you will be confirmed in the position of **"EXECUTIVE"**. The same would be subject to assessment of your training performance and would not be automatic but on merits.
2. The offer of appointment is provisional and subject to your passing in the final examination and obtaining Engineering degree with 55% or equivalent without any ATKT, your reference checks and documents being found satisfactory.
3. You will be eligible for leaves as per "Leave Policy" of the Company.
4. You will be given detailed appointment letter on your joining and the terms and conditions therein will be applicable and binding on you.
5. Notice period for resignation from employment is three months.
6. You will be governed by rules and regulations of Company.
7. Please note that you will be 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.

Your date of joining shall be intimated later and you are required to report at Central HR Department, Naranpura Zonal Office, Sola Cross Road, Ahmedabad as and when intimated. Please contact Mr. Vineet Kumar Joon, Executive (HR), Mobile No. 7096005899, E-mail ID: vineetkumarjoon@torrentpower.com for any other information or clarifications you may need.

With best wishes for a fruitful career in Torrent Power.

Yours faithfully,
For TORRENT POWER LIMITED

ABHAY WAIKAR
VICE PRESIDENT (HR)

Accepted_____

Date _____
GET-24-SGMCE-ELE-07

11th Nov 2024

Mr. Kalanke Aditya Gopalrao (GET-24-SGMCE-ELE-05),
Shri Sant Gajanan Maharaj College of Engineering,
Khamgaon Road, Near Krishna Cottage, Shegaon,
Maharashtra - 444 203

Dear Aditya,

SUB: OFFER OF EMPLOYMENT AS GRADUATE ENGINEER TRAINEE [ELECTRICAL]

This has reference to your application and the interview you had with us recently. We are pleased to offer you the position of **"Graduate Engineer Trainee"**, on CTC (Cost to Company) of **Rs. 4,25,000/-** per year.

The terms and conditions of the offer are as follows:

1. You will undergo training for a period of 1 year and on successful completion of the same you will be confirmed in the position of **"EXECUTIVE"**. The same would be subject to assessment of your training performance and would not be automatic but on merits.
2. The offer of appointment is provisional and subject to your passing in the final examination and obtaining Engineering degree with 55% or equivalent without any ATKT, your reference checks and documents being found satisfactory.
3. You will be eligible for leaves as per "Leave Policy" of the Company.
4. You will be given detailed appointment letter on your joining and the terms and conditions therein will be applicable and binding on you.
5. Notice period for resignation from employment is three months.
6. You will be governed by rules and regulations of Company.
7. Please note that you will be 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.

Your date of joining shall be intimated later and you are required to report at Central HR Department, Naranpura Zonal Office, Sola Cross Road, Ahmedabad as and when intimated. Please contact Mr. Vineet Kumar Joon, Executive (HR), Mobile No. 7096005899, E-mail ID: vineetkumarjoon@torrentpower.com for any other information or clarifications you may need.

With best wishes for a fruitful career in Torrent Power.

Yours faithfully,
For TORRENT POWER LIMITED

ABHAY WAIKAR
VICE PRESIDENT (HR)

Accepted_____

Date _____
GET-24-SGMCE-ELE-05

11th Nov 2024

Mr. Raut Lokesh Sanjay (GET-24-SGMCE-ELE-06),
Shri Sant Gajanan Maharaj College of Engineering,
Khamgaon Road, Near Krishna Cottage, Shegaon,
Maharashtra - 444 203

Dear Lokesh,

SUB: OFFER OF EMPLOYMENT AS GRADUATE ENGINEER TRAINEE [ELECTRICAL]

This has reference to your application and the interview you had with us recently. We are pleased to offer you the position of **"Graduate Engineer Trainee"**, on CTC (Cost to Company) of **Rs. 4,25,000/-** per year.

The terms and conditions of the offer are as follows:

1. You will undergo training for a period of 1 year and on successful completion of the same you will be confirmed in the position of **"EXECUTIVE"**. The same would be subject to assessment of your training performance and would not be automatic but on merits.
2. The offer of appointment is provisional and subject to your passing in the final examination and obtaining Engineering degree with 55% or equivalent without any ATKT, your reference checks and documents being found satisfactory.
3. You will be eligible for leaves as per "Leave Policy" of the Company.
4. You will be given detailed appointment letter on your joining and the terms and conditions therein will be applicable and binding on you.
5. Notice period for resignation from employment is three months.
6. You will be governed by rules and regulations of Company.
7. Please note that you will be 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.

Your date of joining shall be intimated later and you are required to report at Central HR Department, Naranpura Zonal Office, Sola Cross Road, Ahmedabad as and when intimated. Please contact Mr. Vineet Kumar Joon, Executive (HR), Mobile No. 7096005899, E-mail ID: vineetkumarjoon@torrentpower.com for any other information or clarifications you may need.

With best wishes for a fruitful career in Torrent Power.

Yours faithfully,
For TORRENT POWER LIMITED

ABHAY WAIKAR
VICE PRESIDENT (HR)

Accepted_____

Date _____
GET-24-SGMCE-ELE-06

11th Nov 2024

Mr. Changal Shubham Dwarkadas (GET-24-SGMCE-ELE-04),
Shri Sant Gajanan Maharaj College of Engineering,
Khamgaon Road, Near Krishna Cottage, Shegaon,
Maharashtra - 444 203

Dear Shubham,

SUB: OFFER OF EMPLOYMENT AS GRADUATE ENGINEER TRAINEE [ELECTRICAL]

This has reference to your application and the interview you had with us recently. We are pleased to offer you the position of **"Graduate Engineer Trainee"**, on CTC (Cost to Company) of **Rs. 4,25,000/-** per year.

The terms and conditions of the offer are as follows:

1. You will undergo training for a period of 1 year and on successful completion of the same you will be confirmed in the position of **"EXECUTIVE"**. The same would be subject to assessment of your training performance and would not be automatic but on merits.
2. The offer of appointment is provisional and subject to your passing in the final examination and obtaining Engineering degree with 55% or equivalent without any ATKT, your reference checks and documents being found satisfactory.
3. You will be eligible for leaves as per "Leave Policy" of the Company.
4. You will be given detailed appointment letter on your joining and the terms and conditions therein will be applicable and binding on you.
5. Notice period for resignation from employment is three months.
6. You will be governed by rules and regulations of Company.
7. Please note that you will be 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.

Your date of joining shall be intimated later and you are required to report at Central HR Department, Naranpura Zonal Office, Sola Cross Road, Ahmedabad as and when intimated. Please contact Mr. Vineet Kumar Joon, Executive (HR), Mobile No. 7096005899, E-mail ID: vineetkumarjoon@torrentpower.com for any other information or clarifications you may need.

With best wishes for a fruitful career in Torrent Power.

Yours faithfully,
For TORRENT POWER LIMITED

ABHAY WAIKAR
VICE PRESIDENT (HR)

Accepted_____

Date _____
GET-24-SGMCE-ELE-04

TPL/BHR/24-25/1823
14-Jun-2024

To,
Avanti Sudesh Nachankar
14, Kalpana nagar, VMV road, Amravati
Saurabh Colony
Amravati Maharashtra 444604

Dear Avanti,

Sub: Offer for Graduate Engineer Trainee (B) – 2024

This has reference to your application and the subsequent interview you had with us recently. We are pleased to offer you the position of **Graduate Engineer Trainee (B)** on **CTC of Rs 4,25,000/-** per year.
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 would be subject to assessment of your training performance and would not be automatic but on merits.
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 without any background of any live or dead ATKT/ Backlog. This offer of training and / or your appointment is further subject to you been found medically fit by our Chief Medical Officer.
4. You would be eligible for leave as per Company's leave policy applicable from time to time.
5. You will be given a detailed appointment letter on your joining and the terms and conditions set out therein shall be applicable and binding upon you.
6. The Notice period for terminating services at any point, including training period is one month.
7. You will be governed by the rules and regulations of the Company.
8. 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 at the sole discretion of the management.

9. 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.
10. 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.
11. 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. For such travel, you shall be entitled to two wheeler allowance, as per company policy.

Please sign and return the copy of this letter as a token of acceptance of our offer.
You are required to report on **24-Jun-2024** at **24-Jun-2024** 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

Jaykumar Pandya
General Manager

Accepted _____
Date_____

Annexure - A

Address :
Aadeshwar Tower, A Wing, Kamatghar, Narpoli Road, Bhiwandi - 421302
Contact Persons (HR): Kadir Khan – Contact no. /Name – 9029262069

The following documents are required to be submitted by you at the time of joining:

1. Mark sheet and Passing certificate for 10th &12th
2. School Leaving Certificate for Date of birth record
3. Mark Sheets (all semester) & Degree Certificates for Graduation & Masters
4. Passport size photographs – 4 no.s (Self)
5. PAN Card
6. Driving Licence
7. Aadhar Card (Self & Nominee)
8. Address Proof
9. Bank passbook and 1 cancelled cheque
10. Photo ID Proof of Nominee (PAN card / Adhar card)
11. Passport size photographs – 4 no.s of Nominee (Mother / Father / brother / sister / wife / children)
12. Work experience certificate from past & present employers, if applicable.
13. Resignation duly acknowledged by the current employer, if applicable.
14. Last drawn salary certificate (increment letter with Salary Annexure), if applicable.
15. Physical fitness certificate from certified medical practitioner
16. Covid Vaccination Certificate

TPL/BHR/24-25/1835
14-Jun-2024

To,
Naveen Laxmikant Tiwari
Shri Sant Gajanan Maharaj College of Engineering, Campus
Khamgaon Road
Shegaon Maharashtra 444203

Dear Naveen,

Sub: Offer for Graduate Engineer Trainee (B) – 2024

This has reference to your application and the subsequent interview you had with us recently. We are pleased to offer you the position of **Graduate Engineer Trainee (B)** on **CTC of Rs 4,25,000/-** per year.
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 would be subject to assessment of your training performance and would not be automatic but on merits.
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 without any background of any live or dead ATKT/ Backlog. This offer of training and / or your appointment is further subject to you been found medically fit by our Chief Medical Officer.
4. You would be eligible for leave as per Company's leave policy applicable from time to time.
5. You will be given a detailed appointment letter on your joining and the terms and conditions set out therein shall be applicable and binding upon you.
6. The Notice period for terminating services at any point, including training period is one month.
7. You will be governed by the rules and regulations of the Company.
8. 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 at the sole discretion of the management.

9. 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.
10. 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.
11. 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. For such travel, you shall be entitled to two wheeler allowance, as per company policy.

Please sign and return the copy of this letter as a token of acceptance of our offer.
You are required to report on **24-Jun-2024** at **24-Jun-2024** 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

Jaykumar Pandya
General Manager

Accepted _____
Date 15-Jun-2024

Annexure - A

Address :
Aadeshwar Tower, A Wing, Kamatghar, Narpoli Road, Bhiwandi - 421302
Contact Persons (HR): Kadir Khan – Contact no. /Name – 9029262069

The following documents are required to be submitted by you at the time of joining:

1. Mark sheet and Passing certificate for 10th &12th
2. School Leaving Certificate for Date of birth record
3. Mark Sheets (all semester) & Degree Certificates for Graduation & Masters
4. Passport size photographs – 4 no.s (Self)
5. PAN Card
6. Driving Licence
7. Aadhar Card (Self & Nominee)
8. Address Proof
9. Bank passbook and 1 cancelled cheque
10. Photo ID Proof of Nominee (PAN card / Adhar card)
11. Passport size photographs – 4 no.s of Nominee (Mother / Father / brother / sister / wife / children)
12. Work experience certificate from past & present employers, if applicable.
13. Resignation duly acknowledged by the current employer, if applicable.
14. Last drawn salary certificate (increment letter with Salary Annexure), if applicable.
15. Physical fitness certificate from certified medical practitioner
16. Covid Vaccination Certificate

TPL/BHR/24-25/1824
14-Jun-2024

To,
Shruti Sanjay Thakare
Power) Shri Sant Gajanan Maharaj College of Engineering
Near SBI Colony
Shegaon Maharashtra 444203

Dear Shruti,

Sub: Offer for Graduate Engineer Trainee (B) – 2024

This has reference to your application and the subsequent interview you had with us recently. We are pleased to offer you the position of **Graduate Engineer Trainee (B)** on **CTC of Rs 4,25,000/-** per year.
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 would be subject to assessment of your training performance and would not be automatic but on merits.
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 without any background of any live or dead ATKT/ Backlog. This offer of training and / or your appointment is further subject to you been found medically fit by our Chief Medical Officer.
4. You would be eligible for leave as per Company's leave policy applicable from time to time.
5. You will be given a detailed appointment letter on your joining and the terms and conditions set out therein shall be applicable and binding upon you.
6. The Notice period for terminating services at any point, including training period is one month.
7. You will be governed by the rules and regulations of the Company.
8. 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 at the sole discretion of the management.

9. 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.
10. 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.
11. 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. For such travel, you shall be entitled to two wheeler allowance, as per company policy.

Please sign and return the copy of this letter as a token of acceptance of our offer.
You are required to report on **24-Jun-2024** at **24-Jun-2024** 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

Jaykumar Pandya
General Manager

Accepted _____
Date_____

Annexure - A

Address :
Aadeshwar Tower, A Wing, Kamatghar, Narpoli Road, Bhiwandi - 421302
Contact Persons (HR): Kadir Khan – Contact no. /Name – 9029262069

The following documents are required to be submitted by you at the time of joining:

1. Mark sheet and Passing certificate for 10th &12th
2. School Leaving Certificate for Date of birth record
3. Mark Sheets (all semester) & Degree Certificates for Graduation & Masters
4. Passport size photographs – 4 no.s (Self)
5. PAN Card
6. Driving Licence
7. Aadhar Card (Self & Nominee)
8. Address Proof
9. Bank passbook and 1 cancelled cheque
10. Photo ID Proof of Nominee (PAN card / Adhar card)
11. Passport size photographs – 4 no.s of Nominee (Mother / Father / brother / sister / wife / children)
12. Work experience certificate from past & present employers, if applicable.
13. Resignation duly acknowledged by the current employer, if applicable.
14. Last drawn salary certificate (increment letter with Salary Annexure), if applicable.
15. Physical fitness certificate from certified medical practitioner
16. Covid Vaccination Certificate

TPL/BHR/24-25/1861
02-Jul-2024

To,
VIVEK Ashokrao Bende
Gilani Nagar
Near Sunita Building,Yavatmal
Yavatmal Maharashtra 445001

Dear VIVEK,

Sub: Offer for Graduate Engineer Trainee (B) – 2024

This has reference to your application and the subsequent interview you had with us recently. We are pleased to offer you the position of **Graduate Engineer Trainee (B)** on **CTC of Rs 4,25,000/-** per year.
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 would be subject to assessment of your training performance and would not be automatic but on merits.
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 without any background of any live or dead ATKT/ Backlog. This offer of training and / or your appointment is further subject to you been found medically fit by our Chief Medical Officer.
4. You would be eligible for leave as per Company's leave policy applicable from time to time.
5. You will be given a detailed appointment letter on your joining and the terms and conditions set out therein shall be applicable and binding upon you.
6. The Notice period for terminating services at any point, including training period is one month.
7. You will be governed by the rules and regulations of the Company.
8. 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 at the sole discretion of the management.

9. 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.
10. 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.
11. 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. For such travel, you shall be entitled to two wheeler allowance, as per company policy.

Please sign and return the copy of this letter as a token of acceptance of our offer.
You are required to report on **08-Jul-2024** at **08-Jul-2024** 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

Jaykumar Pandya
General Manager

Accepted _____
Date_____

Ref. HR/APP/2024-25/54

Date: 15-Jul-24

Ms. Neha Dhansing Jadhao
At Post Civil court colony
Sutala BK. Khamgaon,
Buldhana,Maharashtra 444303

Dear Neha,

Further to our offer letter dated **19-Mar-24** we are pleased to appoint you in the position of **Graduate Engineer Trainee** in the salary grade **M-4,** with effect from **15-Jul-24** as per employment terms & Conditions mentioned herein. This position is initially based in **Bengaluru** but is assignable and transferable anywhere in India or abroad.

1. Your Compensation & Benefit structure is as per the attached worksheet and will be reviewed appropriately based upon your performance / accomplishments. You will be under training cum probation for a period of two years from the date of joining.

   a. Your basic salary will be **Rs.15000/- per month (Fifteen Thousand Only)**
   b. You would be entitled to House rent allowance @ **50** % of your basic salary
   c. You will be reimbursed Conveyance Expenses up to **Rs.2300/- per month**
   d. You would be entitled for Special Allowance of **Rs.6050/- per month**.
   e. You will be entitled to Leave Travel Allowance up to **Rs.10000/- per annum**, as per Company rules
   f. You will be eligible for Retention Bonus as per the Scheme.
   g. Provident Fund, Gratuity, Group Mediclaim and Group Term Insurance for yourself, Leave and all other benefits will be applicable to you as per rules of the Company.
   h. Provident Fund and Gratuity will be payable only on the basic salary.

2. On successful completion of your training cum probation period, you shall be confirmed and absorbed in Salary Grade M-5 of the company as per the training scheme. The training cum probation period may be extended or dispensed with at the discretion of the Management if your performance is not found satisfactory. In the event of absorption in the regular salary grade, the salary structure, grade and other perks etc., shall be as applicable at the time of absorption.

3. During training cum probation period, you will be entitled to Privilege leaves as is applicable to employees at your level. Your training will be extended by the number of days leave taken in excess of Privilege leave you are entitled to during the training period.

4. You will be required to effectively carry out all duties & responsibilities assigned to you & your subordinates. Your performance will be subject to annual appraisal by your superior.

5. a. You will be a whole time employee of the Company and it is expected of you to devote, your whole time attention to the interests of the Company. You will ensure that, no other activity or interest clashes with your duties, in the Company or hinders or obstructs your attention to it.

b. As an Officer of the Company, you will maintain high standard of integrity and shall not indulge in any acts or deeds, involving moral turpitude, which causes loss of reputation, loss of credibility of the Organization, either within the organization or outside the Organization, during your engagement with the Company.

c. Leave eligibility, entitlement, accumulation; carry forward, encashment and availment shall be as per the leave policy and rules thereof issued by the Company from time to time. You can avail leave only on the express / written approval from your department / section head or the authorized officer as the case may be.

d. In the event of your remaining absent unauthorisedly for more than 8 consecutive days, the Management reserves the right to terminate your services

6. Your duties will include responsibility for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As a responsible officer of the Company, you will maintain a high standard of loyalty, efficiency, integrity, secrecy, supervision and control and will be responsible for execution of the decisions taken by the Management from time to time. You will assign and supervise the work of the employees working under you and guide them independently in efficient discharge of their duties and also ensure discipline on the part of your subordinates

7. The management has a right to transfer you, at any time at its sole discretion, for work to any Unit, Section, Department of the Company located at any place and / or to depute you to work in any of its subsidiaries / associate companies whether existing now or to be incorporated in future and located at any other place in India or Abroad.

8. You will not engage in any trade, business or accept or undertake any job/employment during the period of employment with us without the written consent of the Company.

9. You will not divulge or give out particulars or details of any of the trade secrets, manufacturing or research process, financial, administrative and/or organizational matters regarding the business affairs of the company or its customers or representatives without prior written approval of the company.

10. Whilst in the employment of the Company and for a period of two years following the cessation of your employment with the Company for any reason whatsoever, you will not:

    (a) Seek or obtain employment or consultancy directly or indirectly with any other company entity / organization or their associates / affiliates engaged in design, manufacturing / marketing / servicing of Turbines / Gas Engines/Compressors

    (b) Engage in or contribute your knowledge and abilities to any business or entity engaged in design, manufacturing / marketing / servicing of Turbines / Gas Engines/Compressors and / or in competition with the Triveni Turbine Limited.

    (c) Employ or attempt to employ or assist anyone in employing any person who is an employee of Triveni Turbine Limited or was an employee of Triveni Turbine Limited during the previous one-year period.

    (d) Attempt in any manner to solicit from any client business of the type performed by Triveni Turbine Limited or persuade any client of the Triveni Turbine Limited to cease doing business or reduce the amount of business that such client has customarily done with Triveni Turbine Limited.

    (e) Attempt in any manner to divert the business of suppliers / sub contractors of Triveni Turbine Limited or persuade any suppliers / sub contractors of the Triveni Turbine Limited to cease doing business or reduce the amount of business that such suppliers / sub contractors has customarily done with Triveni Turbine Limited.

11. You will be bound by the policies, rules, regulations and office orders in force at present and those that may be framed by the Management from time to time in relation to the service conditions of the executives of the company which will form part of your terms of employment. Any violation of these can result in disciplinary action against you, which may result in termination of your employment with or without notice or compensation.

12. You shall serve the Company for a minimum period of Five years from the date of your entry into service, which includes two years training -cum - probation period as per the undertaking executed by you in favour of the Company. The above undertaking shall be part and parcel of this appointment letter. However, if situation warrants, your services are liable to be terminated by the Company without assigning any reason whatsoever, in the following manner: -

    a. During the training period, by giving one month's notice or basic salary in lieu thereof by the Company without assigning any reason whatsoever.

    b. After confirmation in the services of the company, till a period of five years from Date of Joining by giving three months' notice or basic salary in lieu thereof by the Company without assigning any reason whatsoever.

    c. After completion of Five years guaranteed period of Service, this appointment can be terminated be either side without assigning any reason by giving three months' notice or payment of basic salary in lieu of notice to the company at the sole discretion of the management.

    d. While serving the notice period (three months), you shall attend, and carryout normal duties and responsibilities as assigned by your department / section head. Any period of leave or abstention from duties shall be permitted only with the written approval from the concerned department / section head.

    e. Further as a matter of Policy, the leave at your credit as at the date of your leaving the services of the company shall not be adjusted against the three months notice period. However, at the discretion of the management, the management may consider the leave at credit for adjustment against notice period only at its sole discretion.

    f. However, the company reserves the right to pay three months basic salary in lieu of notice should circumstance warrant such a measure.

13. In the course of your employment with the Company and to discharge your assigned duties and responsibilities, the Company would provide you, as necessary, with laptop, desktop, data card, mobile sim card etc.,. In case of severance of your services, for what so ever reasons, you will return / surrender and obtain no dues certificate from all the concerned and you are prohibited to use the Company logo, photographs, print materials or any other product / business related information of the Company on discharge from services and any contravention shall be subject to penal action.

14. Date of Birth declared by you is **22-Jun-02** and that you will be bound by the date of birth in all service matters in the company.

15. The Company conducts the antecedent's verification of its candidates/ employees by an authorized agency as a normal procedure. By accepting this appointment, you acknowledge that you have no objection in the company conducting such verifications. If at any time during the services with the company, it is found that the particulars / information given by you in the application and personal data form are incorrect; your services will be liable to be terminated without any notice and compensation, notwithstanding the clause No. 12

16. You submit that you are not having any criminal litigation/s filed /pending against you by any person/s, company/s and if the same is /was kept undisclosed, then the company has right to terminate your services without any notice and compensation.

17. Increment will be based and granted on your satisfactory, efficient and loyal discharge of duties and may be withheld in case the performance of work and / or conduct is not found satisfactory, and may be accelerated if the same is commendable at the sole discretion of the Management.

18. You acknowledge that your position with Triveni Turbine Limited is special, unique and intellectual, position of confidence and trust with employees and clients of the Triveni Turbine Limited. You also acknowledge that you have access to Confidential Information of Triveni Turbine Limited and its clients. You agree not to use or disclose any confidential information during the term of your employment or thereafter other than in connection with performing Employee's duties or activities for Triveni Turbine Limited. You will be liable for the damages caused to the company by disclosure of such confidential Information and shall bear all disciplinary liability, including dismissal, in accordance with the laws of India, jurisdiction Bangalore.

The term "Confidential Information" used in this clause shall mean any information including but not limited to data, document, process, method, pattern, product information, drawing, presentation, figure, report, manufacturing information, scientific information, business information and so on disclosed orally or in writing or that comes to your knowledge under this agreement.

19. Ownership of all Intellectual Property developed, created or generated by you during the period of your employment vests with Triveni Turbine Limited. You shall execute all necessary deeds of conveyance as may be required or demanded by company from time to time for transfer or recordal of transfer of intellectual property rights in favour of Triveni Turbine Limited. Ownership of All Intellectual Property provided by company to you during the period of employment & thereafter continued to be owned by Triveni Turbine Limited and shall not be used by you for any purpose unless permitted by company in writing.

20. You shall disclose the information about Intellectual Property promptly and completely to Triveni Turbine Limited and shall, during the period of your employment hereunder and at any time and from time to time hereafter,

    (a) You should not disclose the reporting structure or employee information to outside parties. Any development (content, etc) done for the Company, as part of your employment / work becomes the property of the Company.

    (b) The rights to any invention, discovery or creation of new system or method related to the Company's operations and arising out of any work done during your employment would automatically vest with the Company. In this connection, where required, the Company may obtain patent right in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort.

    (c) Execute all documents requested by Triveni Turbine Limited for vesting in it the entire right, title and interest in and to the Intellectual Property,

    (d) Execute all documents requested by Triveni Turbine Limited for acquiring Intellectual Property and,

    (e) Give Triveni Turbine Limited all assistance it may reasonably require, including the giving of testimony in any suit, action, investigation or other proceeding, in order to obtain, maintain and protect the Triveni Turbine Limited right therein and thereto.

The term "Intellectual Property" used in this clause shall mean any inventions, discoveries, works of authorship, improvements, information, materials and so on whether or not capable of being protected or in the process of being protected or protected as patents, trademarks, copyrights, trade secrets, and other types of Intellectual Property owned by Triveni Turbine Limited.

21. Company reserves the right to claim liquidity damages against any violation of the above clauses 18 to 20e. The amount of damages will vary depending on the impact of the violation.

22. In case there is any change in your residential address, you will intimate the same in writing to HR department within three days from the date of such change and get such a change of address recorded. In the absence, all communication shall be sent to you by the Management at your last known address and shall be deemed as "sufficient service".

23. Your appointment & continuance in service with the Company is subject to your remaining physically and mentally fit. You will submit yourself to medical examination before joining & as and when required during your employment at the discretion of the Management.

24. You shall retire on attaining the age of 58 years. However, you may be retired earlier, if found medically unfit.

25. You will make your own transport and parking arrangement to commute to and from the place of work. While commuting to and from the place of work, you will follow all safety precautions / guidelines and abundant personal care, safety and security of yourself. In case of any untoward happenings in the places outside the Company Precincts / Offices, you will report the same to law enforcement authorities, close to your residence.

26. In matters not herein specified, you will be governed by such rules of the Company as may be in force from time to time.

27. This letter of appointment is being issued to you subject to the condition that you will pass your Bachelor of Engineering Examination and in case you fail to pass the aforesaid examination, this letter of appointment shall stand withdrawn.

28. All disputes and claims arising out of or in connection with your employment with Triveni Turbine Limited shall be governed by, construed and resolved in accordance with the laws of India, jurisdiction Bangalore.

This letter is being issued to you in duplicate. Please return the duplicate copy to us appending your full signature on all pages, as a token of your acceptance of the above terms and conditions.

On Behalf of the company, I wish you every success in your position and look forward for the long term & mutually rewarding relationship.

Yours faithfully,
For Triveni Turbine Limited,

Kishore Kumar S
General Manager- Human Resources

DECLARATION
(To be filled in Block Letters)

I,_____S/o / D/o_____

R/o_____

_____have read and understood the above terms and conditions. I agree that those are necessary for the protection of the business and goodwill of the company and I consider them to be reasonable for such a purpose and hereby accept the same without any exception.

Place:

Date: (Neha Dhansing Jadhao)

Ref No: ACTPL/HR/24-050

Date : 1st July 2024

LETTER OF OFFER FOR EMPLOYMENT

Dear Mr. Atharv Tipkari,

Greetings for the day..!!

We are pleased to offer you a job as a **Full Stack Developer** at **Asset Chain Techlligence Private Limited.** Your roles and responsibilities have been specified in the Annexure attached herewith. We trust that your experience and skills will be a valuable asset to our company.

If you are to accept this offer you will be eligible for the following in accordance to our company's policies:

- Fixed Pay
Monthly Fixed **Rs. 35000(Rs. Thirty Five Thousand only)**

To accept this offer sign and date this job offer letter as indicated below and email it back to us by the end of this week.

If you accept this offer, your hire date will be the **1st of July, 2024**.
We at Asset Chain Techlligence Private Limited hope that you'll accept to work with us and look forward to welcoming you as a team. Feel free to Connect Mr. Mayur Zanwar or Mr. Samit Singhai, if you have any questions or concerns.

Sincerely,
Samit Singhai

Samit Singhai - Co-Founder
Asset Chain Techlligence Private Limited
Date –1st July 2024

Mr. Atharv Tipkari
Date – 1st July 2024

ANNEXURE 1: ROLES & RESPONSIBILITIES

Role: Full Stack Developer

Responsibilities and Requirements:

- Strong organizational and project management skills.
- Proficiency with fundamental front end languages such as HTML, CSS and JavaScript.
- Familiarity with JavaScript frameworks such as Node JS, React and Express
- Proficiency with server side languages such as Python, Ruby, Java, PHP and .Net.
- Familiarity with database technology such as MySQL, Oracle and MongoDB.
- Excellent verbal communication skill and good at time management.
- Good problem solving skills.Attention to detail.
- Good understanding of user authentication and authorization between multiple systems, servers, and environments
- Familiarity with consensus algorithms such as RAFT, Kafka, Solo
- Proficient understanding of code versioning tools, such as Gitlab, JIRA
- Experience in design and development of APIs
- Ability to deploy & manage the DApp DevOps on AWS/Azure using tools like Docker, Jenkins
- Understanding accessibility and security compliance
- Experience in unit testing and automated code testing tools
- Ensuring responsiveness of applications, working alongside graphic designers, UI/UX engineers for application design features.
- Seeing through a project from conception to finished product.
- Meeting both technical and consumer needs.

ANNEXURE 2: TERMS & CONDITIONS

1. Position:

Your job title would be **"Full Stack Developer"**

2. Date of Joining:

The commencement of your employment with the company will be from **1st July, 2024**

3. Compensation and Benefits:

Monthly Fixed salary of Rs. 35000.00 [Rupees Thirty Five Thousand Only] paid on monthly intervals through online mode, less TDS, EPF and ESIC as and when applicable.

4. Probation:

You will be on evaluation for the first three months of continuous employment at the Company and this will be termed as probation period. Confirmation or extension of probation is solely based on your performance. During your probation at the Company, you are not eligible for any leave. Upon completion of this period, you will be entitled to leave in accordance with the Company Rule.

5. Nature of Work:

Your Designation is merely indicative of the responsibilities, which you are required to carry out. The company shall be entitled to require you, at any times; to perform any other administrative, managerial, supervisory, or other functions and you shall be bound to carry out such functions. Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the company.

6. Working Hours and Reporting:

The regular working hours of the company is Nine hours from Monday through Saturday with half an 45

min break on all working days and 2nd and 4th Saturday will be off.

7. Location and Region:

Amravati, Maharashtra.

8. 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.

9. Intellectual Property Right:

All designs, business practices, discoveries, inventions, ideas, improvements, specifications, drawings, works, systems software, programmes, manuals, materials, documentation, knowledge and information which may now or hereafter be made, created, developed or conceived by you (whether alone or jointly with Asset Chain Techlligence Pvt Ltd, including its officers, employees or agents) in the course of, in connection with, arising out of, or resulting from (or which may reasonably be expected to be in the course of, in connection with, arising out of or resulting from) the work done at Asset Chain Techlligence Pvt Ltd shall be the sole property of the Company.

10. Secrecy/Confidentiality:

During the course of your employment with the company, you will, at all times, observe secrecy in respect of technical, trade or business data or any other information that might come to our knowledge or possession, which, according to the company, are necessarily confidential and form valuable property of the company and not made available to the trade. Furthermore, you will not disclose them without authority of the company to any other than the company's officers authorized to receive them and that even after you have ceased to be in the services of the company, you shall not disclose them to anyone.

The employee shall maintain and keep in his/her safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.

The Employee has to also sign a Non-Disclosure Agreement with the company to maintain confidential information of the company.

11. Code of Conduct:

As part of your employment, you will be required to adhere to the code of conduct of the Company. We expect all employees to fully understand the philosophy and the policies and procedures governing the standard of business behaviors and to adhere thereby. You will especially note the following:

- The employee would be wholly and exclusively in the employment of the Company and is not permitted to carry on any other business, profession, short term project/assignment or employment.
- The employee would have to obtain prior written permission from the Company before undertaking any teaching, training or writing assignment and would ensure that views expressed by him/her in the media/publications are strictly your personal views.The employee shall regularly report his Business Visits and communications done with the clients, or anybody concerned hereafter on regular basis to the Director or Manager of the company.

12. Termination:

Either party can terminate this employment by giving the other party one month's notice. The company has the option to pay salary in lieu of notice to terminate employment immediately. If your performance is unsatisfactory, the company may terminate your employment immediately. During the first 90 days, there will be no notice period or salary in lieu of notice upon termination. Upon termination or resignation, you must promptly return all company assets, documents, and materials, and obtain clearance from the relevant person(s) to settle any dues. The company reserves the right to terminate your services without notice or salary in lieu thereof for misconduct, disloyalty, moral turpitude, indiscipline, or breach of conduct.

13. Jurisdiction:

Asset Chain Techlligence Pvt Ltd , reserves to itself right to alter, add, modify, cancel, change or make additions to, any of conditions mentioned above and such alterations, modifications, cancellation,

change or additions will come into force immediately, and will not form subject matter for any dispute between the employee and the Company. Jurisdiction followed : Amravati Jurisdiction.

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 matters 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.

Accepted as per terms and condition

Mr. Atharv Tipkari

Date : 1st July, 2024

For Asset Chain Techlligence Pvt Ltd

Samit Singhai

Cofounder and Director

1st July 2024

Applied Innovation & Technology Group
AITG | UMASONS
AUTO COMPO PVT LTD

OFFER LETTER

Date:- 31/03/2024

To,
Mr. Devang Santosh Lahulkar,
Chhatrapati Sambhajinagar.

Subject: Offer of Employment

Dear Mr. Devang,

Further to the interviews & subsequent discussions held with you on dated 23.03.2024, we are pleased to offer you Employment as **GET** in **Quality Department** in our organization at Auric, Chhatrapati Sambhajinagar. You will be entitled to compensation and benefits as discussed.

As discussed, and agreed you would be joining on or before 10.06.2024. The offer valid up to date 10.06.2024. The detail letter of appointment will be handed over to you after joining.

As a taken of your acceptance please sign the duplicate copy of this letter and send it to us for record.

We look forward to a long mutually beneficial association.

For Umasons Auto Compo Pvt. Ltd.

Nitin L. Kulkarni
31 MAR/2024
Authorized Signatory.

I hereby accept the offer of employment with your company & will be joining on _____

Name & Signature.

Umasons Auto Compo Pvt Ltd
B-34, MIDC Waluj, Chhatrapati Sambhajinagar, Maharashtra - 431136, India
Plot No. 7, Sector No. 08, Auric, Shendra, Chhatrapati Sambhajinagar, Maharashtra - 431154, India
Tel: +91 240 6670231
CIN:U29100MH2000PTC125510
feedback@umasons.com
www.umasons.com
www.aiandtg.com

Applied Innovation & Technology Group
AITG | UMASONS
AUTO COMPO PVT LTD

OFFER LETTER

Date:- 31/03/2024

To,
Mr. Kamlesh Santosh Govekar
Chhatrapati Sambhajinagar.

Subject: Offer of Employment

Dear Mr. Rupesh,

Further to the interviews & subsequent discussions held with you on dated 23.03.2024, we are pleased to offer you Employment as **GET** in **Design Department** in our organization at Waluj, Chhatrapati Sambhajinagar. You will be entitled to compensation and benefits as discussed.

As discussed, and agreed you would be joining on or before 10.06.2024. The offer valid up to date 10.06.2024. The detail letter of appointment will be handed over to you after joining.

As a taken of your acceptance please sign the duplicate copy of this letter and send it to us for record.

We look forward to a long mutually beneficial association.

For Umasons Auto Compo Pvt. Ltd.

Nitin C. Kulkarni
31/MAR/2024

Authorized Signatory.

I hereby accept the offer of employment with your company & will be joining on _____

Name & Signature.

Umasons Auto Compo Pvt Ltd
B-34, MIDC Waluj, Chhatrapati Sambhajinagar, Maharashtra - 431136, India
Plot No. 7, Sector No. 08, Auric, Shendra, Chhatrapati Sambhajinagar, Maharashtra - 431154, India
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www.aiandtg.com

Applied Innovation & Technology Group
AITG | UMASONS
AUTO COMPO PVT LTD

OFFER LETTER

Date:- 31/03/2024

To,
Ms. Mrudula G Belsare
Chhatrapati Sambhajinagar.

Subject: Offer of Employment

Dear Ms. Mrudula,

Further to the interviews & subsequent discussions held with you on dated 23.03.2024, we are pleased to offer you Employment as **GET** in **Maintenance Department** in our organization at Waluj, Chhatrapati Sambhajinagar. You will be entitled to compensation and benefits as discussed.

As discussed, and agreed you would be joining on or before 10.06.2024. The offer valid up to date 10.06.2024. The detail letter of appointment will be handed over to you after joining.

As a taken of your acceptance please sign the duplicate copy of this letter and send it to us for record.

We look forward to a long mutually beneficial association.

For Umasons Auto Compo Pvt. Ltd.

Nitin C. Kulkarni
31/MAR/2024

Authorized Signatory.

I hereby accept the offer of employment with your company & will be joining on _____

Name & Signature.

Umasons Auto Compo Pvt Ltd
B-34, MIDC Waluj, Chhatrapati Sambhajinagar, Maharashtra - 431136, India
Plot No. 7, Sector No. 08, Auric, Shendra, Chhatrapati Sambhajinagar, Maharashtra - 431154, India
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www.umasons.com
www.aiandtg.com

Applied Innovation & Technology Group
AITG | UMASONS
AUTO COMPO PVT LTD

OFFER LETTER

Date:- 31/03/2024

To,
Mr. Parth Anantrao Hanvate
Chhatrapati Sambhajinagar.

Subject: Offer of Employment

Dear Mr. Raghvendra,

Further to the interviews & subsequent discussions held with you on dated 23.03.2024, we are pleased to offer you Employment as **GET** in **Production Department** in our organization at Auric, Chhatrapati Sambhajinagar. You will be entitled to compensation and benefits as discussed.

As discussed, and agreed you would be joining on or before 10.06.2024. The offer valid up to date 10.06.2024. The detail letter of appointment will be handed over to you after joining.

As a taken of your acceptance please sign the duplicate copy of this letter and send it to us for record.

We look forward to a long mutually beneficial association.

For Umasons Auto Compo Pvt. Ltd.

Nitin L. Kulkarni
31/MARCH/2024
Authorized Signatory.

I hereby accept the offer of employment with your company & will be joining on _____

Name & Signature.

Umasons Auto Compo Pvt Ltd
B-34, MIDC Waluj, Chhatrapati Sambhajinagar, Maharashtra - 431136, India
Plot No. 7, Sector No. 08, Auric, Shendra, Chhatrapati Sambhajinagar, Maharashtra - 431154, India
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www.aiandtg.com

Applied Innovation & Technology Group
AITG | UMASONS
AUTO COMPO PVT LTD

OFFER LETTER

Date:- 31/03/2024

To,
Mr. Pratham Raju Fadanvis,
Chhatrapati Sambhajinagar.

Subject: Offer of Employment

Dear Mr. Pratham,

Further to the interviews & subsequent discussions held with you on dated 23.03.2024, we are pleased to offer you Employment as **GET** in **Production Department** in our organization at Auric, Chhatrapati Sambhajinagar. You will be entitled to compensation and benefits as discussed.

As discussed, and agreed you would be joining on or before 10.06.2024. The offer valid up to date 10.06.2024. The detail letter of appointment will be handed over to you after joining.

As a taken of your acceptance please sign the duplicate copy of this letter and send it to us for record.

We look forward to a long mutually beneficial association.

For Umasons Auto Compo Pvt. Ltd.

Nitin L. Kulkarni
31/MAR/2024
Authorized Signatory.

I hereby accept the offer of employment with your company & will be joining on _____

Name & Signature.

Umasons Auto Compo Pvt Ltd
B-34, MIDC Waluj, Chhatrapati Sambhajinagar, Maharashtra - 431136, India
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www.aiandtg.com

Applied Innovation & Technology Group
AITG | UMASONS
AUTO COMPO PVT LTD

OFFER LETTER

Date:- 31/03/2024

To,
Mr. Yash Dilip Patil
Chhatrapati Sambhajinagar.

Subject: Offer of Employment

Dear Mr. Yash,

Further to the interviews & subsequent discussions held with you on dated 23.03.2024, we are pleased to offer you Employment as **GET** in **Quality Department** in our organization at Auric, Chhatrapati Sambhajinagar. You will be entitled to compensation and benefits as discussed.

As discussed, and agreed you would be joining on or before 10.06.2024. The offer valid up to date 10.06.2024. The detail letter of appointment will be handed over to you after joining.

As a taken of your acceptance please sign the duplicate copy of this letter and send it to us for record.

We look forward to a long mutually beneficial association.

For Umasons Auto Compo Pvt. Ltd.

Nitin L. Kulkarni
31/MAR/2024

Authorized Signatory.

I hereby accept the offer of employment with your company & will be joining on _____

Name & Signature.

Umasons Auto Compo Pvt Ltd
B-34, MIDC Waluj, Chhatrapati Sambhajinagar, Maharashtra - 431136, India
Plot No. 7, Sector No. 08, Auric, Shendra, Chhatrapati Sambhajinagar, Maharashtra - 431154, India
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www.umasons.com
www.aiandtg.com

ALLIED RESOURCE MANAGEMENT SERVICES INDIA PVT. LTD.
An ISO 9001:2008 certified co

To,
Mr :- Bhavana Fuse
Date of Joining :- 01/06/2024

Subject: Offer Letter

This has reference to your application for enrollment under **NAPS** Scheme and subsequent interview the **ARMS India Pvt. Ltd., Pune** is pleased to engage you as **"Trainee Apprentice "**.

You will be undergoing as a Trainee on Company Roll with Company Name – Vaeeoc Polymeq Chakan, Pune

Your monthly stipend remuneration is Rs. 15,000 /-. 26days CTC

As well as you getting other benefits like **Bus/Canteen** will available as per Company rules and policy.

You may be transferred to any other company / location as per the training need.

This letter is based on the information furnished in your application for enrollment under NAPS and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without any prior notice.

On the date of Joining please bring the following Documents for verification / submission -

1. Keep all the Original and Xerox copies of Educational Marksheets & Certificates. (2 Sets)
2. Aadher Card, Pan Card, Voting Card, School Leaving Certificate etc. (2 Sets)
3. 4 Passport or 2 Stamp Size Color photographs.
4. Please Bring **Sufficient Money, Decent Cloths and Shoes** at the time of Joining.
5. Note – Our supervisor will help to searching for Accommodation at nearby company. Which deposit and rent will pay to Candidate only.
6. Company will issue final Offer Letter after 7 days of candidates joining.

Yours Sincerely,
For- ARMS India Pvt. Ltd.,

Authorized Signature

Contact Person: Mr. Prashant K
Asst. Manager - Recruitment

Mobile No- 7507366420

Regd. Office: 24, 33, Sai Vaibhavam Trade Center, 2nd Floor,
Pune - Nashik highway, Bhosari, Pune - 411 039.
Ph. No: 020-2027 2960
Email: hr@armsipl.com
Website: www.armsipl.com

ALLIED RESOURCE MANAGEMENT SERVICES INDIA PVT. LTD.
An ISO 9001:2008 certified co

To,
Mr :- Janhavi G. Mudhollcar

Date of Joining :- 01/06/2024

Subject: Offer Letter

This has reference to your application for enrollment under **NAPS** Scheme and subsequent interview the **ARMS India Pvt. Ltd., Pune** is pleased to engage you as **"Trainee Apprentice "**.

You will be undergoing as a Trainee on Company Roll with Company Name – Varroc Polymer Chakan, Pune

Your monthly stipend remuneration is Rs. 15,000 /-. 26 days - CTC

As well as you getting other benefits like **Bus/Canteen** will available as per Company rules and policy.

You may be transferred to any other company / location as per the training need.

This letter is based on the information furnished in your application for enrollment under NAPS and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without any prior notice.

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2. Aadher Card, Pan Card, Voting Card, School Leaving Certificate etc. (2 Sets)
3. 4 Passport or 2 Stamp Size Color photographs.
4. Please Bring **Sufficient Money, Decent Cloths and Shoes** at the time of Joining.
5. Note – Our supervisor will help to searching for Accommodation at nearby company. Which deposit and rent will pay to Candidate only.
6. Company will issue final Offer Letter after 7 days of candidates joining.

Yours Sincerely,
For- ARMS India Pvt. Ltd.,
Prajwal
Authorized Signature

Contact Person: Mr. Prashant K
Asst. Manager - Recruitment

Mobile No- 7507366420

Regd. Office: 24, 33, Sai Venkatesh Trade Center 2nd Floor,
Pune - Nashik highway, Bhosari, Pune - 411 039
Ph. No. : 020-2027 2960
Email : hrd@armsipl.com
Website : www.armsipl.com

ALLIED RESOURCE MANAGEMENT SERVICES INDIA PVT. LTD.
An ISO 9001:2008 certified co

To,
Miss Janhvee Mahajan
Date of Joining :- 01/06/2024

Subject: Offer Letter

This has reference to your application for enrollment under **NAPS** Scheme and subsequent interview the **ARMS India Pvt. Ltd., Pune** is pleased to engage you as **"Trainee Apprentice"**.

You will be undergoing as a Trainee on Company Roll with Company Name – Vateoc Polymeq Chakan, Pune

Your monthly stipend remuneration is Rs. 15,000/-. CTC - 26 days

As well as you getting other benefits like **Bus/Canteen** will available as per Company rules and policy.

You may be transferred to any other company / location as per the training need.

This letter is based on the information furnished in your application for enrollment under NAPS and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without any prior notice.

On the date of Joining please bring the following Documents for verification / submission -

1. Keep all the Original and Xerox copies of Educational Marksheets & Certificates. (2 Sets)
2. Aadher Card, Pan Card, Voting Card, School Leaving Certificate etc. (2 Sets)
3. 4 Passport or 2 Stamp Size Color photographs.
4. Please Bring **Sufficient Money, Decent Cloths and Shoes** at the time of Joining.
5. Note – Our supervisor will help to searching for Accommodation at nearby company. Which deposit and rent will pay to Candidate only.
6. Company will issue final Offer Letter after 7 days of candidates joining.

Yours Sincerely,
For- ARMS India Pvt. Ltd.,

Prasad

Authorized Signature

Contact Person: Mr. Prashant K
Asst. Manager - Recruitment

Mobile No- 7507366420

Regd. Office: 24, 33, Sai Venkatesh Trade Center, 2nd Floor,
Pune - Nashik highway, Bhosari, Pune - 411 039.
Ph. No. : 020-2027 2960
Email : hrd@armsipl.com
Website : www.armsipl.com

ALLIED RESOURCE MANAGEMENT SERVICES INDIA PVT. LTD.
An ISO 9001:2008 certified co

To,
Ms:- Payal Sanjay Tahrade

Date of Joining :- 01/06/2024

Subject: Offer Letter

This has reference to your application for enrollment under **NAPS** Scheme and subsequent interview the **ARMS India Pvt. Ltd., Pune** is pleased to engage you as **"Trainee Apprentice"**.

You will be undergoing as a Trainee on Company Roll with Company Name – Varroc Polymers, Pune

Your monthly stipend remuneration is Rs. 15,000 **/-.** 26 days CTC

As well as you getting other benefits like **Bus/Canteen** will available as per Company rules and policy.

You may be transferred to any other company / location as per the training need.

This letter is based on the information furnished in your application for enrollment under NAPS and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without any prior notice.

On the date of Joining please bring the following Documents for verification / submission -

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2. Aadher Card, Pan Card, Voting Card, School Leaving Certificate etc. (2 Sets)
3. 4 Passport or 2 Stamp Size Color photographs.
4. Please Bring **Sufficient Money, Decent Cloths and Shoes** at the time of Joining.
5. Note – Our supervisor will help to searching for Accommodation at nearby company. Which deposit and rent will pay to Candidate only.
6. Company will issue final Offer Letter after 7 days of candidates joining.

Yours Sincerely,
For- ARMS India Pvt. Ltd.,

Ramod

Authorized Signature

Contact Person: Mr. Prashant K
Asst. Manager - Recruitment

Mobile No- 7507366420

Regd. Office: 24, 33, Sai Venkatesh Trade Center, 2nd Floor,
Pune - Nashik highway, Bhosari, Pune - 411 039
Ph. No. : 020-2027 2960
Email : hrd@armsipl.com
Website : www.armsipl.com

ALLIED RESOURCE MANAGEMENT SERVICES INDIA PVT. LTD.
An ISO 9001:2008 certified co

To,
Mr :- Pooja Pramod Masne
Date of Joining :- 01/06/2024

Subject: Offer Letter

This has reference to your application for enrollment under **NAPS** Scheme and subsequent interview the **ARMS India Pvt. Ltd., Pune** is pleased to engage you as **"Trainee Apprentice "**.

You will be undergoing as a Trainee on Company Roll with Company Name – VOLTEOC Polymers, Chakan, Pune

Your monthly stipend remuneration is Rs. 15,000/-. – 26 days CTC

As well as you getting other benefits like **Bus/Canteen** will available as per Company rules and policy.

You may be transferred to any other company / location as per the training need.

This letter is based on the information furnished in your application for enrollment under NAPS and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without any prior notice.

On the date of Joining please bring the following Documents for verification / submission -

1. Keep all the Original and Xerox copies of Educational Marksheets & Certificates. (2 Sets)
2. Aadher Card, Pan Card, Voting Card, School Leaving Certificate etc. (2 Sets)
3. 4 Passport or 2 Stamp Size Color photographs.
4. Please Bring **Sufficient Money, Decent Cloths and Shoes** at the time of Joining.
5. Note – Our supervisor will help to searching for Accommodation at nearby company. Which deposit and rent will pay to Candidate only.
6. Company will issue final Offer Letter after 7 days of candidates joining.

Yours Sincerely,
For- ARMS India Pvt. Ltd.,

Pramod

Authorized Signature

Contact Person: Mr. Prashant K
Asst. Manager - Recruitment

Mobile No- 7507366420

Regd. Office: 24, 33, Sai Venkatesh Trade Center, 2nd Floor,
Pune - Nashik highway, Bhosari, Pune - 411 039.
Ph. No. : 020-2027 2960
Email : hrd@armsipl.com
Website : www.armsipl.com

ALLIED RESOURCE MANAGEMENT SERVICES INDIA PVT. LTD.

An ISO 9001:2008 certified co

To,
Mr.:- Uday R. Deshmukh
Date of Joining :- 01/06/2024

Subject: Offer Letter

This has reference to your application for enrollment under **NAPS** Scheme and subsequent interview the **ARMS India Pvt. Ltd., Pune** is pleased to engage you as **"Trainee Apprentice "**.

You will be undergoing as a Trainee on Company Roll with Company Name – Voltbolt Polymers Chakan, Pune

Your monthly stipend remuneration is Rs. 15,000/-. CTC-26 days

As well as you getting other benefits like **Bus/Canteen** will available as per Company rules and policy.

You may be transferred to any other company / location as per the training need.

This letter is based on the information furnished in your application for enrollment under NAPS and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without any prior notice.

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2. Aadher Card, Pan Card, Voting Card, School Leaving Certificate etc. (2 Sets)
3. 4 Passport or 2 Stamp Size Color photographs.
4. Please Bring **Sufficient Money, Decent Cloths and Shoes** at the time of Joining.
5. Note – Our supervisor will help to searching for Accommodation at nearby company. Which deposit and rent will pay to Candidate only.
6. Company will issue final Offer Letter after 7 days of candidates joining.

Yours Sincerely,
For- ARMS India Pvt. Ltd.,

Contact Person: Mr. Prashant K
Asst. Manager - Recruitment

Authorized Signature

Mobile No- 7507366420

Regd. Office: 24, 33, Sai Venkatesh Trade Center, 2nd Floor, Pune - Nashik highway, Bhosari, Pune - 411 039
Ph. No: 020-2027 2560
Email: hrd@armsipl.com
Website: www.armsipl.com

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

LETTER OF OFFER OF EMPLOYMENT

Dear Mr Chandrakant Gawali,

We are pleased to offer you employment with YRC Software India (hereinafter referred as "YRC") as a **Junior Salesforce 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 : Junior Software Developer

Start date : Oct 1**,** 2024

Yearly CTC Details

Period	Monthly CTC	Retention Bonus (Period)	Annual CTC
Oct 24-Sep 25	25,000		3,00,000 per annum
Oct 25-Sep 26	32,000		3,84,000(12 months)
Oct 26-Sep 27	45,000	1,10,000	5,40,000(12 months)+1,10,000=6,50,000

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.

1. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
2. 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.
3. 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.
4. 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.
5. 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 services can be transferred from one place to another, from one unit to another or you may be

put on deputation to an associate company or your services can be loaned or seconded to any of the clients/vendors of the company. Upon transfers you are expected to resume your duties at the place where you will be transferred within one week of receipt of your transfer order.

Training:
You may be required to undergo various internal/external training which the Company may arrange for you from time to time, and you will be required to adhere to the schedule as specified for the training programs.

This training would be provided by our staff or external trainers locally and / or from our US operations. We believe this training will enhance your knowledge, and improve your performance.

Responsibilities and Job Description:

Major Responsibilities: The major responsibilities include and are not limited to

- Gather and Analyze requirements from clients/other team member
- Prepare business/technical requirement document as needed
- Develop the solution using but not limited to Salesforce.com capabilities
- Use SQL Expertise for data analysis, data mining and migration of data
- UI/UX design using Web technologies and mobile compatible development
- Conduct internal testing and integrate solution with other development pieces
- Co-ordiante with team member for complete end to end solution
- Conduct testing with clients/other project member
- Deploy solution to respective environments using various tools like ANT, Eclipse etc
- Manipulate and migrate data as needed
- Use ETL tools for any development needs

Additional Responsibilities:
You may be assigned additional activities including and not limited to sales, marketing, public relations, etc. Besides the above duties you will also be required to perform the other activities assigned to you by your superiors from time to time. YRC reserves the right to assign the responsibilities and job description and allocate additional functions to your jobs description according to its need and requirements prevailing at the time. Any such re-designation shall not negate any other portions of the terms and conditions of your appointment. You will be required to work on any assignment in India or abroad on which YRC may depute you from time to time. You will be required to document all your work on regular basis, as per the norms provided by YRC.

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

Salary Revision:

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by management team. YRC operates a Pay-for-Performance policy and the result of any remuneration review will take your performance into account. Your job duties may also be revised upon the review. Based on your performance, your salary may be revised on annual basis.

You will appreciate that information relating to your remuneration package is strictly confidential and hence request you maintain this confidentiality. Any breach whatsoever will be considered a fault on your behavior as a responsible employee.

Office and Office equipment:
You would be provided with office space and equipment including Computers, Printers, Telephones, etc. for the performance of your duties. You are expected to handle the equipment with care and hand over the same at the end of your tenure. You would take precautionary steps to not let the computer assigned to you be infected with virus, or add software to the computer that are not required for the performance of your duties. You are strictly prohibited from bringing any unauthorized infringed copies of software in the office premises, from any external sources or copying software from one computer system to another. Non-compliance of this rule will be regarded as a serious offense and will be subject to disciplinary action.

Working hours:
Regular working hours 1pm-10pm IST, Monday through Friday. No overtime will be paid for work performed beyond these hours. The hours worked need to be documented and approved by your supervisor. You are required to log the start and end time of work for each day along with details of the work performed. You may also be called upon to attend to your duties as and when required in shift or on holidays. You will record your work hours on daily basis as instructed by management.

Confidentiality:
You will maintain strict confidentiality of the information received by you on behalf of the company. You will not disclose the compensation and benefits received from the company (except where mandated by the government agencies) without the prior written consent from the company. During your employment period you may get exposed to company information which could be confidential in nature including user names & passwords, financial information, details of any research process, administrative and or organizational matters, contracts, employee information, client/vendor information; you may also get exposed to confidential employee information including their salaries, benefits, social security numbers, bank information etc. You will not disclose, duplicate or copy or use the above information for any purpose other than performance of your duties hereunder, and shall treat the same as confidential and proprietary. At the end of your employment period you will immediately turn over to company or as company

may direct all material and information developed by you during your employment hereunder including but not limited to data, designs, working papers, narrative descriptions and reports.

Non-Compete/Non Solicitation:
During your employment with us you will not directly or indirectly be retained or employed or engaged in any capacity in any other business or the setting up or preparation thereof. You will work within the framework of the Organization and will not undertake any other business work either on payment or otherwise. You will not appear in any examination or test without express permission of the Management in writing.

During your employment period with us and for twelve months thereafter you will not directly or indirectly be involved or seek to be involved into any business or employment relationship with any employee, consultant, company or entity that has, or has had, or sought to have employment or business relationship with the company during your employment period or immediately preceding twelve month period.

Medical Fitness:
Your appointment and continuation in the employment will always be subject to your remaining physically and mentally fit and alert. The management may send you for medical check-up/examination to any Doctor/Registered Medical Practitioner/Medical institute at any time during the course of employment. At any point of time during your service with the Company, if you are found to be unfit or incapacitated to provide your service on medical grounds, your services can be terminated without any notice. The opinion of the Doctor appointed authorized by the Company in this regard will be taken as final and binding.

Notice Period:
Your appointment is terminable by the Management without assigning any reason, after giving one month's notice or payment of a month's salary in lieu thereof, except that no notice period or a month's salary will be given for the termination of the appointment during the probation period or if the termination is for cause. Should you decide to resign during your training, probation or regular employment period, you would need to give three-month notice apart from completing the immediate responsibilities and amicably handing over the work to the person assigned to take over your responsibilities. You cannot use your accumulated leave to serve Notice Period. Notice period is strictly followed to make sure smooth handover of your work and any Knowledge transfer needed.

Termination for cause:
Your appointment can be terminated at any time for cause including and not limited to incompetence, insubordination; activities that are against the interest of the company; divulging the trade secrets to the third parties; divulging confidential information of the company to other entities; hampering company data; indiscipline; misconduct or breach of any terms and conditions of this appointment. No compensation will be made for termination of appointment for above assigned reasons.

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Termination of appointment before 36 months:
In case you choose to end your tenure with the company before completion of twelve months, you will repay the amounts spent towards your training and on other incidental expenses.

You will have to pay back a cost of 5 lakhs if you decide to leave before Sep 2027. Also your release paper/experience letter will not be given due to incompletion of the commitment.

Leaves:
You will be entitled for paid leave of 15 days per Year. You can start taking the leaves after completion of continuous service 3 month. Besides, you will be entitled for customary festival holidays of 10 days in a year. You are also eligible for 3 days of sick leaves per year. Sanction of leave will depend upon the exigencies of work and shall be at the discretion of the Management. For getting such a leave it shall be your duty to apply in advance and seek prior permission for such leave.

Similarly, for extension of leave, an application will have to be given in writing well before the expiry of the leave originally sanctioned. While submitting such application for leave, you will have to state the reason for extending the leave, along with your full address during the leave period. In case it is found at any time that the reasons stated for leave were false, you will be liable for discharge/dismissal from service. Sanction of sick leave will be subject to the production of sickness certificate of a Doctor from Govt. or local authority or of a duly qualified medical practitioner, acceptable to the Management. Proper leave application must be submitted immediately upon falling sick together with medical certificate.

Leaves are defined from Jan 1- Dec 31 for that year and need to be consumed through that year. Any unused Leaves will be lapsed unless authorized by management for extension.

Absenteeism:
Absenteeism from work on days besides above holidays without prior information and approval will be treated as unpaid leave and considered as an act of insubordination. Your absence for a continuous period of 8 days (including absence when leave though applied for but not granted) or overstay for a period of 8 days after expiry of leave, will entail loss of your lien on the job and your services will automatically come to an end without any notice or intimation to you by the Management. The Management will presume that you have abandoned the employment of your own accord and you shall be liable to give 3 month's salary in lieu of notice for abandoning the service in such a manner.

Professional Ethics:
You will be required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonestly in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your service would be terminated with immediate effect,

notwithstanding other terms and conditions mentioned in the appointment letter. Company may also take legal actions against you in such cases.

Code of Conduct:
You shall carry out your work diligently and devote full time and attention to your tasks and while on the premises of the Company or working from home for company and not indulge in activities of personal interest & / or for the personal entertainment or activities which hinder the interest, the business activities of the Company and the performance of your colleagues. While at work on Company premises, use or possession of alcohol, narcotics or like substance/s is prohibited and use / possession of the same is ground for disciplinary action including dismissal. Whenever there is a change in your personal information, you shall notify the same to the Company, in writing with proof within three (3) days.

Internet Policy:
It is an implicit part of the conditions of service that you shall act at all times during your service with the Company, in the Company's best interest. You shall be required to strictly comply with the Company's internet policy, which prohibits the use of the Company's computers or such facilities for any purpose not in the accordance with law or for private purposes. You are prohibited from sending or being privy to sending, any objectionable, or anonymous, or pseudonymous e-mail messages to the Company or any other entity by using the Company's facilities, or while in the Company's premises in any location or working from home for company. You shall not extract information or store any type of data or information, in such a manner as to be able to retrieve or take away such information / data after severance of your employment with the Company, howsoever caused. You shall not use the electronic media of the Company to send or receive electronic images or text of any abusive nature.

Non Discrimination and Non Harassment of co-workers:
You are not to indulge in any act of harassment mental or physical towards any co-worker of YRC. You are equally responsible for creating a harmonious work atmosphere and accordingly should propagate appropriate behavior amongst colleagues and adhere to the same at the work place.

Background Check:
Prior to starting of your employment, you will provide the documents as asked for including those mentioned in the Employee Information Sheet provided to you. This appointment is offered assuming that you have provided authentic documentation / information. You also authorize the company to conduct background check on you before and at any time during the term of this employment including criminal, educational, employment and credit. At any time during you could be asked to go through a drug test. If at any time it is revealed that any information / documentation that you provided was false, the company can terminate your employment for cause and can take other disciplinary and legal actions.

Governing law:

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You confirm that there are no prohibitions including contractual obligations, legal actions, medical conditions etc. that could restrict you from taking the employment with the Company. Should there be any such prohibitions, you would be solely responsible for its consequences and will compensate the Company in case of any losses that might arise due to such prohibitions. Notwithstanding any 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.
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**

Authorized Signatory
Designation of signatory
Date:_____

Agreed to and accepted with
the express intent to be legally bound

_____
Chandrakant Gawali
PAN:

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LETTER OF OFFER OF EMPLOYMENT

Dear Mrs Ruchika Bhagat,

We are pleased to offer you employment with YRC Software India (hereinafter referred as "YRC") as a **Junior Salesforce 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 : Junior Software Developer

Start date : Oct 1**,** 2024

Yearly CTC Details

Period	Monthly CTC	Retention Bonus (Period)	Annual CTC
Oct 24-Sep 25	25,000		3,00,000 per annum
Oct 25-Sep 26	32,000		3,84,000(12 months)
Oct 26-Sep 27	45,000	1,10,000	5,40,000(12 months)+1,10,000=6,50,000

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.

1. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
2. 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.
3. 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.
4. 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.
5. 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 services can be transferred from one place to another, from one unit to another or you may be

put on deputation to an associate company or your services can be loaned or seconded to any of the clients/vendors of the company. Upon transfers you are expected to resume your duties at the place where you will be transferred within one week of receipt of your transfer order.

Training:
You may be required to undergo various internal/external training which the Company may arrange for you from time to time, and you will be required to adhere to the schedule as specified for the training programs.

This training would be provided by our staff or external trainers locally and / or from our US operations. We believe this training will enhance your knowledge, and improve your performance.

Responsibilities and Job Description:

Major Responsibilities: The major responsibilities include and are not limited to

- Gather and Analyze requirements from clients/other team member
- Prepare business/technical requirement document as needed
- Develop the solution using but not limited to Salesforce.com capabilities
- Use SQL Expertise for data analysis, data mining and migration of data
- UI/UX design using Web technologies and mobile compatible development
- Conduct internal testing and integrate solution with other development pieces
- Co-ordiante with team member for complete end to end solution
- Conduct testing with clients/other project member
- Deploy solution to respective environments using various tools like ANT, Eclipse etc
- Manipulate and migrate data as needed
- Use ETL tools for any development needs

Additional Responsibilities:
You may be assigned additional activities including and not limited to sales, marketing, public relations, etc. Besides the above duties you will also be required to perform the other activities assigned to you by your superiors from time to time. YRC reserves the right to assign the responsibilities and job description and allocate additional functions to your jobs description according to its need and requirements prevailing at the time. Any such re-designation shall not negate any other portions of the terms and conditions of your appointment. You will be required to work on any assignment in India or abroad on which YRC may depute you from time to time. You will be required to document all your work on regular basis, as per the norms provided by YRC.

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Salary Revision:

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You will appreciate that information relating to your remuneration package is strictly confidential and hence request you maintain this confidentiality. Any breach whatsoever will be considered a fault on your behavior as a responsible employee.

Office and Office equipment:
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Working hours:
Regular working hours 1pm-10pm IST, Monday through Friday. No overtime will be paid for work performed beyond these hours. The hours worked need to be documented and approved by your supervisor. You are required to log the start and end time of work for each day along with details of the work performed. You may also be called upon to attend to your duties as and when required in shift or on holidays. You will record your work hours on daily basis as instructed by management.

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may direct all material and information developed by you during your employment hereunder including but not limited to data, designs, working papers, narrative descriptions and reports.

Non-Compete/Non Solicitation:
During your employment with us you will not directly or indirectly be retained or employed or engaged in any capacity in any other business or the setting up or preparation thereof. You will work within the framework of the Organization and will not undertake any other business work either on payment or otherwise. You will not appear in any examination or test without express permission of the Management in writing.

During your employment period with us and for twelve months thereafter you will not directly or indirectly be involved or seek to be involved into any business or employment relationship with any employee, consultant, company or entity that has, or has had, or sought to have employment or business relationship with the company during your employment period or immediately preceding twelve month period.

Medical Fitness:
Your appointment and continuation in the employment will always be subject to your remaining physically and mentally fit and alert. The management may send you for medical check-up/examination to any Doctor/Registered Medical Practitioner/Medical institute at any time during the course of employment. At any point of time during your service with the Company, if you are found to be unfit or incapacitated to provide your service on medical grounds, your services can be terminated without any notice. The opinion of the Doctor appointed authorized by the Company in this regard will be taken as final and binding.

Notice Period:
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Termination for cause:
Your appointment can be terminated at any time for cause including and not limited to incompetence, insubordination; activities that are against the interest of the company; divulging the trade secrets to the third parties; divulging confidential information of the company to other entities; hampering company data; indiscipline; misconduct or breach of any terms and conditions of this appointment. No compensation will be made for termination of appointment for above assigned reasons.

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Termination of appointment before 36 months:
In case you choose to end your tenure with the company before completion of twelve months, you will repay the amounts spent towards your training and on other incidental expenses.

You will have to pay back a cost of 5 lakhs if you decide to leave before Sep 2027. Also your release paper/experience letter will not be given due to incompletion of the commitment.

Leaves:
You will be entitled for paid leave of 15 days per Year. You can start taking the leaves after completion of continuous service 3 month. Besides, you will be entitled for customary festival holidays of 10 days in a year. You are also eligible for 3 days of sick leaves per year. Sanction of leave will depend upon the exigencies of work and shall be at the discretion of the Management. For getting such a leave it shall be your duty to apply in advance and seek prior permission for such leave.

Similarly, for extension of leave, an application will have to be given in writing well before the expiry of the leave originally sanctioned. While submitting such application for leave, you will have to state the reason for extending the leave, along with your full address during the leave period. In case it is found at any time that the reasons stated for leave were false, you will be liable for discharge/dismissal from service. Sanction of sick leave will be subject to the production of sickness certificate of a Doctor from Govt. or local authority or of a duly qualified medical practitioner, acceptable to the Management. Proper leave application must be submitted immediately upon falling sick together with medical certificate.

Leaves are defined from Jan 1- Dec 31 for that year and need to be consumed through that year. Any unused Leaves will be lapsed unless authorized by management for extension.

Absenteeism:
Absenteeism from work on days besides above holidays without prior information and approval will be treated as unpaid leave and considered as an act of insubordination. Your absence for a continuous period of 8 days (including absence when leave though applied for but not granted) or overstay for a period of 8 days after expiry of leave, will entail loss of your lien on the job and your services will automatically come to an end without any notice or intimation to you by the Management. The Management will presume that you have abandoned the employment of your own accord and you shall be liable to give 3 month's salary in lieu of notice for abandoning the service in such a manner.

Professional Ethics:
You will be required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonestly in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your service would be terminated with immediate effect,

notwithstanding other terms and conditions mentioned in the appointment letter. Company may also take legal actions against you in such cases.

Code of Conduct:
You shall carry out your work diligently and devote full time and attention to your tasks and while on the premises of the Company or working from home for company and not indulge in activities of personal interest & / or for the personal entertainment or activities which hinder the interest, the business activities of the Company and the performance of your colleagues. While at work on Company premises, use or possession of alcohol, narcotics or like substance/s is prohibited and use / possession of the same is ground for disciplinary action including dismissal. Whenever there is a change in your personal information, you shall notify the same to the Company, in writing with proof within three (3) days.

Internet Policy:
It is an implicit part of the conditions of service that you shall act at all times during your service with the Company, in the Company's best interest. You shall be required to strictly comply with the Company's internet policy, which prohibits the use of the Company's computers or such facilities for any purpose not in the accordance with law or for private purposes. You are prohibited from sending or being privy to sending, any objectionable, or anonymous, or pseudonymous e-mail messages to the Company or any other entity by using the Company's facilities, or while in the Company's premises in any location or working from home for company. You shall not extract information or store any type of data or information, in such a manner as to be able to retrieve or take away such information / data after severance of your employment with the Company, howsoever caused. You shall not use the electronic media of the Company to send or receive electronic images or text of any abusive nature.

Non Discrimination and Non Harassment of co-workers:
You are not to indulge in any act of harassment mental or physical towards any co-worker of YRC. You are equally responsible for creating a harmonious work atmosphere and accordingly should propagate appropriate behavior amongst colleagues and adhere to the same at the work place.

Background Check:
Prior to starting of your employment, you will provide the documents as asked for including those mentioned in the Employee Information Sheet provided to you. This appointment is offered assuming that you have provided authentic documentation / information. You also authorize the company to conduct background check on you before and at any time during the term of this employment including criminal, educational, employment and credit. At any time during you could be asked to go through a drug test. If at any time it is revealed that any information / documentation that you provided was false, the company can terminate your employment for cause and can take other disciplinary and legal actions.

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You confirm that there are no prohibitions including contractual obligations, legal actions, medical conditions etc. that could restrict you from taking the employment with the Company. Should there be any such prohibitions, you would be solely responsible for its consequences and will compensate the Company in case of any losses that might arise due to such prohibitions. Notwithstanding any 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.
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 Ruchika Bhagat
Designation of signatory PAN:
Date:_____

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LETTER OF OFFER OF EMPLOYMENT

Dear Mrs Shivani More,

We are pleased to offer you employment with YRC Software India (hereinafter referred as "YRC") as a **Junior Salesforce 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 : Junior Software Developer

Start date : Sep 4**,** 2024

Yearly CTC Details

Period	Monthly CTC	Retention Bonus (Period)	Annual CTC
July 24-Mar 25	25,000		3,00,000 per annum
Apr 25-Mar 26	32,000		3,84,000(12 months)
Apr 26-Mar 27	45,000	1,10,000	5,40,000(12 months)+1,10,000=6,50,000

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.

1. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
2. 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.
3. 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.
4. 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.
5. 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 services can be transferred from one place to another, from one unit to another or you may be

put on deputation to an associate company or your services can be loaned or seconded to any of the clients/vendors of the company. Upon transfers you are expected to resume your duties at the place where you will be transferred within one week of receipt of your transfer order.

Training:
You may be required to undergo various internal/external training which the Company may arrange for you from time to time, and you will be required to adhere to the schedule as specified for the training programs.
You will have to pay back a cost of 3 lakhs if you decide to leave before Mar 2027

This training would be provided by our staff or external trainers locally and / or from our US operations. We believe this training will enhance your knowledge, and improve your performance.

Responsibilities and Job Description:

Major Responsibilities: The major responsibilities include and are not limited to

- Gather and Analyze requirements from clients/other team member
- Prepare business/technical requirement document as needed
- Develop the solution using but not limited to Salesforce.com capabilities
- Use SQL Expertise for data analysis, data mining and migration of data
- UI/UX design using Web technologies and mobile compatible development
- Conduct internal testing and integrate solution with other development pieces
- Co-ordiante with team member for complete end to end solution
- Conduct testing with clients/other project member
- Deploy solution to respective environments using various tools like ANT, Eclipse etc
- Manipulate and migrate data as needed
- Use ETL tools for any development needs

Additional Responsibilities:
You may be assigned additional activities including and not limited to sales, marketing, public relations, etc. Besides the above duties you will also be required to perform the other activities assigned to you by your superiors from time to time. YRC reserves the right to assign the responsibilities and job description and allocate additional functions to your jobs description according to its need and requirements prevailing at the time. Any such re-designation shall not negate any other portions of the terms and conditions of your appointment. You will be required to work on any assignment in India or abroad on which YRC may depute you from time to time. You will be required to document all your work on regular basis, as per the norms provided by YRC.

YRC Software India LLP
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Wakad 411057

Phone- 91-7378321321
Email- Info@yrconsultinginc.com
PAN– AABFY9517D
GST - 27AABFY9517D1Z1

Salary Revision:

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by management team. YRC operates a Pay-for-Performance policy and the result of any remuneration review will take your performance into account. Your job duties may also be revised upon the review. Based on your performance, your salary may be revised on annual basis.

You will appreciate that information relating to your remuneration package is strictly confidential and hence request you maintain this confidentiality. Any breach whatsoever will be considered a fault on your behavior as a responsible employee.

Office and Office equipment:
You would be provided with office space and equipment including Computers, Printers, Telephones, etc. for the performance of your duties. You are expected to handle the equipment with care and hand over the same at the end of your tenure. You would take precautionary steps to not let the computer assigned to you be infected with virus, or add software to the computer that are not required for the performance of your duties. You are strictly prohibited from bringing any unauthorized infringed copies of software in the office premises, from any external sources or copying software from one computer system to another. Non-compliance of this rule will be regarded as a serious offense and will be subject to disciplinary action.

Working hours:
Regular working hours 1pm-10pm IST, Monday through Friday. No overtime will be paid for work performed beyond these hours. The hours worked need to be documented and approved by your supervisor. You are required to log the start and end time of work for each day along with details of the work performed. You may also be called upon to attend to your duties as and when required in shift or on holidays. You will record your work hours on daily basis as instructed by management.

Confidentiality:
You will maintain strict confidentiality of the information received by you on behalf of the company. You will not disclose the compensation and benefits received from the company (except where mandated by the government agencies) without the prior written consent from the company. During your employment period you may get exposed to company information which could be confidential in nature including user names & passwords, financial information, details of any research process, administrative and or organizational matters, contracts, employee information, client/vendor information; you may also get exposed to confidential employee information including their salaries, benefits, social security numbers, bank information etc. You will not disclose, duplicate or copy or use the above information for any purpose other than performance of your duties hereunder, and shall treat the same as confidential and proprietary.

At the end of your employment period you will immediately turn over to company or as company may direct all material and information developed by you during your employment hereunder including but not limited to data, designs, working papers, narrative descriptions and reports.

Non-Compete/Non Solicitation:
During your employment with us you will not directly or indirectly be retained or employed or engaged in any capacity in any other business or the setting up or preparation thereof. You will work within the framework of the Organization and will not undertake any other business work either on payment or otherwise. You will not appear in any examination or test without express permission of the Management in writing.

During your employment period with us and for twelve months thereafter you will not directly or indirectly be involved or seek to be involved into any business or employment relationship with any employee, consultant, company or entity that has, or has had, or sought to have employment or business relationship with the company during your employment period or immediately preceding twelve month period.

Medical Fitness:
Your appointment and continuation in the employment will always be subject to your remaining physically and mentally fit and alert. The management may send you for medical check-up/examination to any Doctor/Registered Medical Practitioner/Medical institute at any time during the course of employment. At any point of time during your service with the Company, if you are found to be unfit or incapacitated to provide your service on medical grounds, your services can be terminated without any notice. The opinion of the Doctor appointed authorized by the Company in this regard will be taken as final and binding.

Notice Period:
Your appointment is terminable by the Management without assigning any reason, after giving one month's notice or payment of a month's salary in lieu thereof, except that no notice period or a month's salary will be given for the termination of the appointment during the probation period or if the termination is for cause. Should you decide to resign during your training, probation or regular employment period, you would need to give three-month notice apart from completing the immediate responsibilities and amicably handing over the work to the person assigned to take over your responsibilities. You cannot use your accumulated leave to serve Notice Period. Notice period is strictly followed to make sure smooth handover of your work and any Knowledge transfer needed.

Termination for cause:
Your appointment can be terminated at any time for cause including and not limited to incompetence, insubordination; activities that are against the interest of the company; divulging the trade secrets to the third parties; divulging confidential information of the company to other entities; hampering company data; indiscipline; misconduct or breach of any terms and conditions

of this appointment. No compensation will be made for termination of appointment for above assigned reasons.

Termination of appointment before 12 months:
In case you choose to end your tenure with the company before completion of twelve months, you will repay the amounts spent towards your training and on other incidental expenses.

Leaves:
You will be entitled for paid leave of 15 days per Year. You can start taking the leaves after completion of continuous service 3 month. Besides, you will be entitled for customary festival holidays of 10 days in a year. You are also eligible for 3 days of sick leaves per year. Sanction of leave will depend upon the exigencies of work and shall be at the discretion of the Management. For getting such a leave it shall be your duty to apply in advance and seek prior permission for such leave.

Similarly, for extension of leave, an application will have to be given in writing well before the expiry of the leave originally sanctioned. While submitting such application for leave, you will have to state the reason for extending the leave, along with your full address during the leave period. In case it is found at any time that the reasons stated for leave were false, you will be liable for discharge/dismissal from service. Sanction of sick leave will be subject to the production of sickness certificate of a Doctor from Govt. or local authority or of a duly qualified medical practitioner, acceptable to the Management. Proper leave application must be submitted immediately upon falling sick together with medical certificate.

Leaves are defined from Jan 1- Dec 31 for that year and need to be consumed through that year. Any unused Leaves will be lapsed unless authorized by management for extension.

Absenteeism:
Absenteeism from work on days besides above holidays without prior information and approval will be treated as unpaid leave and considered as an act of insubordination. Your absence for a continuous period of 8 days (including absence when leave though applied for but not granted) or overstay for a period of 8 days after expiry of leave, will entail loss of your lien on the job and your services will automatically come to an end without any notice or intimation to you by the Management. The Management will presume that you have abandoned the employment of your own accord and you shall be liable to give 3 month's salary in lieu of notice for abandoning the service in such a manner.

Professional Ethics:
You will be required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonestly in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your service would be terminated with immediate effect,

notwithstanding other terms and conditions mentioned in the appointment letter. Company may also take legal actions against you in such cases.

Code of Conduct:
You shall carry out your work diligently and devote full time and attention to your tasks and while on the premises of the Company or working from home for company and not indulge in activities of personal interest & / or for the personal entertainment or activities which hinder the interest, the business activities of the Company and the performance of your colleagues. While at work on Company premises, use or possession of alcohol, narcotics or like substance/s is prohibited and use / possession of the same is ground for disciplinary action including dismissal. Whenever there is a change in your personal information, you shall notify the same to the Company, in writing with proof within three (3) days.

Internet Policy:
It is an implicit part of the conditions of service that you shall act at all times during your service with the Company, in the Company's best interest. You shall be required to strictly comply with the Company's internet policy, which prohibits the use of the Company's computers or such facilities for any purpose not in the accordance with law or for private purposes. You are prohibited from sending or being privy to sending, any objectionable, or anonymous, or pseudonymous e-mail messages to the Company or any other entity by using the Company's facilities, or while in the Company's premises in any location or working from home for company. You shall not extract information or store any type of data or information, in such a manner as to be able to retrieve or take away such information / data after severance of your employment with the Company, howsoever caused. You shall not use the electronic media of the Company to send or receive electronic images or text of any abusive nature.

Non Discrimination and Non Harassment of co-workers:
You are not to indulge in any act of harassment mental or physical towards any co-worker of YRC. You are equally responsible for creating a harmonious work atmosphere and accordingly should propagate appropriate behavior amongst colleagues and adhere to the same at the work place.

Background Check:
Prior to starting of your employment, you will provide the documents as asked for including those mentioned in the Employee Information Sheet provided to you. This appointment is offered assuming that you have provided authentic documentation / information. You also authorize the company to conduct background check on you before and at any time during the term of this employment including criminal, educational, employment and credit. At any time during you could be asked to go through a drug test. If at any time it is revealed that any information / documentation that you provided was false, the company can terminate your employment for cause and can take other disciplinary and legal actions.

Governing law:

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You confirm that there are no prohibitions including contractual obligations, legal actions, medical conditions etc. that could restrict you from taking the employment with the Company. Should there be any such prohibitions, you would be solely responsible for its consequences and will compensate the Company in case of any losses that might arise due to such prohibitions. Notwithstanding any 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.
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:_____

_____
Shivani More
PAN:

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LETTER OF OFFER OF EMPLOYMENT

Dear Mrs Shruti Gadhawe,

We are pleased to offer you employment with YRC Software India (hereinafter referred as "YRC") as a **Junior Salesforce 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 : Junior Software Developer

Start date : Oct 1**,** 2024

Yearly CTC Details

Period	Monthly CTC	Retention Bonus (Period)	Annual CTC
Oct 24-Sep 25	25,000		3,00,000 per annum
Oct 25-Sep 26	32,000		3,84,000(12 months)
Oct 26-Sep 27	45,000	1,10,000	5,40,000(12 months)+1,10,000=6,50,000

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.

1. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
2. 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.
3. Retention Bonus will be paid after completion of 3 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.
4. You are required to complete three 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.
5. 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 services can be transferred from one place to another, from one unit to another or you may be

put on deputation to an associate company or your services can be loaned or seconded to any of the clients/vendors of the company. Upon transfers you are expected to resume your duties at the place where you will be transferred within one week of receipt of your transfer order.

Training:
You may be required to undergo various internal/external training which the Company may arrange for you from time to time, and you will be required to adhere to the schedule as specified for the training programs.

This training would be provided by our staff or external trainers locally and / or from our US operations. We believe this training will enhance your knowledge, and improve your performance.

Responsibilities and Job Description:

Major Responsibilities: The major responsibilities include and are not limited to

- Gather and Analyze requirements from clients/other team member
- Prepare business/technical requirement document as needed
- Develop the solution using but not limited to Salesforce.com capabilities
- Use SQL Expertise for data analysis, data mining and migration of data
- UI/UX design using Web technologies and mobile compatible development
- Conduct internal testing and integrate solution with other development pieces
- Co-ordiante with team member for complete end to end solution
- Conduct testing with clients/other project member
- Deploy solution to respective environments using various tools like ANT, Eclipse etc
- Manipulate and migrate data as needed
- Use ETL tools for any development needs

Additional Responsibilities:
You may be assigned additional activities including and not limited to sales, marketing, public relations, etc. Besides the above duties you will also be required to perform the other activities assigned to you by your superiors from time to time. YRC reserves the right to assign the responsibilities and job description and allocate additional functions to your jobs description according to its need and requirements prevailing at the time. Any such re-designation shall not negate any other portions of the terms and conditions of your appointment. You will be required to work on any assignment in India or abroad on which YRC may depute you from time to time. You will be required to document all your work on regular basis, as per the norms provided by YRC.

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Salary Revision:

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by management team. YRC operates a Pay-for-Performance policy and the result of any remuneration review will take your performance into account. Your job duties may also be revised upon the review. Based on your performance, your salary may be revised on annual basis.

You will appreciate that information relating to your remuneration package is strictly confidential and hence request you maintain this confidentiality. Any breach whatsoever will be considered a fault on your behavior as a responsible employee.

Office and Office equipment:
You would be provided with office space and equipment including Computers, Printers, Telephones, etc. for the performance of your duties. You are expected to handle the equipment with care and hand over the same at the end of your tenure. You would take precautionary steps to not let the computer assigned to you be infected with virus, or add software to the computer that are not required for the performance of your duties. You are strictly prohibited from bringing any unauthorized infringed copies of software in the office premises, from any external sources or copying software from one computer system to another. Non-compliance of this rule will be regarded as a serious offense and will be subject to disciplinary action.

Working hours:
Regular working hours 1pm-10pm IST, Monday through Friday. No overtime will be paid for work performed beyond these hours. The hours worked need to be documented and approved by your supervisor. You are required to log the start and end time of work for each day along with details of the work performed. You may also be called upon to attend to your duties as and when required in shift or on holidays. You will record your work hours on daily basis as instructed by management.

Confidentiality:
You will maintain strict confidentiality of the information received by you on behalf of the company. You will not disclose the compensation and benefits received from the company (except where mandated by the government agencies) without the prior written consent from the company. During your employment period you may get exposed to company information which could be confidential in nature including user names & passwords, financial information, details of any research process, administrative and or organizational matters, contracts, employee information, client/vendor information; you may also get exposed to confidential employee information including their salaries, benefits, social security numbers, bank information etc. You will not disclose, duplicate or copy or use the above information for any purpose other than performance of your duties hereunder, and shall treat the same as confidential and proprietary. At the end of your employment period you will immediately turn over to company or as company

may direct all material and information developed by you during your employment hereunder including but not limited to data, designs, working papers, narrative descriptions and reports.

Non-Compete/Non Solicitation:
During your employment with us you will not directly or indirectly be retained or employed or engaged in any capacity in any other business or the setting up or preparation thereof. You will work within the framework of the Organization and will not undertake any other business work either on payment or otherwise. You will not appear in any examination or test without express permission of the Management in writing.

During your employment period with us and for twelve months thereafter you will not directly or indirectly be involved or seek to be involved into any business or employment relationship with any employee, consultant, company or entity that has, or has had, or sought to have employment or business relationship with the company during your employment period or immediately preceding twelve month period.

Medical Fitness:
Your appointment and continuation in the employment will always be subject to your remaining physically and mentally fit and alert. The management may send you for medical check-up/examination to any Doctor/Registered Medical Practitioner/Medical institute at any time during the course of employment. At any point of time during your service with the Company, if you are found to be unfit or incapacitated to provide your service on medical grounds, your services can be terminated without any notice. The opinion of the Doctor appointed authorized by the Company in this regard will be taken as final and binding.

Notice Period:
Your appointment is terminable by the Management without assigning any reason, after giving one month's notice or payment of a month's salary in lieu thereof, except that no notice period or a month's salary will be given for the termination of the appointment during the probation period or if the termination is for cause. Should you decide to resign during your training, probation or regular employment period, you would need to give three-month notice apart from completing the immediate responsibilities and amicably handing over the work to the person assigned to take over your responsibilities. You cannot use your accumulated leave to serve Notice Period. Notice period is strictly followed to make sure smooth handover of your work and any Knowledge transfer needed.

Termination for cause:
Your appointment can be terminated at any time for cause including and not limited to incompetence, insubordination; activities that are against the interest of the company; divulging the trade secrets to the third parties; divulging confidential information of the company to other entities; hampering company data; indiscipline; misconduct or breach of any terms and conditions of this appointment. No compensation will be made for termination of appointment for above assigned reasons.

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Termination of appointment before 36 months:
In case you choose to end your tenure with the company before completion of twelve months, you will repay the amounts spent towards your training and on other incidental expenses.

You will have to pay back a cost of 5 lakhs if you decide to leave before Sep 2027. Also your release paper/experience letter will not be given due to incompletion of the commitment.

Leaves:
You will be entitled for paid leave of 15 days per Year. You can start taking the leaves after completion of continuous service 3 month. Besides, you will be entitled for customary festival holidays of 10 days in a year. You are also eligible for 3 days of sick leaves per year. Sanction of leave will depend upon the exigencies of work and shall be at the discretion of the Management. For getting such a leave it shall be your duty to apply in advance and seek prior permission for such leave.

Similarly, for extension of leave, an application will have to be given in writing well before the expiry of the leave originally sanctioned. While submitting such application for leave, you will have to state the reason for extending the leave, along with your full address during the leave period. In case it is found at any time that the reasons stated for leave were false, you will be liable for discharge/dismissal from service. Sanction of sick leave will be subject to the production of sickness certificate of a Doctor from Govt. or local authority or of a duly qualified medical practitioner, acceptable to the Management. Proper leave application must be submitted immediately upon falling sick together with medical certificate.

Leaves are defined from Jan 1- Dec 31 for that year and need to be consumed through that year. Any unused Leaves will be lapsed unless authorized by management for extension.

Absenteeism:
Absenteeism from work on days besides above holidays without prior information and approval will be treated as unpaid leave and considered as an act of insubordination. Your absence for a continuous period of 8 days (including absence when leave though applied for but not granted) or overstay for a period of 8 days after expiry of leave, will entail loss of your lien on the job and your services will automatically come to an end without any notice or intimation to you by the Management. The Management will presume that you have abandoned the employment of your own accord and you shall be liable to give 3 month's salary in lieu of notice for abandoning the service in such a manner.

Professional Ethics:
You will be required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonestly in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your service would be terminated with immediate effect,

notwithstanding other terms and conditions mentioned in the appointment letter. Company may also take legal actions against you in such cases.

Code of Conduct:
You shall carry out your work diligently and devote full time and attention to your tasks and while on the premises of the Company or working from home for company and not indulge in activities of personal interest & / or for the personal entertainment or activities which hinder the interest, the business activities of the Company and the performance of your colleagues. While at work on Company premises, use or possession of alcohol, narcotics or like substance/s is prohibited and use / possession of the same is ground for disciplinary action including dismissal. Whenever there is a change in your personal information, you shall notify the same to the Company, in writing with proof within three (3) days.

Internet Policy:
It is an implicit part of the conditions of service that you shall act at all times during your service with the Company, in the Company's best interest. You shall be required to strictly comply with the Company's internet policy, which prohibits the use of the Company's computers or such facilities for any purpose not in the accordance with law or for private purposes. You are prohibited from sending or being privy to sending, any objectionable, or anonymous, or pseudonymous e-mail messages to the Company or any other entity by using the Company's facilities, or while in the Company's premises in any location or working from home for company. You shall not extract information or store any type of data or information, in such a manner as to be able to retrieve or take away such information / data after severance of your employment with the Company, howsoever caused. You shall not use the electronic media of the Company to send or receive electronic images or text of any abusive nature.

Non Discrimination and Non Harassment of co-workers:
You are not to indulge in any act of harassment mental or physical towards any co-worker of YRC. You are equally responsible for creating a harmonious work atmosphere and accordingly should propagate appropriate behavior amongst colleagues and adhere to the same at the work place.

Background Check:
Prior to starting of your employment, you will provide the documents as asked for including those mentioned in the Employee Information Sheet provided to you. This appointment is offered assuming that you have provided authentic documentation / information. You also authorize the company to conduct background check on you before and at any time during the term of this employment including criminal, educational, employment and credit. At any time during you could be asked to go through a drug test. If at any time it is revealed that any information / documentation that you provided was false, the company can terminate your employment for cause and can take other disciplinary and legal actions.

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You confirm that there are no prohibitions including contractual obligations, legal actions, medical conditions etc. that could restrict you from taking the employment with the Company. Should there be any such prohibitions, you would be solely responsible for its consequences and will compensate the Company in case of any losses that might arise due to such prohibitions. Notwithstanding any 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.
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:_____

_____
Shruti Gadhawe
PAN:

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

9th Nov'24

Dear Aditi Manoj Deshmukh,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **11th Nov'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **11th Nov'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Aditi Manoj Deshmukh,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

20th Feb'24

Dear Anjali Rajesh Garde,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **26th Feb'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **26th Feb'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUE MOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Ms.. Anjali Rajesh,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
Total Annual Gross Salary	**400000 (Rupees Four Lakh Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

5th Sep'24

Dear Ashutosh Sanjay Gupta,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **16th Sep'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **16th Sep'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUE MOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Ashutosh Sanjay Gupta,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

26th Feb'24

Dear Atray Sawane,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **4th Mar'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **4th Mar'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUE MOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Atray,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
Total Annual Gross Salary	**400000 (Rupees Four Lakh Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

26th Feb'24

Dear Ayush Solav,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **4th Mar'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **4th Mar'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Ayush,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
Total Annual Gross Salary	**400000 (Rupees Four Lakh Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM

Deliver Value. Drive Momentum

Offer Letter

9th Nov'24

Dear Chetan Pramod Duratkar,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **11th Nov'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **11th Nov'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Chetan Pramod Duratkar

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

Talent Acquisition Group

Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

26th Feb'24

Dear Chitvan Ravindra Naik,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **4th Mar'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **4th Mar'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUE MOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Chitvan,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
Total Annual Gross Salary	**400000 (Rupees Four Lakh Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

15th Oct'24

Dear Gaurav Gajanan Ghogle,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **24th Oct'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **24th Oct'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUE MOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Gaurav Gajanan Ghogle,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

26th Feb'24

Dear Gaurav Ninaji Sabe,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **4th Mar'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **4th Mar'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Gaurav,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
Total Annual Gross Salary	**400000 (Rupees Four Lakh Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

15th Oct'24

Dear Gaurav Surkar,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **24th Oct'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **24th Oct'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited**

Talent Acquisition Group

I accept the terms of this letter

Gaurav Surkar
(Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Gaurav Surkar,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

Gaurav Surkar

Talent Acquisition Group

Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

20th Feb'24

Dear Gauri Pravin Bhoyar,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **26th Feb'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **26th Feb'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Ms.. Gauri Pravin,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
Total Annual Gross Salary	**400000 (Rupees Four Lakh Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

15th Oct'24

Dear Isha Anil Kulkarni,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **24th Oct'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **24th Oct'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

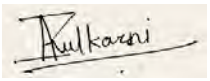
We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited**

Talent Acquisition Group

I accept the terms of this letter



(Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

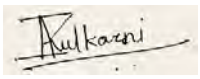
Name: Ms.. Isha Anil Kulkarni,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.



Talent Acquisition Group

Candidate Signature

VALUEMOMENTUM

Deliver Value. Drive Momentum

Offer Letter

15th Oct'24

Dear Jayant Bokey,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **24th Oct'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **24th Oct'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM

Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Jayant Bokey,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

Talent Acquisition Group

Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

20th Feb'24

Dear Mohammad Abuzar Mohammad Zakir Husain,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **26th Feb'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **26th Feb'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr. Mohammad Abuzar,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
Total Annual Gross Salary	**400000 (Rupees Four Lakh Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

5th Sep'24

Dear Mohammad Faizan Raza Mohammad Rasool,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **16th Sep'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **16th Sep'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Mohammad Faizan Raza Mohammad Rasool,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM

Deliver Value. Drive Momentum

Offer Letter

9th Nov'24

Dear Mohit SunilKumar Rathi,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **11th Nov'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **11th Nov'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mohit SunilKumar Rathi

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

Talent Acquisition Group

Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

9th Nov'24

Dear Mrudula Rajesh Agrawal,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **11th Nov'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **11th Nov'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Ms.. Mrudula Rajesh Agrawal,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum™

Offer Letter

26th Feb'24

Dear Nikhil Prakash Babhulkar,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **4th Mar'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **4th Mar'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUE MOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Nikhil,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
Total Annual Gross Salary	**400000 (Rupees Four Lakh Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

5th Sep'24

Dear Pallavi Sontakke,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **16th Sep'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **16th Sep'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Ms.. Pallavi Sontakke,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

26th Feb'24

Dear Prajwal Anilrao Gawande,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **4th Mar'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **4th Mar'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Prajwal,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
Total Annual Gross Salary	**400000 (Rupees Four Lakh Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

26th Feb'24

Dear Pranjal Kamlesh Sharma,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **4th Mar'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **4th Mar'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUE MOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Pranjal,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
Total Annual Gross Salary	**400000 (Rupees Four Lakh Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

9th Nov'24

Dear Prasad Gajanan Unone,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **11th Nov'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **11th Nov'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Prasad Gajanan Unone,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

15th Oct'24

Dear Prasad Ishwardas Bhagat,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **24th Oct'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **24th Oct'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUE MOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Prasad Ishwardas Bhagat,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

9th Nov'24

Dear Pratham Chandrakant Dhobe,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **11th Nov'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **11th Nov'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Pratham Chandrakant Dhobe,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

15th Oct'24

Dear Prathamesh Mahajan,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **24th Oct'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **24th Oct'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUE MOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Prathamesh Mahajan,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

5th Sep'24

Dear Riya Atul Dhole,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **16th Sep'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **16th Sep'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUE MOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Ms.. Riya Atul Dhole,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

26th Feb'24

Dear Sakshi Nandu Bhombe,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **4th Mar'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **4th Mar'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Ms.. Sakshi,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
Total Annual Gross Salary	**400000 (Rupees Four Lakh Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

5th Sep'24

Dear Sanketika Mishra,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **16th Sep'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **16th Sep'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Sanketika Mishra,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

5th Sep'24

Dear Saurabh Sunil Yengade,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **16th Sep'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **16th Sep'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Saurabh Sunil Yengade,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM

Deliver Value. Drive Momentum

Offer Letter

15th Oct'24

Dear Sharayu Gajanan Lavhale,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **24th Oct'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **24th Oct'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited**

Talent Acquisition Group

I accept the terms of this letter

Lavhale

(Candidate's Signature)

VALUEMOMENTUM

Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Sharayu Gajanan Lavhale,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

Talent Acquisition Group

Lavhale.

Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

9th Nov'24

Dear Tanvi Deepak Jeurkar,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **11th Nov'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **11th Nov'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Ms. Tanvi Deepak Jeurkar

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

Talent Acquisition Group

Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

20th Feb'24

Dear Tejas Dhanraj Moon,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **26th Feb'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **26th Feb'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr. Tejas Dhanraj,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
Total Annual Gross Salary	**400000 (Rupees Four Lakh Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

9th Nov'24

Dear Toshalkumar Ravindra Narkhede,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **11th Nov'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **11th Nov'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

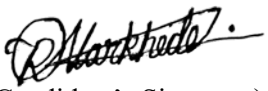
We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited**

Talent Acquisition Group

I accept the terms of this letter



(Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Toshalkumar Ravindra Narkhede,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
Conveyance	1359	16303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	2717	32605
NPS	0	0
Total	**37500**	**450000**
Total Annual Gross Salary	**450000 (Rupees Four Lakh Fifty Thousand Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

Talent Acquisition Group

Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

20th Feb'24

Dear Vaishnavi Ramkrushna Zadokar,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **26th Feb'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **26th Feb'24.**

At the time of joining, you are required to submit the following:

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy (all pages)
4. Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUE MOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Ms. Vaishnavi Ramkrushna,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
Total Annual Gross Salary	**400000 (Rupees Four Lakh Only)**	

Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM

Deliver Value. Drive Momentum

Offer Letter

20th Feb'24

Dear Vaishnavi Sanjay Lande,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **26th Feb'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **26th Feb'24.**

At the time of joining, you are required to submit the following:

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3. Passport copy (all pages)
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Please bring all your original certificates supporting your educational qualifications along with marksheets at the time of joining. **Kindly note that your appointment is subject to the successful background verification.** Your location of employment will be, **Hyderabad/Pune/Coimbatore**. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUE MOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Ms. Vaishnavi Sanjay,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Special Pay	942	11303
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	1014	12173
Flexible Benefits:		
Meal Card	0	0
LTA	1884	22605
NPS	0	0
Total	**33333**	**400000**
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Deductions:		
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Professional Tax	200	
Total Deductions	3800	
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Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

VALUEMOMENTUM
Deliver Value. Drive Momentum

Offer Letter

9th Nov'24

Dear Yash Vilasrao Hiwanj,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum Software Services Private Limited ("ValueMomentum"). You will be designated as **"Software Engineer-Trainee", Grade - A1.** Please find enclosed the offer details.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **11th Nov'24**. If you are expected to join earlier than the given date of joining, that duration also will be added to the service agreement tenure.

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You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited** I accept the terms of this letter

Talent Acquisition Group (Candidate's Signature)

VALUEMOMENTUM
Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Mr.. Yash Vilasrao Hiwanj,

Components	Monthly Amount	Annual
Basic Salary	21100	253200
House Rent Allowance	9510	114119
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Professional Tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

Note:

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

_____ _____

Talent Acquisition Group Candidate Signature

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ZEN3 INFOSOLUTIONS
A Tech Mahindra Company

Ref: 01 **May 31, 2024**

MR. SAURABH ANIL WANKHEDE
NAVNATH MANDIR CHYA MAGE,
GHATPURI, KHAMGAON, BULDANA,
MAHARASHTRA - 444303
7620877425

Subject - Offer of Appointment

Dear **SAURABH ANIL WANKHEDE,**

It is our pleasure to welcome you to Zen3 Infosolutions Private Limited.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Software Engineer** on **U2** band**,** operating out of our **Hyderabad** office.

2. Your "Annual Total Cash Compensation" will be **Rs. 4,50,000 (Indian Rupees Four Lakhs Fifty 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 **Jun 07, 2024** 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 **Ms. Yashi Manral at** 9:30 AM to complete the joining formalities at Hyderabad. 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 Human Resources Team latest by **Jun 02, 2024**.

9. Kindly submit all pending documents latest by **Jun 02, 2024** failing which this offer will be void/revoked.

10. For any clarification / further Information on-
    - Employment terms and conditions, please get in touch with **Onboarding Team** (E-Mail: Onboards@zen3tech.com)
    - On boarding logistics / operations, kindly drop a mail to Onboards@zen3tech.com
      (Please quote the Reference No. as mentioned above in emails)

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For Zen3 Infosolutions Private Limited,

Seshagiri Rao Injarapu
Vice President & Group Head - RMG

Encl: **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).

Accepted

Date: May 31 2024

SAURABH ANIL WANKHEDE

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ZEN3 INFOSOLUTIONS
A Tech Mahindra Company

Annexure – A

NAME	**SAURABH ANIL WANKHEDE**
TITLE	**SOFTWARE ENGINEER**
BAND	**U2**
LOCATION	**HYDERABAD**

COMPONENTS	**Per Annum** (All figures in Indian Rupees)
BASIC	156,393
HRA	109,475
BONUS / STATUTORY BONUS	48,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	18,767
FLEXIBLE COMPONENTS OF TFP	58,348
TOTAL FIXED PAY. .....(A)	**390,983**
TOTAL VARIABLE PAY.....(B)	**43,443**
ADDITIONAL BENEFITS. .....(C)	**15,574**
GRATUITY	7,523
Medical Insurance	8,051
TOTAL COST TO COMPANY ..... (D) = (A) + (B) + (C)	**450,000**

1. **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.

2. **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	20000
Meal Card	26400

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...)

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ZEN3 INFOSOLUTIONS
A Tech Mahindra Company

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 Rs. **A.TM_GTLI_DEF_COV** 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 **A.TM_GMIP_CONT_COV** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolment of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **A.TM_GMIP_DEF_COV**.
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **A.TM_GPAI_DEF_COV** 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: Zen3 Infosolutions 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 Zen3 Infosolutions 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 Zen3 Infosolutions Private Limited:

Seshagiri Rao Injarapu
Vice President & Group Head - RMG

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ZEN3 INFOSOLUTIONS
A Tech Mahindra Company

Annexure – B

1) **Employment Agreement**

a) **Code of Conduct**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

b) **Secrecy**

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Zen3 Infosolutions Private Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) **Employee data**

By accepting this Offer and furnishing your personal data to the Company, you are according your irrevocable consent to Company to possess, deal with or handle your sensitive personal data either by itself or through any third-party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) **Conflict of Interest**

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) **Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Zen3 Ltd.

(i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Zen3 Infosolutions Private Limited

(ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Zen3's clients (except as directed by Zen3 Infosolutions Private Limited), directly or indirectly.

(iii) You will not be employed by a client of Zen3 Infosolutions Private Limited for which you performed services while employed by Zen3.

(iv) You will not solicit or induce Zen3 Infosolutions Private Limited associates to join a client or to compete with Zen3 Infosolutions Private Limited.

(v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier

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or a service provider and the Company.

f) Exclusivity of Services, Publications, Gifts/Anti-bribery

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

g) Confidentiality / Non-Disclosure

a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Zen3 Infosolutions Private Limited will either be Intellectual Property of the Zen3 Infosolutions Private Limited or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Zen3 Infosolutions Private Limited or the Client.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third

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parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of Employment

(a) Either party can terminate this employment by serving a notice of 90 days to the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Zen3 Infosolutions Private Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

(b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

(c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

(d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination**.**

(e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non- performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

(f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

(g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

(h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of

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time during your tenure. You understand and acknowledge that this is a requirement, and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third-party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exist no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Zen3 from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Zen3 Infosolutions Private Limited intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Zen3 Infosolutions Private Limited policies. Zen3 reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

Zen3 Infosolutions Private Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Zen3 Infosolutions Private Limited You understand and accept that you shall have no authority to pledge the credit of Zen3 Infosolutions Private Limited to any person or entity without Zen3's prior written authorization.

7. Restraints

Access to Information

Information is available on need-to-know basis for specified groups. The network file server is segregated to allow individualsectors for projects and units. Access to these is authorized through access privileges approved by unit Mentors or Project Mentors.

Zoho Sign Document ID: DF862CCFA-PKMURCKAFNE23TEA8SEOFAFIGWMHZN9CD_5ZBLIIG7U

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late, or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your worktable and storage space are lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

i. You shall use The Company's resources only for official purposes as per the applicable Company policy.
ii. The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.
iii. You shall access only those web sites, which are relevant to your work at hand.
iv. You shall not use any company resource for hacking or other unethical / illegal activities.
v. You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

Zoho Sign Document ID: DF862CCFA-PKMURCKAFNE23TEA8SEOFAFIGWMHZN9CD_5ZBLIIG7U

8. **Overseas Service Agreement**
As the Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) you're returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**
You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Zen3 or the Client.

10. **Jurisdiction**
Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Hyderabad** only.

11. **Retirement**
Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive. Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. **General**

The above terms and conditions including those in Annexure - A (Salary break up) are based on 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 services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / workdays may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Zen3 Infosolutions Private Limited electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Zen3 timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Zen3 to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

Zoho Sign Document ID: DF862CCFA-PKMURCKAFNE23TEA8SEOFAFIGWMHZN9CD_5ZBLIIG7U

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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full	:	Saurabh Anil Wankhede
Signature	:	
Address	:	Near Navanath Temple, Ma Bhawani Nagar, Ghatpuri Road, Khamgaon, Maharashtra, India 444303
Date	:	May 31 2024
Place	:	Khamgaon

Zoho Sign Document ID: DF862CCFA-PKMURCKAFNE23TEA8SEOFAFIGWMHZN9CD_5ZBLIIG7U

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Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: _____ Last Name: _____

Gender: Male/Female _____ Date of birth (DD/MM/YYYY) _____ Blood Group _____

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Zoho Sign Document ID: DF862CCFA-PKMURCKAFNE23TEA8SEOFAFIGWMHZN9CD_5ZBLIIG7U

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Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name: _____

Date: _____

(DD/MM/YY)

Zoho Sign Document ID: DF862CCFA-PKMURCKAFNE23TEA8SEOFAFIGWMHZN9CD_5ZBLIIG7U

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Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the

a. Acceptance copy of Zen3's offer of appointment duly signed on all pages (including all annexures)
b. Two passport-sized color photographs with white background.

If you have not submitted the following documents on the Zen3 Pre-Onboarding Portal, or if documents are submitted but not yet approved, you should carry the following documents:

a. **Relieving Letter:** Your relieving letter from your present organization, Service Certificate from the last employer as well as all previous employers.
b. **Valid Passport:** Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.
c. **PAN Card:** You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.
d. **Aadhaar Card:** You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing the KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities. Please do ensure that your Name on the Aadhaar Card Name and PAN name is same, and Aadhaar Card has correct Date of Birth (DD-MM-YYYY format) and Father's name.
e. **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number (not applicable for fresher's). You can find UAN number on your previous employer payslip or you can check with your previous employer for your PF UAN Number.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

Zoho Sign Document ID: DF862CCFA-PKMURCKAFNE23TEA8SEOFAFIGWMHZN9CD_5ZBLIIG7U

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Annexure E - Confidentiality Agreement

I understand that during my employment with Zen3 Infosolutions Private Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Zen3 Infosolutions Private Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information". A few examples of confidential information are given below. However, these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
2) Computers /software programs and associated documentation and material which are propriety to Zen3 Infosolutions Private Limited is under an obligation to prevent this disclosure.
3) Information from Zen3 Infosolutions Private Limited vendor and supplier which is confidential, propriety or copyrighted.
4) I hereby agree that:
   - The confidential information shall remain the sole and exclusive propriety of Zen3 Infosolutions Private Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Zen3 Infosolutions Private Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Zen3 Infosolutions Private Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Zen3 Infosolutions Private Limited.
   - I will not, during and after my employment at Zen3 Infosolutions Private Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Zen3 Infosolutions Private Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Zen3 Infosolutions Private Limited Officials or the expressed written authorization of the third-party owner.
   - Upon termination of my employment with Zen3 Infosolutions Private Limited, or at any other time at Zen3 Infosolutions Private Limited request, I agree to return promptly to Zen3, all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Zen3 Infosolutions Private Limited which in any way were obtained by me during my employment at Zen3 Infosolutions Private Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above-mentioned information and will so represent toZen3 Infosolutions Private Limited. upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment Zen3
   - IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name: Saurabh Anil Wankhede

Date: May 31 2024

Signature:

Zoho Sign Document ID: DF862CCFA-PKMURCKAFNE23TEA8SEOFAFIGWMHZN9CD_5ZBLIIG7U

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Annexure - F - Intellectual Property Assignment

Associate Name: Saurabh Anil Wankhede

Associate ID:

Date: May 31 2024

In consideration of my employment with Zen3 Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Zen3 Infosolutions Private Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) Intellectual Property Assignment

I hereby assign, to Zen3 Infosolutions Private Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Zen3 Infosolutions Private Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Zen3 Infosolutions Private Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Zen3 Infosolutions Private Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Zen3 Infosolutions Private Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Zen3 Infosolutions Private Limited to secure to Zen3 Infosolutions Private Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Zen3 Infosolutions Private Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Zen3 Infosolutions Private Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Zen3 Infosolutions Private Limited

WITNESSED

ACCEPTED

Zoho Sign Document ID: DF862CCFA-PKMURCKAFNE23TEA8SEOFAFIGWMHZN9CD_5ZBLIIG7U

Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Zen3 Infosolutions Private Limited", and in consideration of the wages or salary to be paid to me and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Zen3 Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Zen3 Infosolutions Private Limited during the term of my employment with Zen3 Infosolutions Private Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Zen3 Infosolutions Private Limited whether voluntary or involuntary (or at any other time upon the request of Zen3 Infosolutions Private Limited), I shall return to Zen3 Infosolutions Private Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Zen3 Infosolutions Private Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Zen3 Infosolutions Private Limited I also agree to keep the contractual relationships of Zen3 Infosolutions Private Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Zen3 Infosolutions Private Limited customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Zen3 Limited before making any disclosure of information covered by this Agreement.

Zoho Sign Document ID: DF862CCFA-PKMURCKAFNE23TEA8SEOFAFIGWMHZN9CD_5ZBLIIG7U

ZEN3 INFOSOLUTIONS
A Tech Mahindra Company

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Zen3 Infosolutions Private Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Zen3 Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Zen3 Infosolutions Private Limited shall be entitled, in addition to all other remedies otherwise available to Zen3 Infosolutions Private Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Zen3 Infosolutions Private Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Zen3 Limited any costs and attorneys' fees reasonably incurred by Zen3 Infosolutions Private Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Zen3 Infosolutions Private Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Zen3 Limited or any research or development conducted by Zen3 Infosolutions Private Limited I agree to assign, disclose and deliver to Zen3 Infosolutions Private Limited as Zen3 Infosolutions Private Limited property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Zen3 Infosolutions Private Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. **Partial Restriction on Post-Termination Competition:** Background. Zen3 Infosolutions Private Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Zen3 Infosolutions Private Limited expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Zen3 Infosolutions Private Limited customers or competitors may attempt to cause me to leave Zen3 Limited and wrongfully gain the benefit of Zen3 Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Zen3 Infosolutions Private Limited investment, development efforts, product, strategy, proprietary and Confidential Information, but Zen3 Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Zen3 Infosolutions Private Limited's interest, giving due regard to both my interests and the interests of Zen3 Infosolutions Private Limited.

7. **Covenant Not to Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Zen3 Infosolutions Private Limited (irrespective of the reason for or such termination),

Zoho Sign Document ID: DF862CCFA-PKMURCKAFNE23TEA8SEOFAFIGWMHZN9CD_5ZBLIIG7U

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Zen3 Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Zen3 Limited provided, however, that this restriction shall apply only to customers of Zen3 Infosolutions Private Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Zen3 Limited within the two year period preceding the date my employment with Zen3 Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Zen3 Infosolutions Private Limited for which I am providing services on behalf of Zen3 Infosolutions Private Limited that are competitive with the products and services available to the client from Zen3 Infosolutions Private Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Zen3 Limited associate; or (2) induce or solicit any associate of Zen3 Infosolutions Private Limited to seek or obtain such employment with a customer of Zen3 Infosolutions Private Limited. This restriction applies to my acceptance of any employment by a customer through general advertising or third-party recruitment; I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Zen3 Infosolutions Private Limited legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Zen3 Infosolutions Private Limited business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration**: I understand and acknowledge that the wages, compensation, benefits training and experience that Zen3 Infosolutions Private Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Zen3 Limited may take legal action against me as follows: (1) Zen3 Infosolutions Private Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Zen3 Infosolutions Private Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Zen3 Infosolutions Private Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. **Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

Zoho Sign Document ID: DF862CCFA-PKMURCKAFNE23TEA8SEOFAFIGWMHZN9CD_5ZBLIIG7U

ZEN3 INFOSOLUTIONS
A Tech Mahindra Company

11. **Entire Agreement**: This Agreement reflects the full and complete agreement between me and Zen3 Infosolutions Private Limited. On the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Zen3 Limited.

12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Zen3 Infosolutions Private Limited. (Together with their successors and assigns).

13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Zen3 Infosolutions Private Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Zen3 Infosolutions Private Limited Would incur upon such breach.

Following the expiration of the one-year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this 31 day of May, 2024

For and on Behalf Of
Zen3 Infosolutions Private Limited

Seshagiri Rao Injarapu
Vice President & Group Head - RMG

Signature

SAURABH ANIL WANKHEDE

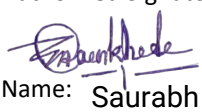
Zoho Sign Document ID: DF862CCFA-PKMURCKAFNE23TEA8SEOFAFIGWMHZN9CD_5ZBLIIG7U

ZEN3 INFOSOLUTIONS
A Tech Mahindra Company

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Zen3 Ltd.
Date of Joining: _____
Dear Sir/Madam,
I Saurabh Anil Wankhede Associate Id No _____

(Associate) of Zen3 Infosolutions Private Limited, do hereby state to have read and accepted that Zen3 Infosolutions Private Limited Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading.
I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.
Authorized Signatory (HR) Signature of the Associate



Name: Saurabh Anil Wankhede

Zoho Business Services LLP
715, Agrakaram Street, Olugachery, Thathuvanchery,
Thanjavur, Tamilnadu, 612 502.
Ph: +91-44-4644 7070
www.zohocorp.com

Date: 21-May-2024

To

Ms.GAURI VIJAY JALAMKAR,
VIVEK COLONY,NEAR RAI RANA DHABA,
KHAMGAON ROAD,
SHEGAON-444203, MAHARASHTRA.

Dear **Ms.GAURI VIJAY JALAMKAR,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO BUSINESS SERVICES LLP.**

REMUNERATION

Your annual Cost to Company will be **Rs.720000/- (RUPEES SEVEN LAKH TWENTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Business Services LLP and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **28-May-2024**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO BUSINESS SERVICES LLP

M.I.Sohail
Associate Director - TA & Global HR Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	21 May 2024
Name :	Gauri Vijay Jalamkar	Place :	Shegaon

ANNEXURE A

NAME : GAURI VIJAY JALAMKAR
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	24000	288000
HRA	12000	144000
Other Allowance & Flexible component	21120	253440
Gross Salary	**57120**	**685440**
Employer Provident Fund (12% of Basic+TA)*	2880	34560
Cost To Company (CTC)	**60000**	**720000**
Prosperity Sharing Plan		120000
Compensation for the first year		**840000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:.

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.2000/- (RUPEES TWO THOUSAND ONLY)** for team treat and **Rs.8000/- (RUPEES EIGHT THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.3600000/- (RUPEES THIRTY SIX LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

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715, Agrakaram Street, Olugachery, Thathuvanchery,
Thanjavur, Tamilnadu, 612 502.
Ph: +91-44-4644 7070
www.zohocorp.com

Date: 18-Jul-2024

To

Mr.GAURAV PRAKASH DUDHKOHALE,
NO 5307 SHIKSHAK COLONY,
KARALA ROAD,
WARDHA-442001, MAHARASHTRA.

Dear **Mr.GAURAV PRAKASH DUDHKOHALE,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO BUSINESS SERVICES LLP.**

REMUNERATION

Your annual Cost to Company will be **Rs.720000/- (RUPEES SEVEN LAKH TWENTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

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TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

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CONCURRENT EMPLOYMENT OR BUSINESS

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NON-COMPETE

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3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

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You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

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VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **25-Jul-2024**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO BUSINESS SERVICES LLP

M.I.Sohail
Associate Director - TA & Global HR Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	18 Jul 2024
Name :	Gaurav Prakash Dudhkohale	Place :	Wardha

ANNEXURE A

NAME : GAURAV PRAKASH DUDHKOHALE
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	24000	288000
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Other Allowance & Flexible component	21120	253440
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Ph: +91-44-4644 7070
www.zohocorp.com

Date: 21-May-2024

To

Ms.KALYANI DILIP RAUT,
AT POST JAIPUR,
TQ. MOTALA,
BULDANA-443103, MAHARASHTRA.

Dear **Ms.KALYANI DILIP RAUT,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO BUSINESS SERVICES LLP.**

REMUNERATION

Your annual Cost to Company will be **Rs.720000/- (RUPEES SEVEN LAKH TWENTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

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3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
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The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **28-May-2024**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

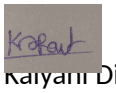
I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO BUSINESS SERVICES LLP

M.I.Sohail
Associate Director - TA & Global HR Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	22 May 2024
Name :	Kalyani Dilip Raut	Place :	Motala

ANNEXURE A

NAME : KALYANI DILIP RAUT
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	24000	288000
HRA	12000	144000
Other Allowance & Flexible component	21120	253440
Gross Salary	**57120**	**685440**
Employer Provident Fund (12% of Basic+TA)*	2880	34560
Cost To Company (CTC)	**60000**	**720000**
Prosperity Sharing Plan		120000
Compensation for the first year		**840000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:.

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.2000/- (RUPEES TWO THOUSAND ONLY)** for team treat and **Rs.8000/- (RUPEES EIGHT THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.3600000/- (RUPEES THIRTY SIX LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

Zoho Business Services LLP
715, Agrakaram Street, Olugachery, Thathuvanchery,
Thanjavur, Tamilnadu, 612 502.
Ph: +91-44-4644 7070
www.zohocorp.com

Date: 21-May-2024

To

Mr.KARTIK SHINGADE,
KALASH 2 BUILDING 3RD FLOOR, MANDAR KRUPA HOUSING SOCIETY OLD,
HUDKESHWAR NAKA,NILKANTH NAGAR,
NAGPUR-440034, MAHARASHTRA.

Dear **Mr.KARTIK SHINGADE,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO BUSINESS SERVICES LLP.**

REMUNERATION

Your annual Cost to Company will be **Rs.720000/- (RUPEES SEVEN LAKH TWENTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Business Services LLP and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

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I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO BUSINESS SERVICES LLP

M.I.Sohail
Associate Director - TA & Global HR Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	24 May 2024
Name :	Kartik Shingade	Place :	Nagpur

ANNEXURE A

NAME : KARTIK SHINGADE
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	24000	288000
HRA	12000	144000
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Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

AGREEMENT REGARDING CONFIDENTIAL INFORMATION AND PROPRIETARY DEVELOPMENTS

I, Kartik Shingade, am (i) in employment/training/internship/incubation/summer internship with Zoho Business Services LLP ("Zoho"); or (ii) freelancing for Zoho; or (iii) an independent contractor in the payroll of Zoho or a third party staffing agency working for Zoho. This agreement concerns trade secrets, confidential business information, technical information and know-how not generally known to the public, acquired or produced by me in connection with my association with Zoho, including without limitation information on staffing, finance, information of the employee's performance, compensation of others, research and development, manufacturing and marketing and any information that Zoho receives from others under an obligation of confidentiality. I hereby agree:

a. to use such information only in the performance of Zoho duties

b. to hold such information in confidence and trust; and

c. to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in any unauthorized manner, both during my association and after termination of my association with Zoho.

This agreement also concerns inventions discoveries (whether or not capable of patent), works of authorship, improvement to or concerned with any article or process which at the time of such devising or discovery is being used, manufactured or sold by Zoho or any of its related companies, software and computer programs which are existing and or are developed for the use or business of Zoho, that are conceived, designed or developed by me or in combination with others while I am associated with Zoho and that relate to the research and development or business of Zoho or result from work performed by me for Zoho. Such work will be deemed as “Proprietary developments” and will become sole property of Zoho. I hereby agree:

a. to communicate and disclose immediately and confidentially to the management of Zoho, full details of any such inventions, design improvement or know-how relating to Zoho and to no other person, firm or organization

b. to execute at Zoho’s cost, all documents and do all such acts and things that Zoho may deem necessary obtain or join with Zoho to obtain letters, patents or similar protection in respect of any such inventions, design or improvement thereto in any part of the world and to vest the same with Zoho for Zoho’s exclusive benefit together with all rights which may belong or accrue thereto.

I agree to honor any similar agreement or restrictions on/of confidential information known to me and received from any former employers of mine or parties prior to my association with Zoho and I agree not to bring on to the premises of Zoho any information in whatsoever physical forms without prior written consent of such former employers or parties

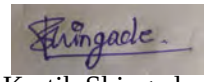
ZOHO

The product of my work performed by me during and within the scope of my association with Zoho, including without limitations, drawings, computer programs, devices, models etc. will be property of Zoho; and Zoho will have the right to use, sell, license, publish or otherwise disseminate or transfer rights in such work products. I will not remove at any point of time Zoho property from Zoho's premises without Zoho's Permission.

I agree not to disrupt, damage or interface with the operation or business of Zoho by soliciting or recruiting its employees/trainees/interns for myself or others during my association with Zoho.

Consequent to termination of my (i) employment/training/internship/incubation/summer internship with Zoho; or (ii) freelance engagement with Zoho; or (iii) contract employment with Zoho, I will return all Zoho's Property to Zoho unless Zoho's written permission to keep it is obtained. The property includes all plans, documents, specimens, articles, items, drawings, process flowcharts, formulae, software, source code etc., (collectively known as 'Work Product') that in any way relate to or owned by Zoho and are in my possession or control. I undertake that i) Work Product will neither be copied from any third party source without due verification of license terms nor knowingly infringe any third party's intellectual property rights, ii) Work Product will not contain any offensive or abusive content and iii) I will not retain with me any copies or replicas of such documents or articles.

This agreement will be construed and enforced under the laws of Government of India. Its provisions will be separately construed. If any of the provisions are held to be unenforceable, the remaining provisions will not be affected.

Signature : 

Name : Kartik Shingade

Date : 24 May 2024

Place : Nagpur

Code of Ethics Policy

Code of Ethics Policy

Scope:

This Code of Ethics is applicable for all employees of Zoho including consultants, freelancers, contract employees including independent contractors in the payroll or Zoho or third party staffing agencies, trainees, incubation trainees, interns and summer interns (collectively referred to as "Employees").

A) Non-discrimination and Equal Opportunity for Employment

We do not tolerate discrimination or harassment. In recruiting and promoting our Employees, hiring our contractors and all other processes, decisions are made without regard to the race, color, caste, national origin, citizenship, religion, ancestry, disability (either physical or mental), medical condition, gender identity or gender expression, age, marital status, sexual orientation, veteran status or any other characteristics protected by law.

Harassment in any form – verbal, physical, or visual is strictly prohibited in workplace. If you believe that either you or a coworker is being harassed or discriminated by any of our Employees, partners, or vendors, please report such incident to the human resource (HR) team. HR team will take appropriate action after conducting a thorough enquiry. In case the harassment is sexual in nature, you should get in touch with one of the members of the Anti- Sexual Harassment Committee.

B) Anti-Slavery

Forced labor, slavery, human trafficking, and child labor in all forms are prohibited at Zoho. We ensure that our contractors, subcontractors, vendors, suppliers, partners and others in our supply chain do not engage in any practice that constitutes forced labor, slavery, human trafficking, or child labor.

C) Privacy

We respect our Employees' privacy and protect our Employees’ personal information disclosed by our Employees in connection with their employment. We mandate all our Employees to protect the privacy rights of coworkers and handle all Employees’ personal information in accordance with this code of conduct. However, please do not expect privacy, when using Zoho's resources and facilities.

Code of Ethics Policy

D) Safe and Positive Work Atmosphere

We are committed to providing a safe, secure, conducive, violence-free, healthy, and drug-free work space to our Employees and expect our Employees to extend their cooperation to keep up our commitment. We will not tolerate any act of violence or threat of violence towards any person or property. Our Employees are prohibited from possessing, selling, or using any substances in workplace that are prohibited by law.

E) Conflict of Interest

Conflict of interest may occur when you or your family member(s) receive a personal benefit as a result of your position at Zoho. Following are some instances where conflict of interest may arise:

- External paid projects or outside employment
- Business opportunities found through work
- Investing in Zoho's competitors
- Business relationships with friends or relatives

Our Employees and suppliers should avoid situations that may create or appear to create a conflict between personal benefit and Zoho’s interest. If it is not possible to avoid participating in the event or activity creating the conflict, inform existence of the conflict to the HR team and avoid participating in decision making process.

In other words, avoid participating in an activity involving Zoho and your family members or friends. This includes getting involved in the recruitment process when your relative or close friend is being considered for a position and getting involved in the selection of a vendor or a contractor when your relative or friend is associated with the vendor or contractor. However, Zoho does not prohibit relatives from working together.

F) Romantic Relationships

Zoho does not prohibit its Employee from dating another Employee as long as such relationship does not expose Zoho to legal and/or reputational liability. Work roles and conduct of the Employees concerned in workplace are some of the criteria that determine whether such relationship exposes Zoho to legal/reputational liability. Where the positions of the Employees involved in a relationship are such that an actual, perceived, or potential conflict of interest is likely to arise, kindly inform about such situation to the HR team. In case it is found that a serious conflict of interest may arise, one of the Employees may be asked to move to a different team.

Code of Ethics Policy

We require you to conduct yourself professionally when you are within the office premises and not to engage in any overt displays of affection and intimacy. Consensual relationships may later become non-consensual or cases of harassment. In the event an incident involving an overt display of affection or intimacy is reported to the HR team, the Employees concerned will be required to declare in writing that their actions are consensual and that Zoho is not responsible in any manner for the consequences of their actions or their relationships.

G) Gift and Entertainment

Employees are prohibited from offering and accepting business courtesies having significant value, in any form. The appropriateness of offering or accepting business courtesies depends on the circumstances and parties involved. Avoid business courtesies which may create or appear to create a sense of obligation or compromise of professional judgment. You are required to obtain approval from your Manager to offer or accept business courtesy like gift and entertainment, if market value of such business courtesy is more than $25 or equivalent.

H) Confidential Information

Information including but not limited to our products, services, trade secrets, business plans, marketing strategies, customers, vendors, partners, and others are confidential in nature. Ensure that confidentiality and integrity of such information is protected. This responsibility extends also to third parties' confidential information received under non-disclosure agreements. Confidential Information may be disclosed on a need to know basis. However, confidential information shall not be disclosed to persons having no obligations to protect the confidentiality.

We respect our competitors and we are committed to having a fair competition. Employees, who acquire or have access to our competitor’s confidential information, shall not use or publish such confidential information. If you are not sure whether to use specific information, contact the legal team for assistance.

All business communications, records, and comments are to be fair, accurate, and clear. Please keep in mind that if any misleading or hatred statement is used in a business communication, it may lead to claims such as misrepresentation, fraud, unfair disclosure, and antitrust violations.

Zoho encourages Employees to use social media or any public forum to promote innovation. Guidelines governing policies regarding participation in social and public media are enumerated in Social Media Policy.

Code of Ethics Policy

I) Resource Usage

Zoho's intellectual property is its valuable asset. Make sure that it is not used other than for the purposes allowed. If you have any questions regarding usage of Zoho's intellectual property, please contact your manager.

Zoho may permit you to use or access its equipment, tools or facilities to perform your job efficiently and effectively. Employees are expected to use such properties for the benefit of Zoho and not for their personal benefit. Apply your best judgment while using such properties. If you spend money on behalf of Zoho, maintain appropriate records for money spent and submit accurate reports to the finance team. In case you enter into any agreement or contract on behalf of Zoho with any third party, make sure that you do so with prior approval from the legal team.

Ensure that you follow security policies. Make sure that you do not by-pass access controls. If you lose any equipment or if you believe that your password has been compromised, immediately report such instances to Sys-admin team. They will help you out.

J) Serve the Customers

We are committed to providing world class products and services.

The trust our customers have in us is the most valuable asset. Each and every one of us here in Zoho is expected to preserve and strive to continually earn the trust of our customers. We recognize that the quality of the products and services we deliver and the way we treat our customers will help us to preserve our customers' trust.

Our customers share their personal information with us based on the assurance that we will take appropriate measures to protect the security of such information. Make sure that you, as a part of Zoho's global workforce, keep-up Zoho's commitments and protect the privacy and security of customers' data.

K) Corporate Social Responsibilities

Zoho recognizes the responsibilities it has towards the society and is committed to conducting its business ethically, legally and socially responsible manner. To fulfill its obligation to the society, Zoho is committed to building a sustainable business and give back to society.

Zoho respects internationally proclaimed human rights. We treat each and every person, with whom we conduct business, with dignity and respect. Forced labor and child labor in any form is prohibited at Zoho. Zoho recognizes the value and importance of protecting the global environment and believes in sustainable development.

Code of Ethics Policy

L) Compliance with Laws

Zoho is committed to complying with all applicable laws. Ignorance of law is not an excuse. So make sure that your act does not violate laws including but not limited to competition laws, anti- bribery laws and insider trading laws. If you are not sure whether your act violates any laws, please contact legal team for assistance.

M) Reporting Violations

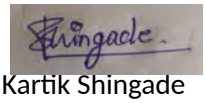
Zoho encourages and expects all Employees to report suspected misconduct by other Employees and by the management through established channels. We will take appropriate action after conducting an enquiry. All discussions and communications made during the enquiry will be treated as confidential unless law mandates disclosure. However, making false allegations with mala fide intention may result in disciplinary proceedings against the complainant.

Any failure to report, as required by this Policy shall constitute misconduct and may subject an Employee to disciplinary action.

N) Protection of Whistleblowers

Retaliation in any form is prohibited and against Zoho's code of ethics. We are committed to protecting whistleblowers against any unfair practices like retaliation, threat, or intimidation of termination/suspension of services. Zoho will take whatever action is necessary and appropriate to address violations of this Policy

This code is not comprehensive. There may be situations which are not addressed in this code. In such situations, apply your best judgment. You can also contact your Manager or the HR team for guidance or assistance.

Signature : 

Name : Kartik Shingade

Date : 24 May 2024

Place : Nagpur

Anti Sexual Harassment Policy

Anti Sexual Harassment Policy

A. Introduction

The objective of this policy is to define the framework and procedure for redressal of allegations pertaining to sexual harassment at Zoho. The Parliament of India has enacted The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("Act") to ensure safe working environment that enables employees to work with out fear of prejudice, gender bias and sexual harassment. Zoho, as an organization, is committed to creating a protected, healthy and affable working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment and recognizes the right to work with dignity as a basic human right. Zoho will not tolerate any form of verbal or physical conduct creating an intimidating, offensive or hostile environment against women employees at Zoho and harassment of any kind, including sexual harassment is forbidden in Zoho.

B. Scope and Applicability:

This policy extends to all individuals coming to workplace for employment or for any other purpose whatsoever, and includes Zoho's employees, vendors, contractual resources including independent contractors in the payroll of Zoho or third party staffing agencies, freelancers, visitors and applies to any alleged act of sexual harassment against women at workplace, whether the incident has occurred during or beyond office hours.

C. Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of the person’s employment, as well as situations which create an environment that is hostile, intimidating or humiliating for the other person.

Anti Sexual Harassment Policy

Sexual harassment includes various forms of actions which range from verbal and non-verbal transgressions to physical sexual assault. Examples of conduct or behaviour that constitute sexual harassment are :

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching ·
- Physical violence, including sexual assault
- The use of job-related threats or rewards to solicit sexual favours
- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)
- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering
- Implied or explicit promise of preferential or detrimental treatment in employment;
- Implied or explicit threat about the present or future employment status;
- Interference with the person's work or creating an intimidating or offensive or hostile work environment;
- Humiliating treatment likely to affect health or safety of a person.

D. Workplace

"Workplace" shall mean and include:

- any business location of Zoho;
- any place visited by an employee arising out of or during the course of employment and includes venues of official events and any transportation and/or
- accommodation provided by the employer in connection with such official visit.
- any place where an employee performs the employment (online and offline).

Anti Sexual Harassment Policy

E. Constitution of Anti-Harassment Complaints Committee

In accordance with the Act and The Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) Rules, 2013, Zoho has constituted an Internal Complaints Committee (“Committee”) to conduct inquiries and to take appropriate actions to redress harassment complaints.

The members of the committee and their contact details will be posted in Zoho People and on the notice board.

The committee will consist of a minimum of five (05) members among whom at least three (03) members will be women.

The committee will be headed by a senior woman employee who has been working with Zoho for at least ten (10) years ("Chairperson"). The other members of the committee will be as follows:

1. A senior male employee who has been working with Zoho for at least ten (10) years
2. An employee from HR team,
3. An employee from Legal team,
4. An independent member who is familiar with sexual harassment issues

The quorum for the purpose of conducting any meeting or inquiry in connection with a sexual harassment complaint is three (03) members. The quorum will consist of the Chairperson and two other members, out of which one member will be a woman.

The term of each committee member shall not exceed a period of three (03) years. In the event that a committee member retires or resigns from the committee, Zoho shall fill such vacancy within a reasonable period. The name and contact details of the new member will be posted in Zoho People and on the notice board.

Anti Sexual Harassment Policy

F. Procedure for Lodging Complaint

Any woman who believes that she is being sexually harassed or any individual who believes that a woman is being sexually harassed by one or more individuals at Workplace, shall lodge a written complaint to any member of the Committee within three (03) months from the date of the alleged incident. In the event that there are multiple incidents, the complaint shall be lodged within 3 months from the date of the last incident. In case an employee needs any assistance to reduce the complaint to writing or to file a complaint, such employee may contact any member of the committee, the employee's manager, or the HR team.

G. Conciliation

Conciliation is a practical mechanism through which issues are resolved and misunderstandings are cleared. Once a complaint and the reply for the complaint are received, the Committee may, at the request of the complainant take steps to conciliate the complaint between the complainant and the respondent before initiating inquiry for such complaint. Any such request by the complainant for conciliation of a complaint shall be made within two (02) weeks of receipt of reply from the respondent.

In case a settlement is arrived in connection with a complaint, the Committee will record and report the same to the HR for taking appropriate action. It is pertinent to note that the Committee shall not engage in or entertain any form of conciliation that includes providing monetary compensation in instances of sexual harassment. The Committee will provide copies of settlement to both the complainant and respondent. Once the necessary action is implemented against the respondent, no further inquiry will be conducted in connection with the complaint.

If conciliation between the parties fail and no settlement is arrived, the Committee will proceed to conduct a formal inquiry into the complaint.

If the respondent and/or the HR team fails to implement the terms of the settlement, the complainant may request the Committee to inquire the respondent or the HR team regarding non-implementation of the settlement terms. The Committee will proceed with making a formal inquiry within 7 days of receiving such notice/ request.

Anti Sexual Harassment Policy

H. Inquiry Procedure

A committee member, upon receipt of a complaint from a woman employee or any other person, will call for a committee meeting within 7 days of receiving the complaint.

During such meetings, the committee will prepare and hand over a statement of allegation to the person(s) against whom the complaint is made/respondent and will provide such person(s) an opportunity to submit a written explanation within seven (7) days of the meeting.

The complainant will be provided with a copy of the written explanation submitted by the person against whom the complaint is made.

If the complainant or the person against whom complaint is made desires any witness(es) to be called, they shall communicate in writing to the Committee, the names of witness(es) that they propose to call. The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting.

The Committee will call upon all witnesses mentioned by both the parties and record their evidences. If the complainant wishes to tender any documents by way of evidence before the committee, the complainant shall produce copies of such documents. Similarly, if the person against whom the complaint is made, wishes to tender any documents in evidence before the committee, the said person shall produce copies of such documents.

The Committee will provide the complainant and the person against whom the complaint is made a reasonable opportunity to be heard and to defend themselves.

The Committee will complete the inquiry within a reasonable time which shall not extend beyond three (03) months. The Committee will communicate its findings and its recommendations for action to the HR team.

Where the Committee determines that the allegation against the respondent has not been proved, the Committee will recommend to the HR Manager that no action is required in connection such complaint. Where the Committee has determined that the respondent is guilty of Sexual Harassment, corrective / disciplinary action based on the gravity of the offence will be recommended by the Committee to the HR team, concerned manager or the management.

Anti Sexual Harassment Policy

In accordance with the recommendations proposed by the committee, the HR Manager will take appropriate action on the person against whom the complaint is made.

I. Temporary relief that may be awarded

While the inquiry is pending, on a written request made by the aggrieved woman, the committee may recommend the following -

- To transfer the aggrieved woman or the respondent to any other workplace
- Grant leave to the aggrieved woman for a maximum of three (03) months, in addition to the leave she would be otherwise entitled to.
- Prevent the respondent from assessing the aggrieved woman's work performance
- Grant such other relief as may be appropriate

J. Procedure if complaint is unsubstantiated

In the event that the Committee determines that there is no sufficient evidence to substantiate the allegations in connection with a complaint after completion of inquiry, the Committee will inform the same to the parties and will consider the matter to be closed.

K. Procedure if the complaint is proved

Upon completion of inquiry in connection with a complaint, if the Committee determines that there is sufficient evidence to substantiate the claim the Committee will recommend to the HR team, manager of any of the following punitive actions that may be taken

- A letter of warning will be added to the personal file of the respondent.
- In case there are multiple complaints filed, the respondent will be suspended without pay
- In case the offense is of a serious nature, the respondent will be dismissed
- In case the offense is punishable under the Indian Penal Code, 1860, the manager of the HR department will assist the aggrieved woman in filing a complaint with police.
- Wages of the respondent will be deducted and be paid as compensation to the aggrieved woman in certain cases.

Anti Sexual Harassment Policy

L. Harassment by an Outsider or a Third Party

If any woman employee is harassed as a result of an act by a third party or an outsider, Zoho will take all the necessary and reasonable steps to assist the affected employee, in terms of support and preventive actions.

M. Malicious Complaints

When the Committee concludes that an allegation is baseless and is aimed solely to defame or discredit the respondent, disciplinary proceedings will be initiated against the complainant. The mere fact that an aggrieved woman is not able to produce enough evidence to substantiate her claim does not warrant the initiation of proceedings under this section against the complainant.

N. Confidentiality

In connection with all matters relating to sexual harassment, strictest confidentiality will be observed and any access to such information will be restricted on a need to know basis. Any attempt by a member of the Committee, witnesses or any other persons involved in the inquiry, to discuss or disclose sexual harassment related information to a person other than those directly involved in the inquiry will be treated with disciplinary action.

O. No retaliation

Regardless of the outcome of the complaint, the person lodging the complaint and the person(s) providing information, including witness(es), will be protected from all forms of retaliation. The committee will ensure that the aggrieved woman, complainant and the witnesses are not victimized or discriminated by the respondent or any person. Any unwarranted pressure, retaliatory, or any other type of unethical behaviour from the respondent or any person against the aggrieved woman, complainant or witnesses while the investigation is in progress shall be reported to the Committee as soon as possible.

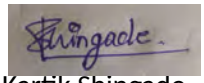
The Committee will report such incidents to the HR Manager for taking appropriate disciplinary action.

Anti Sexual Harassment Policy

P. Members of the Committee:

Shyamala Ramesh (Presiding Officer)
Sivanandam Srinivasan
Vidya Vasudevan
Sangeetha Balaji
Monica Kannan
Jayaprada J
Sheila Jayaprakash (External member)

The employees can reach out to any member of the Committee to raise their concerns or write to ash-committee@zohocorp.com .

Signature :		Date :	24 May 2024
Name :	Kartik Shingade	Place :	Nagpur

Social Media Policy

Social Media Policy

1. SCOPE

Any form of communication with an external party or individual through social media channels like Facebook, LinkedIn, Twitter, Instagram, Quora, YouTube, Pinterest, Reddit, TikTok, or alike. This policy applies to all Zoho employees including but not limited to consultants, freelancers, contract employees including independent contractors on the payroll of Zoho or third-party staffing agencies, interns (including summer interns), incubation trainees, and the like.

2. POLICY

At Zoho, we encourage employees to participate in online communities, blogs, and other social networking platforms as these provide a rich experience of learning, assimilating information, and developing new ideas. However, we believe that the ethics, confidentiality and values of the company must be respected, while we involve ourselves in any form of communication with an external party or individual(s).

There are some guidelines to remember and observe while participating on ANY online platform:

A. Creation of profiles (or pages)

1. You are encouraged to create personal accounts on social media platforms and communities. However, you should avoid using your @zohocorp.com email address for the same.
2. While creating personal accounts, you may mention your job/role at Zoho. If you do mention that you work for Zoho, you must use your real, full name. However, ensure that your username on any online platform does not include the brand name "Zoho".
3. In case you have chosen not to reveal your real name on a social network, please do not associate yourself with Zoho in any form.
4. Do not create profiles or pages on any social network, impersonating a Zoho employee.
5. Do not create an online, personal profile (or page) that represents the Zoho brand, team, or any Zoho product.

B. Listening and Learning

1. You are encouraged to listen to online conversations and discussions about the Zoho brand, products, teams and events. It is also great to follow industry leaders on social media channels/platforms.
2. In case you come across an online conversation, discussion or post that you feel requires a response or action on behalf of Zoho, you may email it to the central social media team (socialmedia@zohocorp.com).
3. In case you are the owner of a product related feedback reported in an online forum, you may take appropriate steps to address the feedback. However, you must communicate our response to such feedback only via a communication channel owned by Zoho.

   (See section D 2 and D 3)

Social Media Policy

C. Sharing Content

1. You are free to share any piece of content (from/on your personal social profiles) that has been published on official Zoho sites and social media channels/platforms (like Facebook, Twitter, and Zoho blog).
2. With respect to third-party content (published by someone outside of Zoho) related to Zoho brand, products, teams and events, you may share such content. However, we do expect you to use your own judgment in deciding how a particular piece of content reflects on Zoho's brand image and whether you should be sharing it.
3. Do not create an online profile that shares only Zoho-related news and content. It neither adds any value to Zoho as a brand, nor to you as an individual, nor to the social network in general. Avoid maintaining such Zoho-talk-only accounts.
4. Please remember that any kind of information available on our internal networks: Connect, Forums, Internal Blogs, etc. is not meant to be shared on external networks, social networking sites or to individual(s) outside of Zoho. This includes announcements from the CEO, HR and Admin. It also includes announcements regarding upcoming products, features, etc. Do not share any such content, unless you are explicitly asked to share a piece of relevant information with your friends, for e.g. job openings. If there is a news item that needs to be announced, the team handling PR shall speak to the press and media contacts. Please note that any violation with respect to sharing of internal communication outside of Zoho, during or after employment, is liable for prosecution.
5. No media (images and videos) recorded during internal events or team activities should be shared without approval from the social media team at Zoho.
6. Please use your discretion while posting anything from the Zoho or your personal handles. Discussions about the company's internal matters are not encouraged on social media.

D. Communicating with stakeholders

1. If you wish to communicate with a stakeholder (a customer, prospect, partner, etc.) you should preferably channelize such official communication through a Zoho-owned channel.
2. All official communication and interaction on Facebook, Twitter and Instagram, (including communication with stakeholders as well as official announcements) is managed by the central social media team. You are requested to refrain from commenting on behalf of Zoho, on such channels. (Also see: section B2 and B3)
3. However, if you wish to communicate with a stakeholder (a customer, prospect, partner, etc.) on a professional network like LinkedIn, please ensure that you exercise restraint and common sense in all such communication.
4. If you are disclosing your identity as a Zoho employee, your opinions might be directly associated with Zoho by other observers/participants on these platforms. (Also see: section A2.) Hence, it is critical to exercise caution.
5. While making such communications and connections with Zoho's stakeholders or anyone who mentions/tags Zoho, remember that it should be about exchanging value and not about pushing your own agenda or thrusting your own opinion.

Social Media Policy

E. Responsibility and Ownership

1. As far as your online presence is concerned, understand that there is only a thin line separating your personal identity and professional identity. While you have complete freedom and right to publish any content on your personal social profiles in your personal capacity, understand that the reputation of Zoho is associated with you and the content that you publish, as you may be identified as an employee of Zoho. Therefore, remember to always use good judgment and common sense in deciding what you publish. Please remember that the internet never forgets and hence, you must always check before you publish. In case you're unsure if a message or a piece of content is appropriate, please seek advice from any of the contacts mentioned below. Ultimately, you own the responsibility for the content you publish on the web**.**
2. Remember to maintain a respectful and polite tone in your conversations. Do not make personal attacks or offensive comments against individuals. Stay humble.
3. If you realize that you have made a mistake, be the first one to accept it. If you are making an amendment in an article you wrote on the Zoho blog, let the readers know that you have made the change.
4. Do not mention or quote a stakeholder (customer, partner, and colleague) without his or her prior approval. Remember, everyone may not feel comfortable about being quoted. Get their consent.
5. While you may take photographs/record videos within the Zoho Office premises, always use your sense of judgement, prudence and common sense before sharing such photographs or videos on social media platforms. If the photographs/videos include individuals other than the intended participants (such as current or former employees, customers, vendors, etc), ensure that you have obtained the concerned individuals' permission before sharing such photographs/videos. Examine the photographs/videos before sharing them to ensure that the photographs/videos do not reveal any sensitive or confidential information about Zoho that is likely to cause security concerns. In case you are unsure if a photograph or video is appropriate, please seek advice from any of the contacts mentioned below before sharing such photographs/videos.
6. Respect copyright and Intellectual Property Rights. Don't just assume that you can use an image, just because you found it on the internet.
7. Do not engage in any underhand or unethical ways of increasing followers, likes, or other forms of social media engagements for any Zoho product.

F. Access Management

1. For marketers and everyone who needs access to Zoho-related social media pages, we have set up a streamlined process. You should use this tool for the creation and access management of a new page/profile or an existing page/profile associated with Zoho.
2. The tool we mentioned, documents everyone who has access, the duration for access, service category, service tool, and the purpose of access.
3. We have also linked this tool with the exit process of employees, so that access to these profiles can be revoked when people are no longer associated with the organization or that specific page/profile.
4. It is important for the individual product/regional teams and the DRIs of the pages/profiles to take the responsibility of documenting access to pages/profiles associated with Zoho.

Social Media Policy

List of Contacts:

In case of doubts or clarifications with respect to any of the above, or situations that you feel have not been addressed in the above-mentioned points, please feel free to get in touch with any of the contacts mentioned below.

Zoho

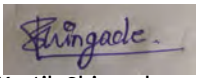
- ☐ Praval Singh - praval@zohocorp.com
- ☐ Ritika Datta Roy - ritika.dr@zohocorp.com
- ☐ Shraddha Verma - shraddha.vr@zohocorp.com

Manage Engine

- ☐ Ajay Kumar K.G - ajaykumar.kg@zohocorp.com
- ☐ Lisa Ramie - lisa@zohocorp.com
- ☐ Priyanka Prasad - priyanka.prasad@zohocorp.com
- ☐ Dinesh T U - dinesh.tu@zohocorp.com

Access Management

- ☐ Prabhu Vairakkannu - prabhu.vairakkannu@zohocorp.com
- ☐ Venkat Subramaniam KR - venkatasubramaniam.kr@zohocorp.com

Signature : 

Name : Kartik Shingade

Date : 24 May 2024

Place : Nagpur

IT Acceptable Use Policy

1. Overview

Zoho IT Services Acceptable Use Policy aims at protecting Zoho employees, partners, and the company from illegal actions of individuals. The Acceptable Use Policy is intended to provide a framework governing the use of all IT resources provided by the company.
Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Zoho. These systems are used for business purposes in serving the interests of the company, and of clients and customers in course of normal operations.
Effective security is a team effort involving the participation and support of every employee and affiliate of Zoho who deals with information and/or information systems. It is the responsibility of the employees and affiliates to read and understand these guidelines, and conduct their activities accordingly.

2. Purpose

This policy outlines the acceptable use of computers, mobile phones, software, and network systems provided by Zoho to its employees, contractors, consultants, temporary workers, and other workers employed. These rules are in place to protect employees and the company from risks including virus attacks, compromise of network systems and services, and legal issues due to inappropriate use.

3. Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Zoho's business or to interact with internal networks and business systems that are owned or leased by Zoho. All employees, contractors, consultants, temporary workers, and other workers employed with Zoho and its subsidiaries are responsible for appropriate use of information, electronic devices, and network resources according to Zoho's policy and standards, and local laws and regulations. Zoho denotes all the entities of Zoho.

4. Policy

a. General Use and Ownership

i. Zoho's proprietary information stored on electronic and computing devices, whether owned or leased by Zoho or the employee is the sole property of Zoho. You must ensure through legal or technical means that proprietary information is protected.

ii. It is your responsibility to report the theft, loss or unauthorized disclosure of Zoho's proprietary information promptly.

iii. You may access, use, or share Zoho's proprietary information within the authorized extent only if it is necessary to fulfill your assigned job duties. However, you must not transfer Zoho's proprietary information to your personal devices or share it with non-employees of Zoho by any means.

iv. Authorized individuals within Zoho have the authority to view and monitor equipment, systems, and network traffic for security and network maintenance.

IT Acceptable Use Policy

b. Security and Proprietary Information

i. All mobile and computing devices that connect to Zoho's internal network must comply with the Access Control Policy.

ii. System level and user level passwords must comply with the Password Policy. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

iii. Allowing other users to use your Zoho account, laptops and other gadgets provided by Zoho is prohibited. This includes friends, family, and members of the household when employees work from home.

iv. All computing devices must be secured with a password-protected screensaver that must be activated within 10 minutes of inactivity or less. Users must lock the screen or log off when the device is unattended.

v. Employees posting to newsgroups and forums using the official Zoho email address must post a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the company, unless they represent the company's views for business purposes.

vi. Employees must be wary while opening email attachments received from unknown senders as it may contain malware.

vii. Employees are not allowed to connect their official devices to any Open Access Points via wifi or bluetooth. Employees are also advised to secure their wifi router connections with enabling latest wifi security standards like wpa2 or wpa3 with aes.

viii. Employees are advised not to connect any personal peripherals such as USB storage and SD cards to their official devices.

ix. Employees are advised not to skip security updates in their official devices and ensure that VPN and other software are fully patched.

x. Employees should ensure that their laptops and gadgets are virus-scanned periodically. Further, employees should not use any Antivirus Protection software except for the one provisioned by Zoho's IT services team.

xi. Employees must ensure that the Antivirus Protection software installed in their official devices are up to date.

xii. Employees are not advised to install pirated / third party software in official devices provided by Zoho. To install software on company-provided devices, employees are requested to contact the Zoho's IT services team.

xiii. Employees should not download files from any non-secured websites.

xiv. Employees should not download any Torrent files in their official devices.

xv. Employees should not install any personal licensed software in their official devices.

xvi. Employees are prohibited from providing information/PII of employees working in Zoho to parties outside the company, knowingly or unknowingly.

xvii. Employees should notify the Zoho's IT services team before an official trip to ensure that latest version of Antivirus Protection software and encryption is installed in their official devices. Further, employees are also advised to notify the IT services team immediately after completing their official trip to ensure that their devices do not carry any vulnerability.

5. Unacceptable Use

The following activities are, in general, prohibited.
Under no circumstances is an employee of Zoho authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing resources owned by Zoho .
The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

a. System and Network Activities

The following activities are strictly prohibited, with no exceptions:

i. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Zoho.

ii. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Zoho or the end user does not have an active license is strictly prohibited.

iii. Accessing data, a server or an account for any purpose other than conducting Zoho's business, even if you have authorized access, is prohibited.

iv. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. Employees must consult the management before exporting any material that is in question.

v. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

vi. Revealing your account password to others or allowing use of your account by others. This includes friends, family, and members of the household when employees work from home.

vii. Using computing assets owned by Zoho to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

viii. Making fraudulent offers of products, items, or services owned by Zoho.

ix. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.

x. Effecting security breaches including, but not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access.

xi. Effecting disruptions including, but not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

xii. Port scanning or security scanning is prohibited unless Zoho's IT services team approves it after a prior notification is made.

xiii. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

xiv. By-passing user authentication or security of any host, network or account.

xv. Introducing honeypots, honey nets, or similar technology on Zoho's network.

xvi. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

xvii. Using any program/script/command, or sending messages of any kind, with the intent to interfere or disable a user's terminal session via any means, locally or via the Internet/Intranet/Extranet.

b. Email and Communication Activities

When using the company's resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are mine and not necessarily those of the company". Questions may be addressed to the IT Department.

i. Sending unsolicited emails, including but not limited to advertising material to individuals who did not specifically request such material (email spam).

ii. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.

iii. Unauthorized use, or forging, of Zoho's email header information.

iv. Solicitation of email to any other email address other than the intended recipient, with the intent to harass or collect replies.

v. Creating or forwarding "Chain letters", "Ponzi" or "Pyramid schemes" of any type.

vi. Use of unsolicited email originating from within Zoho networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Zoho or connected to Zoho's network.

vii. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

c. Blogging and Social Media

i. Blogging by employees, whether using Zoho’s property and systems or personal computer systems, is also subject to the terms and restrictions in this policy. Limited and occasional use of Zoho’s systems to engage in blogging is acceptable, provided it is done in a professional and responsible manner, does not violate Social Media policy of Zoho, is not detrimental to Zoho’s best interests, and does not interfere with an employee's regular work duties. Blogging from Zoho's systems is

also subject to monitoring.

ii. Zoho's Confidential Information policy also applies to blogging. As such, employees are prohibited from revealing any confidential or proprietary information, trade secrets or any other material covered under Zoho's Confidential Information policy when engaging in blogging.

iii. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and goodwill of Zoho and any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging.

iv. Employees may also not attribute personal statements, opinions or beliefs to Zoho, the company, when engaged in blogging. If an employee is expressing his or her beliefs and opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of the company. Employees assume any risk associated with blogging.

Apart from following all laws pertaining on the handling and disclosure of copyrighted or export controlled materials, trademarks, logos and any other intellectual property of Zoho may also not be used in blogging activity.

6. Personal Use

Zoho reserves the right to carry out the monitoring activities set forth in Section 7 of this policy to ensure the safety and security of its IT resources. If you use any of the IT resources offered by Zoho such as laptops, mobile phones and tablets for your personal use, you consent to monitoring of such devices. If you have any objection to monitoring by Zoho, we request you not to use the IT resources for personal purposes.

7. Policy Compliance

a. Compliance Measurement

Zoho's IT services team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner. Further, Zoho IT services team reserves the right to audit employees' official devices, networks and systems periodically as set forth in the table below to ensure employees' compliance with this policy and to take appropriate action as set forth in the table in case of any non-compliance(s).

IT Acceptable Use Policy

S.NO	WHAT WILL BE MONITORED	HOW WILL THE MONITORING BE DONE	PURPOSE OF MONITORING	ACTION TAKEN BASED ON MONITORING
1.	Domains that are being accessed	Monitored using proxy and firewall logs.	To check the vulnerable domain access.	DC will be revoked and system will be checked for root cause.
2.	Browsing History	Monitored using ManageEngine Desktop Central and other tools like Browser Security Plus.	To check the malware activity.	Data will be used for post attack analysis.
3.	System and Application Logs	Monitored using tools like ManageEngine Eventlog Analyser.	To check the malware activity.	DC access will be revoked on finding virus or malware activity and system will be checked for root cause.
4.	Files downloaded	Monitored using tools like End Point Detection and Response, AntiVirus and ManageEngine DesktopCentral.	To check the file from unsafe site.	File will be quarantined and user will be notified.
5.	Applications Installed	Monitored using tools like ManageEngine DesktopCentral.	To check if the applications are licensed and safe.	The concerned user will be notified if the installation of the application is found to be unsafe and the user will be asked to remove the installation from the user's official device.
6.	File Name and File Hash	Monitored using tools like End Point Detection and Response.	To check if any unauthorised files are stored.	The concerned user will be notified and will be asked to remove the file from the user's official device.
7.	Location	Monitored using tools such as ManageEngine Mobile Device Management and DesktopCentral.	To check any abnormal activity.	The concerned user will be notified of their location of access and will be asked to verify their location.

IT Acceptable Use Policy

b. Exceptions

Any exception to the policy must be approved by Zoho's IT services team in advance.

c. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

8. Definitions

Term Definition

a. Blogging :

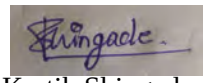
Writing a blog. A blog (short or weblog) is a personal online journal that is frequently updated and intended for public consumption.

b. Spam :

Spam includes but not limited to unauthorized and unsolicited electronic mass mailings.

9. Related Standards, Policies and Processes

- **Social Media Policy**
- **Access Control Policy**
- **Password Policy**

Signature :		Date :	24 May 2024
Name :	Kartik Shingade	Place :	Nagpur

Zoho Business Services LLP
715, Agrakaram Street, Olugachery, Thathuvanchery,
Thanjavur, Tamilnadu, 612 502.
Ph: +91-44-4644 7070
www.zohocorp.com

Date: 21-May-2024

To

Ms.KSHITIJA DESHMUKH,
AT GADEGAON,
TQ TELHARA,
AKOLA-444108, MAHARASHTRA.

Dear **Ms.KSHITIJA DESHMUKH,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO BUSINESS SERVICES LLP.**

REMUNERATION

Your annual Cost to Company will be **Rs.720000/- (RUPEES SEVEN LAKH TWENTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Business Services LLP and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **28-May-2024**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

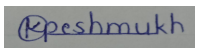
I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO BUSINESS SERVICES LLP

M.I.Sohail
Associate Director - TA & Global HR Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	21 May 2024
Name :	Kshitija Deshmukh	Place :	Telhara

ANNEXURE A

NAME : KSHITIJA DESHMUKH
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	24000	288000
HRA	12000	144000
Other Allowance & Flexible component	21120	253440
Gross Salary	**57120**	**685440**
Employer Provident Fund (12% of Basic+TA)*	2880	34560
Cost To Company (CTC)	**60000**	**720000**
Prosperity Sharing Plan		120000
Compensation for the first year		**840000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:.

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.2000/- (RUPEES TWO THOUSAND ONLY)** for team treat and **Rs.8000/- (RUPEES EIGHT THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.3600000/- (RUPEES THIRTY SIX LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal