Shri Gajanan Shikshan Sanstha's

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING

SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati

"Approved by the D.T.E., M.S. Mumbai"

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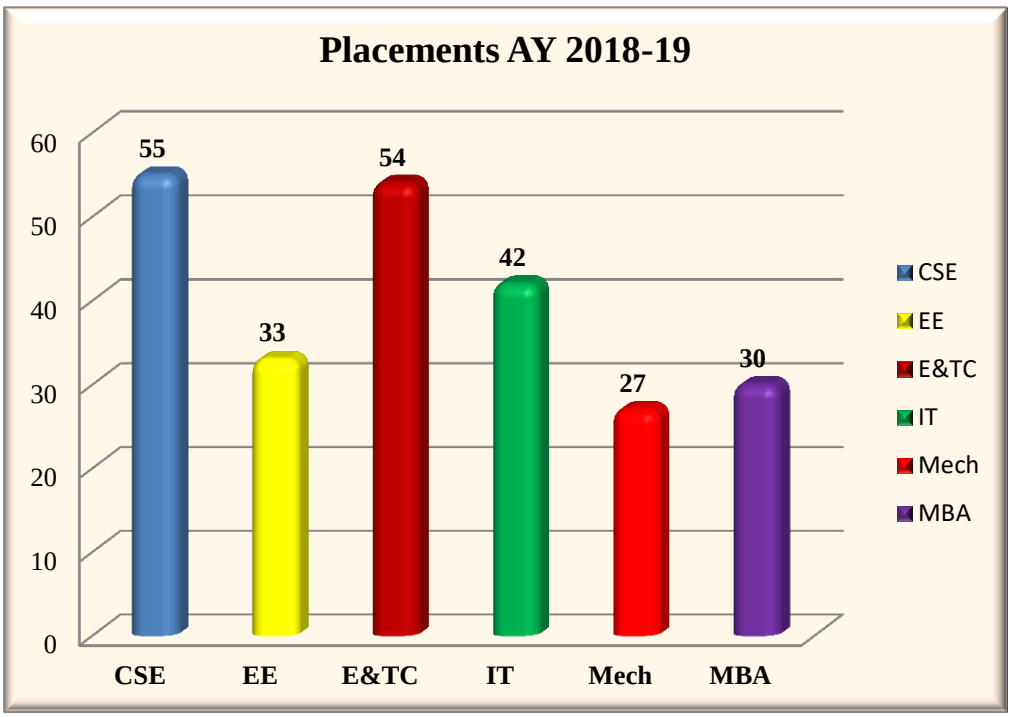
List and Statistics of BE and MBA Students Place in AY 2018-19

AY / Dept	CSE	EE	E&TC	IT	Mech	MBA
2018-19	55	33	54	42	27	30



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Sr NO	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
1	Diksha Kale kalediksha26@gmail.com 7038553531	BE Electronics & Telecommunication Engineering	Accenture Limited, Bangalore Rahul Bhatia rahul.d.bhatia@accenture.com	3.75 LPA
2	Pranit Chimurkar pranitchimurkar@gmail.com 9822240258	BE Computer Science & Engineering	Accenture Limited, Bangalore Rahul Bhatia rahul.d.bhatia@accenture.com	7.26 LPA
3	Rohini Nerkar rohini.nerkar336@gmail.com 7218597285	BE Electrical Engineering	Accenture Limited, Bangalore Rahul Bhatia rahul.d.bhatia@accenture.com	3.75 LPA
4	Vaishnavi Khandebharad Vaishnaviskhandebharad@gmail.com 7057421266	BE Electrical Engineering	Accenture Limited, Bangalore Rahul Bhatia rahul.d.bhatia@accenture.com	3.75 LPA
5	Sanket Baheti sanketbaheti@outlook.com 8830482828	BE Informaton Technology	Amdocs Development Center LLP, Pune Email: Amdocsindia@amdocs.com Tel: 020-40153000	
6	Apurwa Mujgewar mujgewarappu@gmail.com 9657476099	BE Computer Science & Engineering	Atos-Syntel Pvt. Ltd., Pune trishala.naik@atos.net Tel: +91 20 66349000	3.10 LPA
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9	Jaipreetsingh Kamoh jaipreetkamoh2650@gmail.com 8550977116	BE Informaton Technology	Bristlecone India Limited, Pune Email: RecruitmentGlobal@bcone.com Tel: +91 020-6623 8888, 08041353200	3.50 LPA
10	Harshal Jaiswal jaiswalharshal0805@gmail.com 9595229543	BE Electronics & Telecommunication Engineering	Capgemini Technology Services India Limited, Navi Mumbai Mr. Vaibhav Deshpande Email: vaibhav.deshpande@capgemini.com Tel: +91 22 7144 4283	3.00 LPA
11	Radhika Mule rsmule1997@gmail.com 9404777498	BE Electrical Engineering	Capgemini Technology Services India Limited, Navi Mumbai Mr. Vaibhav Deshpande Email: vaibhav.deshpande@capgemini.com Tel: +91 22 7144 4283	3.00 LPA

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13	Shubham Gogulwar Shubhamgogulwar248@gmail.com 7083815414	BE Electrical Engineering	Cinif Technologies Limited, Chandigarh Email: crc02@cinifglobal.in Tel: 8210077435 / 9855815675	3.26 LPA
14	Chaitali Hedau hchaitalee@gmail.com 7775859478	BE Electronics & Telecommunication Engineering	CMS IT Services Pvt Ltd., Nagpur Email: cmsitnagpur@gmail.com LL:0712-2238308	1.80 LPA
15	Dhanashri Vaidya dhanashrivaidya95@gmail.com 9359613815	BE Informaton Technology	CMS IT Services Pvt Ltd., Nagpur Email: cmsitnagpur@gmail.com LL:0712-2238308	1.80 LPA
16	Harshada Pawar harshadapawar88@gmail.com 7798290021	BE Informaton Technology	CMS IT Services Pvt Ltd., Nagpur Email: cmsitnagpur@gmail.com LL:0712-2238308	1.80 LPA
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18	Vishal Magar vishalmagar9881@gmail.com 9145455862	BE Electronics & Telecommunication Engineering	CMS IT Services Pvt Ltd., Nagpur Email: cmsitnagpur@gmail.com LL:0712-2238308	1.80 LPA
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31	Kastubh Pathak kaustubhpathak24@gmail.com 7869286495	BE Mechanical Engineering	Collabera Technologies Pvt. Ltd., Vadodara Sandhya Desai-Manager-Corporate Recru itment Tel: +91-2652302618, 2302313	4.50 LPA
32	Pooja Dabhade poojadabhade953@gmail.com 9881271303	BE Electronics & Telecommunicati on Engineering	Collabera Technologies Pvt. Ltd., Vadodara Sandhya Desai-Manager-Corporate Recru itment Tel: +91-2652302618, 2302313	4.50 LPA
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34	Varada Kolhe Kolhevarada@gmail.com 9075090395	BE Electronics & Telecommunicati on Engineering	Collabera Technologies Pvt. Ltd., Vadodara Sandhya Desai-Manager-Corporate Recru itment Tel: +91-2652302618, 2302313	4.50 LPA
35	Megha Khule meghakhule30@gmail.com 9922078930	BE Electrical Engineering	Conneqt Business Solutions Limited, Hyderabad Prudhvi Tel: 040-40161111	
36	Abhishek Tripathi abhishek102174@gmail.com 9765424019	BE Computer Science & Engineering	Doshaheen Solutions Pvt. Ltd.,Pune Tel: +97-20-48615931 E-mail:info@doshaheen.com	7.00 LPA

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38	Chaitali Kakpure chaitalikakpure@rediffmail.com 7038502716	BE Mechanical Engineering	GE lndia lndustrial Pvt Ltd., Pune Tel: + 91 2L35 620000	4.00 LPA
39	Girish Pawar girishpawar455@gmail.com 9689656302	BE Electrical Engineering	Geomitra Solutions LLP, Nagpur Nilesh S Nafde Email: nilesh_nafde@vistasoftwares.com Mob: 9420253366	
40	Vaibhav Kale vaibhavbkale13@gmail.com 9168187819	BE Electrical Engineering	Grifeo Technology, Bhubaneswar Tel: 07991203280 process@grifeo.com	2.00 LPA
41	Kismat Shere sherekismat96@gmail.com 9158305573	BE Computer Science & Engineering	HCL Technologies Limited, Noida Mr Ashish Bhalla ashish.bhalla@hcl.com	4.17 LPA
42	Payal Kathole katholepayal97@gmail.com 7875025033	BE Electrical Engineering	HCL Training & Staffing Services Pvt. Ltd., New Delhi Tel: 011-26444812, 26282779	2.75 LPA
43	Laxmikant Kamdi Laxmikantkamdi334@gmail.com 7620826811	BE Mechanical Engineering	Hyster-Yale Lift Trucks India Pvt Ltd.,Pune	
44	Aboli Vibhute aboli18.vibhute@gmail.com 7030392112	BE Electronics & Telecommunication Engineering	India First Robotics Monika Samrutwar IIR Executive Mob: 9921996813/9595828696	1.44 LPA
45	Jayashri Ingole jayashriingole2@gmail.com 8390642922	BE Electronics & Telecommunication Engineering	India First Robotics Monika Samrutwar IIR Executive Mob: 9921996813/9595828696	1.44 LPA
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51	Gaurav Makde gaauravmakde@gmail.com 9834984715	BE Electronics & Telecommunication Engineering	KPIT Engineering Limited, Pune Email: kpitin@kpit.com Tel: 020-67706000 / 6500	3.39 LPA
52	Nitesh Pidurkar pidurkarnitesh97@gmail.com 9823655960	BE Electronics & Telecommunication Engineering	KPIT Engineering Limited, Pune Email: kpitin@kpit.com Tel: 020-67706000 / 6500	3.39 LPA
53	Gunjan Kotak kotakgunjan5@gmail.com 9561394101	BE Informaton Technology	Larsen & Toubro Infotech Ltd., Pune Email: Serena.Fernandes@lntinfotech.com	3.50 LPA
54	Shefali Baghel shefalibaghel2@gmail.com 9752834477	BE Informaton Technology	Larsen & Toubro Infotech Ltd., Pune Email: Serena.Fernandes@lntinfotech.com	3.50 LPA
55	Shubham Wankhade wankhades1997@gmail.com 9922749040	BE Computer Science & Engineering	Locationguru Pvt. Ltd., Nagpur Tel: 0712 660 4712	2.8 LPA
56	Tushar Singewar tusharsingewar143@gmail.com 9657663005	BE Computer Science & Engineering	Locationguru Pvt. Ltd., Nagpur Tel: 0712 660 4712	2.8 LPA
57	Saurabh Kulkarni sskulkarni441@rediffmail.com 7263992778	BE Mechanical Engineering	Luminaz Safety Glass Pvt. Ltd., Raju Bhagyawant Email: rjbhagyawant@luminaz.in	2.16 LPA
58	Shubham Bujade sbujade97@rediffmail.com +918806058824	BE Electrical Engineering	Marico Limited, Jalgaon Siddharth Singh - HR Email: siddharth.singh@marico.com	2.70 LPA
59	Rahul Rajabhoj rahulrajabhoj@gmail.com 9527692789	BE Computer Science & Engineering	Microlise Telematics Pvt. Ltd., Pune Email: enquiries@microlise.com	
60	Mayank Vyas msvyas77@gmail.com 9403037345	BE Informaton Technology	Mindtree Limited, Bangalore Tel: 080 67064000	3.50 LPA

61	Krutika Jaisingpure krutikajaysingpure@gmail.com 7387412836	BE Mechanical Engineering	Paradiso Software Pvt. Ltd.,Pune Phone: 078758 43886	1.80 LPA
62	Harshit Turkar harshitturkar0@gmail.com 7058332773	BE Informaton Technology	Persistent Systemes Limited, Nagpur Mr. Sanket Vaidya sanket_vaidya1@persistent.com Mob: +91-9819820708	
63	Bhushan Patankar bhushanppatankar@gmail.com +919975205780	BE Mechanical Engineering	Prime Consultancy, Pune mbo@prime-techno.com	2.25 LPA
64	Parikshit Trikal parikshittrikal@gmail.com 9011216309	BE Mechanical Engineering	S P Engineers, Pune	3.09 LPA
65	Kalyani Nandane kalyaninandane94857@gmail.com 8412925836	BE Mechanical Engineering	Saddles International Automotive and Aviations Interiors Pvt. Ltd., Pune	1.50 LPA
66	Shubhangi Madke Shubhangimadke12345@gmail.com 9766248596	BE Electrical Engineering	Samarthan Systems Pvt. Ltd.,Pune Mob: 0552594249	1.20 LPA
67	Bindiya Janbandhu bindiyajanbandhu@gmail.com 7757979680	BE Mechanical Engineering	Shubh Systems, Pune	2.56 LPA
68	Balaji Thite balajithite1236@gmail.com 8412803811	BE Informaton Technology	Sthapatya Consultants (I) Pvt Ltd,Pune 0721-2970300, 2550365 sthapatyaconsultants@gmail.com	1.80 LPA
69	Lankesh Meshram meshramlankesh@gmail.com 9168197955	BE Informaton Technology	Sthapatya Consultants (I) Pvt Ltd,Pune 0721-2970300, 2550365 sthapatyaconsultants@gmail.com	1.80 LPA
70	Paresh Kamble pvkamble6797@gmail.com 7798143826	BE Informaton Technology	Sthapatya Consultants (I) Pvt Ltd,Pune 0721-2970300, 2550365 sthapatyaconsultants@gmail.com	1.80 LPA
71	Rajat Sadiwala rajatsadiwala@gmail.com 7020885808	BE Computer Science & Engineering	Sthapatya Consultants (I) Pvt Ltd,Pune 0721-2970300, 2550365 sthapatyaconsultants@gmail.com	1.80 LPA
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73	Abhiram Pande abhirampande1@gmail.com 7875793848	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA

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75	Aditya Khedkar akhedkar54@gmail.com 9604429562	BE Electrical Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
76	Anurag Mishra mishras.anurag123@gmail.com 9561594337	BE Mechanical Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
77	Anushree Paralikar anuparalikar10@gmail.com 9405695953	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
78	Anushree Paralikar anuparalikar10@gmail.com 9405695953	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
79	Arpita Gonnade arpitagonnade67@gmail.com 8446459748	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
80	Arti Gohatre aartigohatre@gmail.com 9764245676	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
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96	Mahesh Rathi maheshrathi1407@gmail.com 7798931783	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
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98	Manisha Vadode manishavadode@gmail.com 8669523044	BE Electronics & Telecommunicati on Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
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100	Mukta Tayade muktatayade1998@gmail.com 7588809893	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
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105	Prashant Dharamkar prashantdh36@gmail.com 9561272549	BE Mechanical Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
106	Puja Baghele Pujabaghele2@gmail.com 8007690686	BE Electrical Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
107	Radhesham Rathi radherathi777@gmail.com 9112114703	BE Electronics & Telecommunicati on Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
108	Radhika Kokate radhikakokate1197@gmail.co m 9527533148	BE Electrical Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
109	Revati Deshmukh rsd237@gmail.com 8275943643	BE Informaton Technology	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
110	Ruchita Rathi rucharathi97@gmail.com 7219289191	BE Informaton Technology	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
111	Rupali Mohurle rupalimohurle20.rm@gmail.co m 7218839580	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
112	Sakshi Bhise ms.sakshibhise@gmail.com 8380069519	BE Electronics & Telecommunicati on Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
113	Sanket Turiley sanket.turiley@gmail.com 8698517695	BE Electronics & Telecommunicati on Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA

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115	Shraddha Deshmukh sdndeshmukh1997@gmail.com 8698140775	BE Electrical Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
116	Shravani Jawalkar shravanijawalkar26@gmail.com 7768976928	BE Informaton Technology	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
117	Shreya Bharapte shreyabharapte1997@gmail.com 9011901341	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
118	Shrikala Sant shrikalasant@gmail.com 9420317021	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
119	Sneha Raut sneharaut1204@gmail.com 9763606326	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
120	Supriya Satao supriyasatao21@gmail.com 9552072402	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
121	Swapnil Murkute Swapnilmurkute2@gmail.com 7083612900	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
122	Swati Bobade swatibobade97@gmail.com 9850944466	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
123	Swati Nichat swatipnichat@gmail.com 8888357260	BE Informaton Technology	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA

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125	Vaishnavi Vyawahare vaishuvyawahare21@gmail.com 9767456427	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
126	Veena Rathi rathi0vee@gmail.com 8668853076	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
127	Vishal Nechwani nechwaniv@gmail.com 7030515591	BE Informaton Technology	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
128	Vishal Zade	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
129	Sandhya Solanke sandhyasolanke786@gmail.com 8308588403	BE Electronics & Telecommunication Engineering	Tech Mahindra Limited, Pune Mr. Mohit Jaiswal Mohit.Jaiswal@techmahindra.com	3.25 LPA
130	Suraj Pohekar surajpohekar0@gmail.com 9850661947	BE Electronics & Telecommunication Engineering	Tech Mahindra Limited, Pune Mr. Mohit Jaiswal Mohit.Jaiswal@techmahindra.com	3.25 LPA
131	Jai Thakur jay1110thakur@gmail.com 8390784400	BE Mechanical Engineering	THREEH SYSTEMS Pvt. Ltd., Nagpur Mr. Amol Hadke amol@threehsystems.com	2.00 LPA
132	Vinayak Boratwar vinayakboratwar@gmail.com 7066720229	BE Electronics & Telecommunication Engineering	THREEH SYSTEMS Pvt. Ltd., Nagpur Mr. Amol Hadke amol@threehsystems.com	2.00 LPA
133	Ashwini Sawkare ashwinisawkare97@gmail.com 8806024808	BE Electrical Engineering	THREEH SYSTEMS Pvt. Ltd., Nagpur Mr. Amol Hadke amol@threehsystems.com	2.00 LPA
134	Chetan Ambalkar chetanambalkar1448@gmail.com 9665024886	BE Electrical Engineering	Torrent Power Limited, Thane Mr. Harshwardhan Palve harshwardhanpalve@torrentpower.com Tel: 02522-241900	3.25 LPA

135	Kaustubh Badhe ksbadhe8@gmail.com 8888375284	BE Electrical Engineering	Torrent Power Limited, Thane Mr. Harshwardhan Palve harshwardhanpalve@torrentpower.com Tel: 02522-241900	3.25 LPA
136	Rahman Shaikh skabrahman77@gmail.com 9657077231	BE Electrical Engineering	Torrent Power Limited, Thane Mr. Harshwardhan Palve harshwardhanpalve@torrentpower.com Tel: 02522-241900	3.25 LPA
137	Rushikesh Bodkhe rushibodkhe101@gmail.com 8600345293	BE Electrical Engineering	Torrent Power Limited, Thane Mr. Harshwardhan Palve harshwardhanpalve@torrentpower.com Tel: 02522-241900	3.25 LPA
138	Gajanan Kshirsagar gajanansk32@gmail.com 9145774664	BE Electrical Engineering	Traymurti Engineering Pvt. Ltd., Pune	
139	Arti Lohakpure artilohakpure@gmail.com 9158389280	BE Informaton Technology	Tristha Global Pvt. Ltd., Mumbai tristhaenquiry@tristhaglobal.com Tel: 022-28500540	2.30 LPA
140	Daksha Mamalkar 123dakshamamalkar@gmail.com 7057049072	BE Informaton Technology	Tristha Global Pvt. Ltd., Mumbai tristhaenquiry@tristhaglobal.com Tel: 022-28500540	2.30 LPA
141	Digvijay Bargir digvijaybargir@gmail.com 8275331285	BE Informaton Technology	Tristha Global Pvt. Ltd., Mumbai tristhaenquiry@tristhaglobal.com Tel: 022-28500540	2.30 LPA
142	Akshay Shamsundar akshay.shamsundar86@gmail.com 8975787139	BE Mechanical Engineering	Trusted Infotech, Pune Tel: 063087 31250	3.56 LPA
143	Ram Agrawal agrawalram020@gmail.com 7773974040	BE Informaton Technology	Tudip Technologies Pvt. Ltd., Pune Email: mangesh.shinde@tudip.com campus@tudip.com +91 20 4674 0881 | +1 408 216 8162	3.22 LPA
144	Abhijit Chaudhari abhijitchaudhari0@gmail.com 7218223990	BE Computer Science & Engineering	Tudip Technologies Pvt. Ltd., Pune Email: mangesh.shinde@tudip.com campus@tudip.com +91 20 4674 0881 | +1 408 216 8162	3.00 LPA
145	Kartik Agrawal agrawalkartik77@gmail.com 7038267969	BE Electronics & Telecommunication Engineering	Tudip Technologies Pvt. Ltd., Pune Email: mangesh.shinde@tudip.com campus@tudip.com +91 20 4674 0881 | +1 408 216 8162	3.00 LPA

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147	Mujeeb Khan mk539053@gmail.com 9545774704	BE Computer Science & Engineering	Unifide Synergy Folks Pvt. Ltd., Chennai P +61 3 9600 2450 F +61 3 9600 2431	8.00 LPA
148	Kajal Agrawal Kajalagrawal556@gmail.com 9960926603	BE Informaton Technology	Value Momentum Software Services Pvt. Ltd., Hyderabad Rashmi Patlolla Rashmi.patlolla@valuemomentum.com	3.30 LPA
149	Paras Mehta parasmehta2468@gmail.com 9977140339	BE Computer Science & Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Rashmi Patlolla Rashmi.patlolla@valuemomentum.com	3.30 LPA
150	Prajwal Dhanokar dhanokarprajwal@gmail.com 7875321481	BE Informaton Technology	Value Momentum Software Services Pvt. Ltd., Hyderabad Rashmi Patlolla Rashmi.patlolla@valuemomentum.com	3.30 LPA
151	Pranit Vithalkar pranitvithalkar7@gmail.com 9767496495	BE Electronics & Telecommunicati on Engineering	Value Momentum Software Services Pvt. Ltd., Hyderabad Rashmi Patlolla Rashmi.patlolla@valuemomentum.com	3.30 LPA
152	Sagar Bajaj Sagar03bajaj@gmail.com 9765500069	BE Informaton Technology	Value Momentum Software Services Pvt. Ltd., Hyderabad Rashmi Patlolla Rashmi.patlolla@valuemomentum.com	3.30 LPA
153	Shruti Upadhyay shrutiupd.25@gmail.com 9424548308	BE Informaton Technology	Value Momentum Software Services Pvt. Ltd., Hyderabad Rashmi Patlolla Rashmi.patlolla@valuemomentum.com	3.30 LPA
154	Trupti Kotak kotaktrupti28@gmail.com 9420446695	BE Computer Science & Engineering	Vodafone Idea Services Pvt. Ltd.,Pune +91-020-7127 0001	4.25 LPA
155	Vivek Gawai vivekgawai8630@gmail.com 7038231055	BE Mechanical Engineering	Yeshwant Industries Mr. Avinash Email: avinash@yeshwantind.com Mob: 9689949022	1.80 LPA
156	Minal Charthad	MBA	Aas Innovation's Sarthi learning App	5
157	Prajwal Ingale	MBA	Aas Innovation's Sarthi learning App	5
158	Shradha Dnyaneshwar Wasu, wasu.d.shraddha@gmail.com, 7773936371	MBA	Axis Bank, Mr. Sandesh Deshmukh, 9136956731	2.4 LPA

159	Akshay Praful Patil, akshayppatil8600@gmail.com, 8600433734	MBA	Bajaj Finserv, Mr. Avinash Wankhade, avinash.wankhade@bajajfinserv.in , 077 55 911822	3.8 LPA
160	Shekhar Gajanan Ingle, iamshekharingle@gmail.com,	MBA	Bajaj Finserv, Mr. Avinash Wankhade, avinash.wankhade@bajajfinserv.in , 077 55 911822	2.81 LPA
161	Dnyanesh Jaiprakash Khot, dnyanesh.khot143@gmail.com , 7768810539	MBA	excelR, Pune, 098809 13504	17.45 LPA
162	Aarti Ramesh Nagpure, nagpureaarti27@gmail.com, 8623998790	MBA	HDFC Bank, Nagpur, Vaibhav Nichit, vaibhav.nichit@hdfcbank.com, 08888101499	3.15 LPA
163	Ankita Ajay Mishra, ankitamishra.263@gmail.com, 9422027889	MBA	HDFC Bank, Nagpur, Vaibhav Nichit, vaibhav.nichit@hdfcbank.com, 08888101499	3.15 LPA
164	Pallavi Suresh Khatri, khatripallavi1993@gmail.com, 9096281887	MBA	HDFC Bank, Nagpur, Vaibhav Nichit, vaibhav.nichit@hdfcbank.com, 08888101499	3.15 LPA
165	Renuka Vijay Gundage, renugundge96@gmail.com, 7559267438	MBA	HDFC Bank, Nagpur, Vaibhav Nichit, vaibhav.nichit@hdfcbank.com, 08888101499	3.15 LPA
166	Harish Vijaykumar Sharma, hs252674@gmail.com, 7020799698	MBA	HDFC Bank, Nagpur, Vaibhav Nichit, vaibhav.nichit@hdfcbank.com, 08888101499	3.15 LPA
167	Hitesh Prakash Gandhi, hitesh.gandhi2010@gmail.com , 9403117516	MBA	HDFC Bank, Nagpur, Vaibhav Nichit, vaibhav.nichit@hdfcbank.com, 08888101499	3.15 LPA
168	Mangesh Dnyandeo Datir, mangeshdatir067@gmail.com, 8408865707	MBA	HDFC Bank, Nagpur, Vaibhav Nichit, vaibhav.nichit@hdfcbank.com, 08888101499	3.15 LPA
169	Pankaj Rajkumar Khatri, pankajkhatri049@gmail.com, 8087121385	MBA	HDFC Bank, Nagpur, Vaibhav Nichit, vaibhav.nichit@hdfcbank.com, 08888101499	3.15 LPA
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171	Dhananjay Ravindra Mali, malidhananjay25@gmail.com, 9673778856	MBA	MKCL, Khamgaon, Hemant, 09767269666	2.4 LPA

172	Vaibhav Sudhakar Marode, vaibhav.marode@hotmail.com , 8888229912	MBA	Ranstad, Pune, 04466227000	3 LPA
173	Shubham Murlidhar Pinjarkar, shubhampinjarkar07@gmail.com, 8378918718	MBA	Smart Card IT Solutions, 837/2 Sanaswadi, Shirur, Pune-Nagar Road, Pune, scitinfo@scit-solutions.com Pune 412 206	2.4 LPA
174	Ajay Marchusing Rathod, ajayra297@gmail.com, 7276886417	MBA	Vivo Mobiles, Nagpur, Shyam Choudhary, shyam.choudhari@vivoglobal.com, 09665656176	2.4 LPA
175	Harshal Deepak Agrawal, harshalagrawal3@gmail.com, 7020268851	MBA	Vivo Mobiles, Nagpur, Shyam Choudhary, shyam.choudhari@vivoglobal.com, 09665656176	2.4 LPA
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177	Payal Kale payalkale107@gmail.com 7057962093	BE Computer Science & Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
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179	Bharati Jaware bharatijaware7@gmail.com 9422051511	BE Computer Science & Engineering	Accenture Limited	3.75 LPA
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184	Rasika Virdande rasikavirdande@gmail.com 8856083194	BE Computer Science & Engineering	Cognizant Technology Solutions India Pvt. Ltd.,	3.38 LPA

185	Atharva Gharote atharvagharote@gmail.com 9130451929	BE Computer Science & Engineering	Locationguru Pvt. Ltd., Nagpur Tel: 0712 660 4712	2.8 LPA
186	Lakhan Bhaiya lakhanrebounds124@gmail.com 7038649921	BE Computer Science & Engineering	Ness Digital Engineering, Hyderabad	5 LPA
187	Pranil Deshmukh MAYANKD7350@GMAIL.COM 7350334676	BE Computer Science & Engineering	DNEG India Media Services Limited, Mumbai	2.52 LPA
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192	Trusha Janardan Dhage	BE Electrical Engineering	GOI Department Of Post India	1.44 LPA
193	Nikita Pradip Satao	BE Electrical Engineering	VIDARBHA KOKAN GRAMIN BANK	4.32 LPA
194	Vaishali Anil Chawla	BE Electrical Engineering	CINIF Technologies Ltd. Chandigarh	3.26 LPA
195	Harshal Umesh Dhore	BE Electrical Engineering	MAHATRANSCO Ltd	6 LPA
196	Parikshit Madhukar Kalorey	BE Electrical Engineering	MAHAGENCO Ltd	6 LPA
197	Omkesh Udhdavrao Nawalkar	BE Electrical Engineering	MAHATRANSCO Ltd	6 LPA
198	Prashik Anilrao Tidake prashiktidake15@gmail.com 8446116634	BE Electronics & Telecommunication Engineering	Tech Mahindra Limited, Pune Mr. Mohit Jaiswal Mohit.Jaiswal@techmahindra.com	3.25 LPA
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205	Sushil Mahesh Tiwari Sushiltiwari1120966@gmail.com 7083388650	BE Electronics & Telecommunication Engineering	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	3.36 LPA
206	Shivani Anil Nema shivaninema22@gmail.com 9424745062	BE Electronics & Telecommunication Engineering	Tech Mahindra Limited, Pune Mr. Mohit Jaiswal Mohit.Jaiswal@techmahindra.com	3.25 LPA
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210	Dilip Vilas Patil dilipp943@gmail.com 9130758645	BE Electronics & Telecommunication Engineering	Synechron Pvt Ltd., Pune	16.53 LPA
211	Kunal Gopalrao Isal kunalisal@gmail.com 9403414319	BE Electronics & Telecommunication Engineering	The Great Easteren Shippimng Company, Mumbai	3.00 LPA

212	Ranajit Biswajit Choudhury ranajitchoudhury4@gmail.com 8552000795	BE Electronics & Telecommunicati on Engineering	RLABS Enterprise Service Ltd., Bengaluru	1.92 LPA
213	Kiran Bhagat 8624845925 kiranbhagatcpc@gmail.com	BE Electronics & Telecommunicati on Engineering	Claro Software Solutions Pvt. Ltd.,Hyderabad 040-66885713 Email: info@clarosoft.in	1.8 LPA
214	Pranav Lod lodpranav@gmail.com 8600066992	BE Informaton Technology	Tata Consultancy Services Ltd., Pune Insha Naseem Email: insha.naseem@tcs.com Ph:- 020 67945137	4.67 LPA
215	Shweta Talmale shweta1talmale@gmail.com 7756989615	BE Informaton Technology	Athenahealth Technology Private Limited, Punue Geeta Ramesh 02060124411	7.51 LPA
216	Pragati Dhanbhar pragatidhanbhar15@gmail.co m 9975795715	BE Informaton Technology	Reserve Bank of India Sangita Shirke Deputy General Manager	4.98 LPA
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218	Priyesh Kurmi priyeshkurmi.pk@gmail.com 7741089664	BE Informaton Technology	Quinnox Consultancy Servies Limited, Mumbai	8.28 LPA
219	Devika Joshi devikaj31@gmail.com 8149183292	BE Informaton Technology	ONEZEROEIGHT Brand and Design Govind Kabade Director - Founder Email: govind@onezeroeight.in	2.52 LPA
220	Vishakha Agrawal vishakhaagrawal04@gmail.co m 7775987758	BE Informaton Technology	Atos-Syntel Pvt. Ltd., Pune trishala.naik@atos.net Tel: +91 20 66349000	3.10 LPA
221	Sharayu Band sharayu.band@gmail.com 9423696924	BE Informaton Technology	Persistent Systems, Pune Kalpana Kudlingar Head - Campus Talent Acquisition	3.41 LPA
222	Minal Varma minal253717@gmail.com 7219293131	BE Informaton Technology	Inforsys Limited, Banglore Richard Lobo, EVP and Head Human Resourse 8028520261 askus@infosys.com	
223	Deepti Soni	BE Mechanical Engineering	GE Gas Power	12.5 LPA
224	Shrutika Rumale	BE Mechanical Engineering	SBI	
225	Saurabh Kohale	BE Mechanical Engineering	TATA Technologies	4.69 LPA

226	Vaibhav Nakat	BE Mechanical Engineering	Maharashtra Metro Rail Corporation Ltd.	3.96 LPA
227	Pavan Pirane	BE Mechanical Engineering	SBI	
228	Manisha Wadhe	BE Mechanical Engineering	NDM Marketing Pvt. Ltd.	3 LPA
229	Kanhaiya Atal	BE Mechanical Engineering	Cummins India Ltd.	8.2 LPA
230	Aakash Daberao	BE Mechanical Engineering	Vidarbha Kokan Gramin Bank	4.32 LPA
231	Pankaj Lohar	BE Mechanical Engineering	Force Motors Ltd.	6.88 LPA
232	Komal Deorao Channe,Contact Number-9890166251	MBA	Axis Bank, Sandesh Deshmukh, 9136956731	1.71
233	Vijaysing Ravindrasing Nikumbh,Contact Number-7840994321	MBA	We Express Courier and Cargo(Entrepreneur)	Startup
234	Sachin Pramod Ingle,Contact Number-9890442244	MBA	Bajaj Finserv, Mr. Avinash Wankhade, avinash.wankhade@bajajfinserv.in , 077 55 911822	3.8
235	Murtaza Asgherali Raja,Contact Number-8862040652	MBA	Yashaswi Academy for Skills, Pune(020 67492727)	1.44
236	Kirti Sunil Kawana,Contact Number-9834810610	MBA	UBS, Pune	3.6
237	Chetana Kishor Mate,Contact Number-9767472044	MBA	Impex Global Corporaton, Akola	1.5
238	Pooja Vishnupant Gulhane,Contact Number-8308060095	MBA	RLT College, Akola	1.2
239	Ajinkya Shrikantrao Khade,Contact Number-8446640563	MBA	Swarajya, Akola(Entrepreneur)	Startup
240	Sachin Pramod Ingle,Contact Number-9890442244	MBA	Rathod Event Management(Entrepreneur) Amravati	Startup
241	Astha Ishwar Navthare,Contact Number-9425951455	MBA	Infosys, Pune	1.59

Shri Sant Gajanan Maharaj College of Engineering SHEGAON 444203

Principal

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Strictly Private and Confidential

04-Nov-2019

Diksha Mohan Kale

C8335653

Bhagatsing ward,Padharkawada , district Yavatmal.

7038553531

Dear **Diksha,**

We are pleased to extend an Offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Centers, India as per the below terms and conditions:

Role - Application Development Associate

Career Level - Career level - 12

Talent Segment - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

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

Pre-joiner-Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least 45 days before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

Reference Id: 79ba9cc6-b6db-4bba-a67b-f13a83aa047f_1
Signed By: Mohan Sekhar

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help and guidance will be provided to you to clear the assessment.

Your employment with Accenture is subject to your successful completion of the assessment of the program, as mentioned above.

After you have cleared the Pre-Joiner Program; you will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

Upon joining the Company, an Accenture specific training program will be conducted for a specific duration on the specific skill set assigned to you. Periodic tests will be conducted throughout this training program which you are expected to clear as per the standard process outlined below. You are required to score minimum 60% marks in each test to clear the Accenture specific training program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the training. Your employment with Accenture is subject to your successful completion of this training as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the Offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This Offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

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

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

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

Yours sincerely,

Mohan Sekhar

Mohan Sekhar
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

 Candidate's Signature _____

ANNEXURE - I

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	314,225
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	26,709
Maximum Annual Total earning potential (A+B)	340,934

(C) Joining Bonus	
Joining Bonus (Refer to the section C)	25,000

(D) Additional Benefits	
Gratuity as per law#	5,290
Insurance Premium (notional value)	3,776
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	375,000

(A) Annual Fixed Compensation

- Your annual fixed compensation is INR 314,225. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

(B) Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 26,709. The LVB 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 the Company during the year. The pay-out that you receive will depend on but not limited to your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. 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 Local Variable Bonus guidelines.

(C) Joining and Additional Bonus

- You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below



Strictly Private and Confidential

08-Sep-2021

Pranit Chimurkar
C10033348
Pune

Subject: Offer of Employment ("Offer")

Dear **Pranit Chimurkar,**

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile- **Application Development Analyst**

Management Level- **11**

Job Family Group-**Software Engineering**

Your joining location would be **Pune**

Please refer to:
- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Management Level 10, 11, 12 & 13)

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.

As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

Acceptance and Commencement

Based on discussions so far you have confirmed that you will be able to join the Company on **15-Dec-2021**. To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 07 days (seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 07 days (seven days) from the date of this letter,the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure 2 along with the singed copy of this offer letter and Terms of Employment.

By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.

Any request for change in date of joining must be sent to **prashanth.palanisamy@accenture.com** at least 5 days prior to your date of joining as provided earlier. Please contact us immediately if you require an alternate joining date.

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

- Annexure 1 (Compensation and Benefits)
- Annexure 2 (Documents at time of joining)
- Annexure 3 (Declaration)
- Annexure 4 (Terms of Employment), with your original signature on each page of these documents.

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

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.
Important to note: You are required to carry **two** hard copies of this Offer and Terms of Employment on the date of joining. One signed copy will be retained by the Company and the other will be returned to you.

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.

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. These documents 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 termination of employment.

In case you have any feedback/ suggestion or have any query, feel free to contact any of the following individuals by mail / phone, mentioning your Full Name & unique Candidate ID Number (i.e., 8 character alpha numeric number mentioned between your Full Name and Address at the top of this page):

Primary Point of Contact:

- **Prashanth Palanisamy**
  - Email Address - prashanth.palanisamy@accenture.com
  - Mobile Number - 9566475146

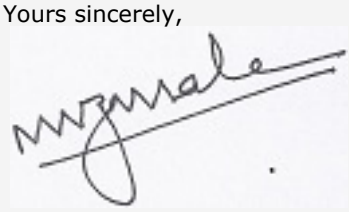
Alternately, if your query remains unanswered, feel free to contact any of the following individuals by mail / phone, mentioning your Full Name & unique CID number.

Recruitment team:

- **Manisha Rajoria**
  - Email Address - manisha.rajoria@accenture.com
- **deepa chandrasekhar**
  - Email Address - deepa.chandrasekhar@accenture.com

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

Yours sincerely,



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

ACKNOWLEDGED AND AGREED

_____

Pranit Chimurkar

Date:

ANNEXURE 1

COMPENSATION & BENEFITS

Annual compensation structure as per the Company guidelines are:

Total Cash Compensation Elements*		
	Annual (Rs)	
(A) Annual Fixed Compensation	INR 600000/-	
(B) Local Variable Bonus (LVB) earning potential	Min.	Max.
	0%	21.00%
Annual Total earning potential (A+B)	Min.	Max.
	INR 600000/-	INR 726000/-

***Total Cash Compensation Elements**

*Annual 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 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*

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

*As defined by applicable law from time to time.

ANNEXURE 1 (continued)

Local Variable Bonus (LVB)

You will be eligible to participate in the FY22 (September 2021 to August 2022) Local Variable Bonus programme (LVB). Your indicative pay-out can range from **0%** to **21.00%** of the prorated fixed pay in the FY, subject to the overall terms and conditions of the LVB, including but not limited to your performance achievements and the Company's performance.In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines. The LVB will be paid out subject to you being on the 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 financial year.

Benefits applicable for current Company financial year:

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

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to **INR 300000/-** per annum. Premium for this will be paid by the company.
   a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to INR 500000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
      - 10% of such claims for self, spouse and 2 dependent children
      - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to your annual fixed compensation with minimum cover of **INR 500000/-**
4. Gratuity as per The Payment of Gratuity Act, 1972

Relocation Assistance: 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 20000/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependant 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.

ANNEXURE 1 (continued)

Should you require accommodation assistance during relocation please reach out to your on boarding team mentioned above 8 days prior to the DOJ.
All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. You will also be provided with transit accommodation for the first 14 days of your stay at your joining location. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will be construed as debt due and payable by you and should be repaid on termination of your employment.Any dues payable by you on termination will be recovered from your final settlement to the extent possible. For further details on the relocation assistance, please contact your Onboarding Coordinator.

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.

Joining Bonus: We are pleased to inform you that you will be paid a joining bonus of Rs. 100000 subject to you joining on or before 12/15/2021. 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 one year of employment with the Company, the joining bonus will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 2
On boarding details

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)
- Signed hard copy of the offer letter (mandatory to be submitted on day 1)
- Signed hard copy of the Terms of Employment (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
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)
- 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.

ANNEXURE 3

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

ACKNOWLEDGED AND AGREED:

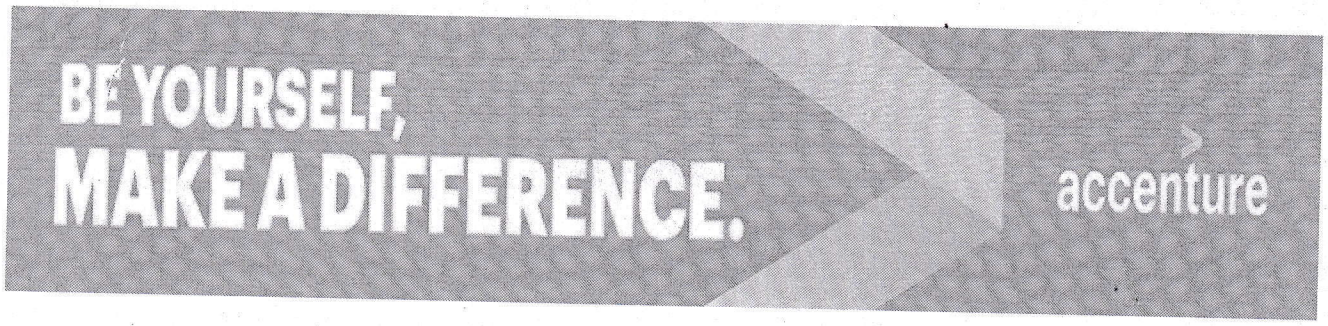
_____

Pranit Chimurkar

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 Accenture and its affiliates and may contain copyright material or intellectual property of Accenture 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 Accenture 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 Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

TAP/2019/15/12



Strictly Private and Confidential

06-Nov-2019

Rohini Rajendra Nerkar

C8343393

MQ-129,Sunder Nagar (WCL Colony),NeeljayPo-Punwat T-Wani Di-Yavatmal

7218597285

Dear **Rohini,**

We are pleased to extend an Offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Centers, India as per the below terms and conditions:

Role - Application Development Associate

Career Level - Career level - 12

Talent Segment - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

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

Pre-joiner-Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least 45 days before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help and guidance will be provided to you to clear the assessment.

Your employment with Accenture is subject to your successful completion of the assessment of the program, as mentioned above.

After you have cleared the Pre-Joiner Program; you will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

Upon joining the Company, an Accenture specific training program will be conducted for a specific duration on the specific skill set assigned to you. Periodic tests will be conducted throughout this training program which you are expected to clear as per the standard process outlined below. You are required to score minimum 60% marks in each test to clear the Accenture specific training program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the training. Your employment with Accenture is subject to your successful completion of this training as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the Offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This Offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

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

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

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

Yours sincerely,

Mohan Sekhar

Mohan Sekhar
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

ANNEXURE - I

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	314,225
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	26,709
Maximum Annual Total earning potential (A+B)	340,934

(C) Joining Bonus	
Joining Bonus (Refer to the section C)	25,000

(D) Additional Benefits	
Gratuity as per law#	5,290
Insurance Premium (notional value)	3,776
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	375,000

(A) Annual Fixed Compensation

- Your annual fixed compensation is INR 314,225. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

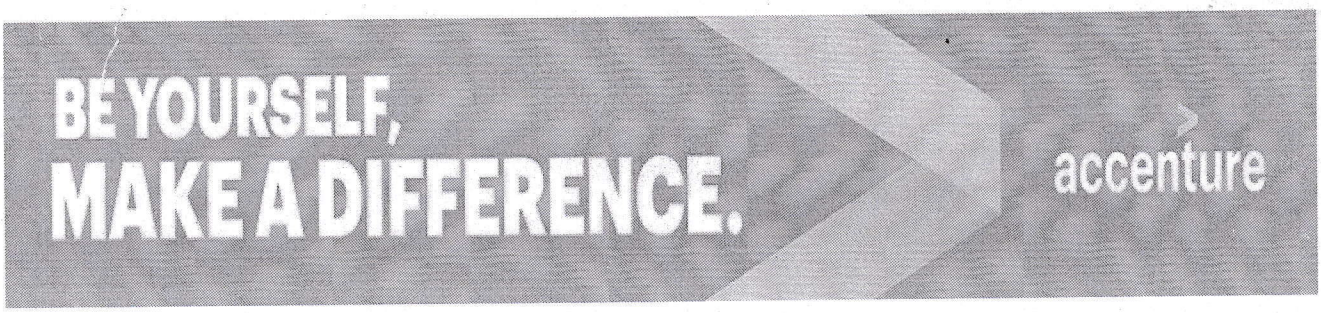
(B) Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 26,709. The LVB 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 the Company during the year. The pay-out that you receive will depend on but not limited to your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. 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 Local Variable Bonus guidelines.

(C) Joining and Additional Bonus

- You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below

TAI/2019/LI/33



Strictly Private and Confidential

01-Nov-2019

Snehal Sunil Deshmukh

C8323541

Deepali apartment flat no.8 Laxmi Nagar wardha

9921640683

Dear **Snehal,**

We are pleased to extend an Offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Centers, India as per the below terms and conditions:

Role - Application Development Associate

Career Level - Career level - 12

Talent Segment - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

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

Pre-joiner-Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least 45 days before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help and guidance will be provided to you to clear the assessment.

Your employment with Accenture is subject to your successful completion of the assessment of the program, as mentioned above.

After you have cleared the Pre-Joiner Program; you will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

Upon joining the Company, an Accenture specific training program will be conducted for a specific duration on the specific skill set assigned to you. Periodic tests will be conducted throughout this training program which you are expected to clear as per the standard process outlined below. You are required to score minimum 60% marks in each test to clear the Accenture specific training program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the training. Your employment with Accenture is subject to your successful completion of this training as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the Offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This Offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

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

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

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

Yours sincerely,

Mohan Sekhar

Mohan Sekhar
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

ANNEXURE - I

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	314,225
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	26,709
Maximum Annual Total earning potential (A+B)	340,934

(C) Joining Bonus	
Joining Bonus (Refer to the section C)	25,000

(D) Additional Benefits	
Gratuity as per law#	5,290
Insurance Premium (notional value)	3,776
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	375,000

(A) Annual Fixed Compensation

- Your annual fixed compensation is INR 314,225. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

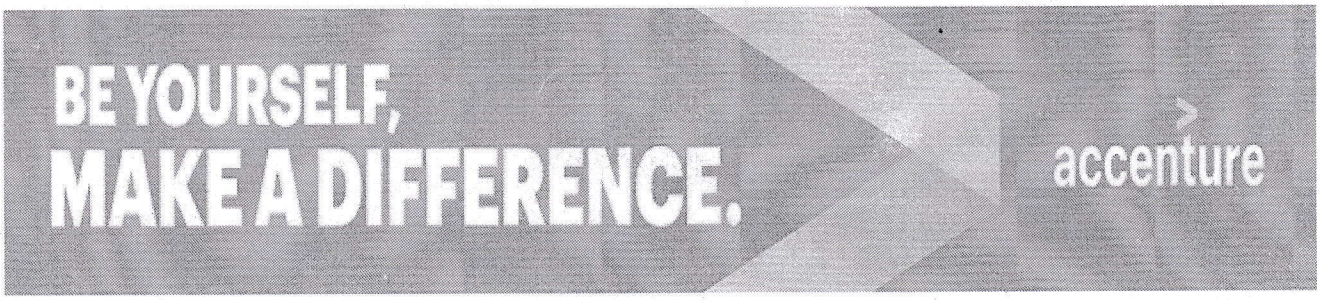
(B) Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 26,709. The LVB 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 the Company during the year. The pay-out that you receive will depend on but not limited to your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. 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 Local Variable Bonus guidelines.

(C) Joining and Additional Bonus

- You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below

JAP/2019/E/35



Strictly Private and Confidential

07-Nov-2019

Vaishnavi Sanjay Khandebharad

C8347983

Balaji Nagar ,Ward no-3, Deulgaon Raja , Dist- Buldana

9561031266

Dear **Vaishnavi,**

We are pleased to extend an Offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Centers, India as per the below terms and conditions:

Role - Application Development Associate

Career Level - Career level - 12

Talent Segment - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

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

Pre-joiner-Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least 45 days before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

Reference Id: cc01ea53-8c22-4d69-8084-28d861826159_1

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
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Upon joining the Company, an Accenture specific training program will be conducted for a specific duration on the specific skill set assigned to you. Periodic tests will be conducted throughout this training program which you are expected to clear as per the standard process outlined below. You are required to score minimum 60% marks in each test to clear the Accenture specific training program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the training. Your employment with Accenture is subject to your successful completion of this training as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the Offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This Offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

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

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

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

Yours sincerely,

Mohan Sekhar

Mohan Sekhar
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

ANNEXURE - I

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	
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Maximum Annual Total earning potential (A+B)	340,934

(C) Joining Bonus	
Joining Bonus (Refer to the section C)	25,000

(D) Additional Benefits	
Gratuity as per law#	5,290
Insurance Premium (notional value)	3,776
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	375,000

(A) Annual Fixed Compensation

- Your annual fixed compensation is INR 314,225. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

(B) Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 26,709. The LVB 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 the Company during the year. The pay-out that you receive will depend on but not limited to your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. 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 Local Variable Bonus guidelines.

(C) Joining and Additional Bonus

- You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below

amdocs

Date: July 13, 2019

Mr. Sanket Rajendra Baheti

Employee ID - _____

Subject: TERMS & CONDITIONS OF EMPLOYMENT

Dear **Sanket Rajendra,**

Following our discussion, we are pleased to extend an offer of full-time employment position with **Amdocs Development Centre India LLP** (hereinafter referred to as "Amdocs"), beginning on **August 05, 2019** (or the amended date as will be communicated by Amdocs), under the Terms and Conditions of employment detailed in this Letter (hereinafter referred to as the "**Letter**").

1. **Commencement Date**: The formal commencement date of employment is the date you are added to the payroll of Amdocs. The Terms and Conditions of this Letter shall automatically be treated as withdrawn, null and void, if you do not, for any reason whatsoever, report to work on the indicated date.
2. **Role**: Your role will be whole time **System Analyst** however; Amdocs has a right to vary your role, position and/or department from time to time, according to the needs of Amdocs.
3. **Remuneration**: The details of your salary and other benefits, to which you are entitled, are annexed to this Letter. Amdocs shall withhold or deduct the amount of taxes and contributions from any amounts payable to you as may be required to be withheld pursuant to any applicable law or regulation. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest / penalty thereon.
4. **Probation**: The first **one (1) year** of your employment is considered as probationary period. During the probation period either party may terminate the employment by giving **thirty (30) days** prior notice and without the need to provide a reason. At the end of your probation period Amdocs reserves the right to extend your probation period for a further period or terminate your employment by giving **thirty (30) days'** notice to you. In the aforesaid two cases, Amdocs shall intimate to you in writing regarding the extension or the termination. If, no such communication is received by you from Amdocs at the end of the probation period, your employment with Amdocs shall automatically stand confirmed from the end of your probation and no separate confirmation Letter will be issued to this effect.
5. **Place of Work**: The location of your employment will be the offices of Amdocs, **Pune**, India; however, Amdocs may require you to travel within India or overseas or may change the location of your employment, in accordance with Amdocs business needs.

6. **Amdocs Policies**: You agree to abide by all Amdocs's rules and regulations that now exist and/or may hereafter be promulgated. It shall be your duty to study and know the rules immediately upon joining Amdocs or immediately upon their promulgation. Should you have any queries or concerns pertaining to such rules and regulations, it shall be your duty to seek clarifications from the HR department and lack of knowledge shall not be construed as a reasonable excuse for breach of any rules or regulations.

7. **Duties and Responsibilities**: You are required to perform duties and take up responsibilities, as may be assigned to you by your manager. You shall not refuse to perform other incidental duties and undertake connected responsibilities as and when called upon. If necessary, you shall work such additional hours as may be necessary for you to perform your duties effectively and in accordance with Amdocs's policies in that behalf and it is agreed that you shall not be entitled to receive any additional remuneration for work done outside your normal hours of work.

8. **No Alternate Employment**: Since it is a full-time employment arrangement with Amdocs, while in the employment of Amdocs, you are in no way allowed to be employed in any other organization on a permanent, temporary or part time basis or offer any services with or without consideration to any physical person, legal entity or public authority or be occupied in your own business, without the prior written consent of Amdocs. You shall comply with all directions given by Amdocs and faithfully observe all the rules, regulations, and arrangements applicable in this respect.

9. **Undertaking**: You shall not disclose any confidential information of Amdocs. All the proprietary rights, title and interests in any and all intellectual properties, such as ideas, inventions, or works which are conceived, developed or prepared by you during your employment with Amdocs, shall vest with Amdocs absolutely. You shall also be required to comply with certain non-compete and non-solicit restrictions imposed by Amdocs. As a condition of your employment with Amdocs, you shall be required to sign and comply at all times with, the attached Confidentiality, Protection of IP rights and Non-Competition Undertaking, which shall constitute a part of your employment with Amdocs.

10. **Background Checks**: Your employment with Amdocs is conditional upon satisfactory feedback from your references and necessary background, academic, medical, credit/financial and criminal checks. Amdocs reserves the right to perform background and reference checks at any time during your employment when Amdocs deems it necessary.

11. **Medical Checks**: Amdocs shall reserve the right to get you medically examined, vaccinated or inoculated by any registered medical practitioner at any time when Amdocs deems it necessary. Your employment with Amdocs shall be liable to be terminated on being found physically or mentally unfit by a medical practitioner, appointed by Amdocs. Further, in case of continuous absence due to ill health beyond three (3) months, Amdocs reserves the right to terminate your employment.

12. **Amdocs Right to Monitor**: Amdocs reserves the right to monitor, intercept, review and access your computer / laptop, cell phone, telephone log, internet usage, voicemail, e-mail, and other communication facilities provided by Amdocs during your employment with us. It is important that you are aware that any and all communication(s) and activity(ies) on Amdocs equipment or premises cannot be presumed private.

13. **Accuracy of Information**: Your employment with Amdocs is based on the information and documents provided by you to Amdocs in the application form / personal data form and otherwise. Such offer shall, at the option of Amdocs, will be considered null and void and automatically withdrawn; if Amdocs believes at any time that there is an error or willful

suppression of the information or documents provided by you. Should you have already joined Amdocs, Amdocs reserves the right to terminate your employment with immediate effect, without any notice or salary in lieu thereof.

14. **Restrictions on Harassment and Discrimination**: You hereby acknowledge that it is unlawful and against Amdocs's policy to sexually harass any person or discriminate against any person on the grounds of race, color of skin, national or ethnic origin, belief or sexual orientation.. You will at all times inform your superior of any fact, matter or circumstance, with respect to yourself or any other person in the organization, of which you are aware, that constitute harassment or discrimination.

15. **Non-Disparagement**: During the term of employment and at all times thereafter, you will not make any false, defamatory or disparaging statements about Amdocs, or the employees, officers or directors of Amdocs that are reasonably likely to cause damage to any such entity or person.

16. **Supporting Documents:** You are requested to submit the following to HR Department along with the acceptance of Terms and Conditions of employment with Amdocs:
    a) Four passport size photographs.
    b) Copy of your Passport.
    c) Copy of your PAN Card.
    d) Copies of your education qualifications certificates.
    e) Copies of the previous employer's relieving Letters (if applicable). The experience Letter/ relieving Letter from the immediate previous employer can be submitted on the Commencement Date.

    Please carry the originals of the above documents for verification and filing on the commencement date of your employment.

17. **Termination of Employment**:
    a) Your employment with Amdocs can be terminated by yourself or by Amdocs by giving in writing a minimum of **sixty (60)** days' notice.
    b) Amdocs however reserves the right to terminate your employment with immediate effect and payment of wages to you in lieu of the balance notice period and it is acknowledged and agreed in advance that this amount will be adequate compensation to you for the early termination of your employment.
    c) In case you have resigned or given a notice to terminate your employment, you are expected and required to diligently serve the entire notice period. However, in such a resignation situation, Amdocs may, at its sole discretion, without being obligated to do so,
    (i) Require you to leave service at any time during the notice period without any payment for the balance unexpired portion of the notice period or
    (ii) Upon your request allow you to leave service during the notice period only upon you making payment to Amdocs, the amount equivalent to your salary for the balance unexpired portion of the notice period.
    d) In case Amdocs is paying for the domestic relocation of you and your accompanying family members to the place of your employment, in the event you resign or terminate your employment within Amdocs before one (1) year period, you agree to reimburse to Amdocs for the for the full amount of the cost of relocation as per the Domestic Relocation Policy. Further, in such event, Amdocs may set off any amounts due to you at the termination of your employment to reimburse Amdocs for the cost of the relocation as per the Domestic Relocation Policy.

18. **Misconduct**: Amdocs reserves the right to dismiss or terminate your employment with immediate effect and without any notice or salary in lieu thereof, for any misconduct on your part, including but not limited to the following:
    a) You have seriously or persistently breached any of the terms or conditions of your employment with Amdocs.
    b) You are, in the opinion of Amdocs, guilty of misconduct, negligence of duty, disloyalty, dishonesty, breach of confidentiality, misrepresentation, indiscipline, disobedience, irregular attendance and any act detrimental to the interests of Amdocs or otherwise acted in any manner upon which summary dismissal may be justified.
    c) You are convicted of a criminal offence.
    d) Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to Amdocs's property.
    e) Conducting yourself in a manner which is regarded by Amdocs as prejudicial to its own interests or to the interests of its clients.
    f) You are guilty of an act constituting misconduct as per Amdocs's policies or standing orders, if any.

19. **Retirement**: You will automatically retire from Amdocs on attaining the age of **60 (sixty)** years. An extension may however, be given at the discretion of Amdocs.

20. **Corporate Action**: If your employment is terminated by reason of the liquidation of Amdocs for the purpose of reconstruction, merger, spin-off, acquisition, amalgamation or by reason of any reorganization of Amdocs or any other corporate action (including a transfer of establishment / unit / undertaking) and you have been offered employment with Amdocs succeeding to Amdocs upon such event on terms no less favorable to you than the terms and conditions in effect under this Letter, then you shall have no legal or contractual claim against Amdocs by reason of the termination of the employment.

21. **Garden Leave**: Amdocs may, in its absolute discretion, require you at any time during the notice period not to attend the place of work and/or not to perform any duties for Amdocs or to perform any such duties, projects or tasks as are expressly assigned to you by Amdocs. You shall continue to be employed by Amdocs during such period and therefore shall be eligible to receive your full pay and benefits during any such period. During any such period, the you shall (a) notify Amdocs of any change of address or contact details, (b) if requested by Amdocs, refrain from contacting employees, clients and professional contacts of Amdocs, (c) cease to be an authorized signatory of Amdocs or hold a power of attorney for Amdocs, and (d) continue to be bound by the express and implied duties of employment, including, without limitation, by the duty of fidelity and good faith owed to Amdocs. The garden leave may, at the discretion of Amdocs, be offset against any annual leave / privilege leave.

22. **Restriction on Amdocs Liability**: You hereby agree that if the termination is found to be wrongful by an appropriate Court in India, based on a non-appealable order, the maximum liability of Amdocs shall not exceed your **fifteen (15)** days salary and statutory benefits for every year of service, in case Amdocs does not re-instate you in employment.

23. **Separation and Release Agreement**: Upon termination of your employment with Amdocs for any reason, Amdocs may require you to, and you agree and undertake to sign, a Separation and Release Agreement with Amdocs at no additional consideration or payment.

24. **Indebtedness**: If you owe Amdocs any amounts through advance payments of salary, loans or any other obligations, at the time of notice of termination being given either by you or Amdocs, all sums shall be due immediately and subject to set off. Your signature of this Letter is authorization for such a set-off from wages.

25. **Entire Agreement**: The terms and conditions of this Letter along with the Confidentiality, Protection of IP rights and Non-Competition Undertaking are the entire agreement and understanding with respect to the subject matter hereof and supersedes all prior discussions or representations between Amdocs and you including, but not limited to, any representations made during your interview(s), whether written or oral. This Letter shall constitute the complete and exclusive statement of its terms and no extrinsic evidence whatsoever may be introduced in any judicial, administrative, or other legal proceeding involving this Letter. Any subsequent change or changes in your duties, salary or compensation will not affect the validity or scope of this Letter.

26. **Amendments**: No change, modification, or termination of any of the terms, provisions, or conditions of this Letter shall be effective unless made in writing and signed or initialed by all signatories to this Letter.

27. **Waiver**: No waiver by Amdocs of any breach of this Letter shall be a waiver of any preceding or succeeding breach. No waiver by Amdocs of any right under this Letter shall be construed as a waiver of any other right. Amdocs shall not be required to give notice to enforce strict adherence to all terms and conditions of this Letter.

28. **Data Privacy**: You understand that Amdocs or any of its affiliated entities and its or their duly authorized agents and employees will be asking for your consent to hold and process, both electronically and manually, the data (including personal sensitive data and information contained in e-mail and attachments to email) they collect, store and/or process which relates to you for the purpose of the administration of their employees and business and compliance with applicable laws, procedures and regulations. It may also be necessary for Amdocs and/or any of its affiliated entities to forward such data to competent authorities (including tax authorities), future employers and potential buyers of Amdocs or businesses, accounting, auditors, lawyers and other external advisors or vendors, whether they are located in your country of employment or in other countries, to other offices it may have or to another affiliated entity outside your country of employment where such a Amdocs has offices for storage and processing.

29. **Severability**: If any of the restrictions, limitations or obligations herein are deemed by a court of competent jurisdiction to be invalid, illegal or unenforceable, then the scope of such restriction, limitation or obligation shall be limited to the maximum limit permitted by law, and such restrictions, limitations or obligation be severable to the extent of any invalidity, and the invalidity or unenforceability of any such restriction, limitation or obligation shall not affect the validity of other terms and conditions entered into.

30. **Governing Law and Jurisdiction**: This Letter shall be governed and construed in accordance with the laws of India in relation to any legal action or proceedings to enforce this Letter. You and Amdocs hereby irrevocably submit to the exclusive jurisdiction of any competent courts situated at **Pune** and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

As a token of your acceptance of our offer of the terms and conditions in this Letter, please sign a duplicate of this Letter, in the space provided below and return the same to the HR Department within **15 Days** from the date of receiving this Letter. Our offer for employment under the terms and conditions specified in this Letter shall automatically lapse unless you confirm your acceptance of it and return a copy to us within the prescribed time. You are required to treat this Letter and its contents as strictly confidential and should not disclose the same to any person or entity without our prior written consent.

We look forward to you joining us at Amdocs. In case you have any questions or would like to discuss the terms and conditions of this Letter, please feel free to get in touch with **Sanjay D'costa/Anirban Mukherjee**.

Sincerely,

Shyamakant Mishra,
Authorized Signatory
Amdocs Development Centre India LLP

Date: **July 13, 2019**

By signing this Letter, I, the undersigned, **Sanket Rajendra Baheti,** accept the terms and conditions as stated in this Letter and acknowledge and represent the following:

a) I have been provided with a copy of this Letter for review prior to signing it;
b) I reviewed the Letter and that I understand the terms, purposes and effects of this Letter;
c) I signed the Letter only after having had the opportunity to seek clarifications;
d) I was not subjected to duress or undue influence of any kind to execute this Letter and this Letter will not impose an undue hardship upon myself;
e) I executed this Letter of my own free will and without relying upon any statements made by Amdocs or any of its representatives, agents or employees;
f) This Letter is in all respects reasonable and necessary to protect the legitimate business interests of Amdocs;
g) I have all requisite power and authority, and do not require the consent of any third party to sign this Letter and grant the rights provided herein;
h) The execution, delivery, and performance of this Letter by me does not and will not conflict with, breach, violate or cause a default under any agreement, contract or instrument to which I am a party or any judgment, order or decree to which I am subject;
i) I am not a party to or bound by any employment agreement, consulting agreement, non-compete agreement, confidentiality agreement or similar agreement with any other person or entity;
j) I confirm my agreement to the terms of this Letter, and will comply with every undertaking specified thereto; and
k) I am legally permitted to reside and be employed in India.

Thanks,

Signature: _____

Name : _____ Date: _____

TAP/2019/R/24

Atos | Syntel

16th January 2019

Intent to Offer

This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.

Dear Apurwa Anil Mujgewar,

Syntellect ID: SBE1918072

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

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

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

This Offer of Intent is valid subject to:

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

Atos | Syntel

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

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

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

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

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

Yours Sincerely,

For Syntel Pvt. Ltd,

Krishna

Adarsh Krishna

Head – Global Recruitment

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

Signature APurwa

(Apurwa A. Mujgewar)

16/01/2019.

Atos | Syntel

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name : Apurwa Anil Mujgewar			
Designation : Associate Consultant	-		
Band : AC1	-		
Pay and Allowances	**%**	**Monthly**	**Yearly**
Basic Pay (A)	40%	9,033	108,400
HRA (B)	50%	4,517	54,200
Meal Allowance (CC)	-	1,500	18,000
Special Allowance (D)	-	2,830	33,960
City Allowance (EE)	-	903	10,840
Bonus (F)	-	2,000	24,000
Co.'s Contribution to PF (G)	-	1,800	21,600
Transport Expenses	-	1,600	19,200
Medical Reimbursement Expenses	-	1,250	15,000
	-		
Sub-Total - I (H)	**100%**	**25,433**	**305,200**
	-		
Reimbursements and Other Benefits	-		
Leave Travel Assistance	-	400	4,800
Sub-Total - II	-	**400**	**4,800**
	-		
Total Compensation (I + II)	-	**25,833**	**310,000**

TAP/2019/12/16

Atos | Syntel

13th March 2019

Intent to Offer

This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.

Dear Shamali Narendra Kawitkar,

Syntellect ID: SBE1936753

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

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

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

This Offer of Intent is valid subject to:

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

Atos | Syntel

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

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

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

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

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

Yours Sincerely,

For Syntel Pvt. Ltd,

Adarsh Krishna

Head – Global Recruitment

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

Signature Kawitkar

(Shamali Narendra Kawitkar)

14-03-2019

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name : Shamali Narendra Kawitkar			
Designation : Associate Consultant	-		
Band : AC1	-		
Pay and Allowances	**%**	**Monthly**	**Yearly**
Basic Pay (A)	40%	9,033	108,400
HRA (B)	50%	4,517	54,200
Meal Allowance (CC)	-	1,500	18,000
Special Allowance (D)	-	2,830	33,960
City Allowance (EE)	-	903	10,840
Bonus (F)	-	2,000	24,000
Co.'s Contribution to PF (G)	-	1,800	21,600
Transport Expenses	-	1,600	19,200
Medical Reimbursement Expenses	-	1,250	15,000
	-		
Sub-Total - I (H)	**100%**	**25,433**	**305,200**
	-		
Reimbursements and Other Benefits	-		
Leave Travel Assistance	-	400	4,800
Sub-Total - II	-	**400**	**4,800**
	-		
Total Compensation (I + II)	-	**25,833**	**310,000**

29

Atos | Syntel

16th January 2019

Intent to Offer

This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.

Dear Swetal S Deshmukh,

Syntellect ID: SBE1918191

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

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

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

This Offer of Intent is valid subject to:

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

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

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

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

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

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

Yours Sincerely,

For Syntel Pvt. Ltd,

Adarsh Krishna

Head – Global Recruitment

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

Signature

Swetal S. Deshmukh

(17/01/2019)

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name : Swetal S Deshmukh			
Designation : Associate Consultant	-		
Band : AC1	-		
Pay and Allowances	**%**	**Monthly**	**Yearly**
Basic Pay (A)	40%	9,033	108,400
HRA (B)	50%	4,517	54,200
Meal Allowance (CC)	-	1,500	18,000
Special Allowance (D)	-	2,830	33,960
City Allowance (EE)	-	903	10,840
Bonus (F)	-	2,000	24,000
Co.'s Contribution to PF (G)	-	1,800	21,600
Transport Expenses	-	1,600	19,200
Medical Reimbursement Expenses	-	1,250	15,000
	-		
Sub-Total - I (H)	**100%**	**25,433**	**305,200**
	-		
Reimbursements and Other Benefits	-		
Leave Travel Assistance	-	400	4,800
Sub-Total - II	-	**400**	**4,800**
	-		
Total Compensation (I + II)	-	**25,833**	**310,000**

Atos | Syntel

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

Jaipreetsingh Kamoh
Block 2, Shreyas Apartment,Rautwadi
Akola
Tel: +918530977116

Sub: APPOINTMENT LETTER

Dear Jaipreetsingh,

This is with reference to your application and the subsequent interviews with us, we are pleased to offer you the position of "**Associate Consultant**" in Role band "**RB7**" for Sub Practice- "**Global Practices-AIM-SAP Basis**" in our organization at "**Pune**".Your date of joining will be "**03-Jul-2019**" on the terms and conditions as indicated in this letter. 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 mainly at "**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 are observed depending upon your place of posting and can be amended from time to time. Further, you should be prepared to work in any shift, as may be required by the Company's / clients work requirements.

   (c) This offer is subject to: your acceptance within two days; your medical fitness as certified by Company approved medical practitioner; submission of all your certificates in respect of educational qualifications; age proof and release letter/service certificates from present employer.

   (d) At any time during the course of 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 in-correct.

2. (a) Please note that 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) Please also note that 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

employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate to employment.

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

Krishna Vinod

Krishna Vinod
Vice President – Human Resources

DATE OF JOINING:_____

signHere1

Jaipreetsingh Kamoh

Salary Sheet

Jaipreetsingh Kamoh

Designation:Associate Consultant

Sub Practice:Global Practices-AIM-SAP Basis

Effective from the date of your reporting for duties, you will be eligible for salary, allowances and other benefits as under:

Components of Total CTC:

Salary Head		Amount (Rs. per annum)
1. Basic		79546
2. Flexible Pay:	H.R.A,Standard deduction from FY 2018-19,LTA, Child Education Allowance, Supplementary Allowance, Sodexho Meal Voucher, Telephone/Broadband Reimbursement, Books& Periodicals, Food Coupons, Car Fuel and Maintenance Reimbursement (who owns a car) (Individual can distribute the amount in the above components as per his discretion)	224667
3. Retirals		
a. Provident Fund (@ 12% of Basic)		9546
b. Gratuity (@ 5.56% of Basic)		4423
4. Total (1+2+3)		318182
5. Variable Pay (Paid Annually)		31818
6. Total Compensation (4+5)		350000

**** Payable according to Employee Variable Pay" Plan as a variable component of your compensation. As per company policy compensation plan will be given to you on joining.***

**Over and above the committed Fixed CTC, company provides Mediclaim Insurance coverage for a sum insured amount of Rs. 200000/- 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) Insurance as per the company's policy.

****Bristlecone will provide for reimbursement towards your notice period recovery (full taxable) in the previous organization to the extent of proofs submitted by you. This amount will be recovered from you if you leave Bristlecone within 1 year from the date of payment. This will be payable if you are eligible and have written HR approval before your joining.

*****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 + reasonable conveyance reimbursement for up to 15 days at your assigned Base Location subject to prior approval from HR at Bristlecone. Reimbursement towards household goods will be eligible approval HR before joining and the same should be claimed within 15 days of joining. The amount paid towards household goods will be subject to existing HR policies and needs to be supportted with actuals invoices for reimbursement purposes. For more details kindly check our relocation policy before claiming. Reimbursement will occur as per existing relocation policy. This sum would be recovered if you leave the organization within 1 year from the date of payment.

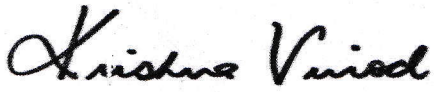
employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate to employment.

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



Krishna Vinod

Vice President – Human Resources

DATE OF JOINING:_____

signHere1

Jaipreetsingh Kamoh

Capgemini

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

Date: June 16, 2019

Ref No: HR/Campus/LO2019999313/1

Harshal Ashok Jaiswal
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON

Letter of Intent ("LOI")

Dear Harshal Ashok Jaiswal,

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

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

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

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

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

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

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

Upon joining Capgemini,

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

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

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

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

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

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

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

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Harshal Ashok Jaiswal

Analyst and A4

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

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Harshal Ashok Jaiswal

Date: _____

Candidate ID: 4432864 /734918,

Date of Joining: 04/15/2021,

Joining Location: Mumbai,

Designation: Analyst,

Dear Radhika Sanjay Mule,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Mumbai office, for joining formalities as per the address mentioned below:

Address

CAPGEMINI Knowledge Park,IT 1 / IT 2, TTC Industrial Area,Thane-Belapur Road,
Airoli, Navi Mumbai, Maharashtra - 400708

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
2.	Employment Documents: **Current Employment(Immediate Previous)** a) Relieving letter /Experience Certificate(if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory) b) Payslips for last 3 months c) Form 16 d) Salary Account 6 months Bank Statement e) Letter of appointment/Offer letter from employer which captures start date **Previous Employment** Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day
3.	**Education Documents** a) 10 Marksheet and certificate. b) 12th marksheet and Certificate. c) Graduation Marksheets and certificate/Diploma certificate. d) Post-Graduation Marksheets and degree certificate(If applicable) e) Any other relevant certificate
4.	**Proof of identity/ Address** a) PAN Card b) AADHAR Card c) Passport In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs i) Voters Id ii) Driving License iii) Ration card iv) Electricity Bills v) Gas card vi) Notarized Self Affidavit
5.	Passport size photographs(6 nos)
6.	**Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)** a) Form 16/Form 26AS b) Bank statement for 6 months c) Shop License
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/ Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background Verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15 AM IST, and contact security at the main gate for your entry pass.

Best Regards,
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

EMPLOYMENT OFFER LETTER

Capgemini Ref: 4432864 /734918,

04/12/2021,

Radhika Sanjay Mule
ghamodia plots paratwada, Achalpur, Amravati, Maharashtra - 444805,
Achalpur ,Maharashtra,
India

Confidential

Dear Radhika Sanjay Mule,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology India Limited** ('**Capgemini**' or '**Company**') starting from **04/15/2021** (or such other date as may be communicated to you by the C as per details given below.

A) Your current designation will be **Analyst/A4**

B) You will be required to work at the Company's offices in location **Mumbai**

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 300,002.00 (Rupees Three only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicab compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making pa

The breakup of your all-inclusive annual target compensation is as follows:

tadhika Sanjay Mule,

nalyst

otal Cost to Company (CTC). Rs.300,002.00

Monthly Components	Per Month	Annualized
Basic	Rs 10,000.00	Rs 120,000.00
House Rent Allowance	Rs. 4,005.00	Rs 48,060.00
Other Reimbursements & Allowances#	Rs. 0.00	Rs.0.00
Personal Allowance	Rs. 5,000.00	Rs. 60,000.00
dvance Statutory Bonus	Rs. 3,064.00	Rs. 36,768.00
Gross monthly salary	**Rs.22,069.00**	Rs. 264,828.00
tatutory payments ++		
apgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
ratuity (accrual only)		Rs.5,772.00
otal Fixed Compensation		Rs.292,200.
otal Cash Compensation		Rs.292,200
enefits		
edical, Accident & Life Insurance Premium		Rs. 7,
apgemini contribution to ESI		
otal Cost to Company		Rs. 3

Pa

You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please refer Other Allowance and Reimbursements FAQ and Claim Forms.

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.

2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes accepted as per Company policy applicable from time to time.

3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed form within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company policies, which are subject to change without notice. The payments described above will not be further grossed up and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax interest/penalty thereon.

4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on deductible at source under the applicable tax law.

5. The Company reserves the right to change the compensation structure and/or the compensation component time.

++ These statutory payments are included based on current applicable practice and law and are subject to ch changes in law from time to time. Also, please further note, that any changes / modification to statutory p change and/or amendment in law, shall not be treated as change in service condition(s) and therefore change will be provided to you. However, Company shall endeavor to inform you, via separate email com any changes/ modification to statutory payment.

++ Employee's contribution towards PF will be made from the monthly salary.

This is the maximum limit you are eligible for. You may choose any of the following optional comp Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based or through payroll. Taxable component would be paid on a monthly basis. All payments will be based on C

You fill the complete Back ground verification link given along with the welcome mail of the offer.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

Your employment with the Company will also be governed by the terms and conditions of employment contained in Exhibit 1 attached hereto.

The Company's address for sending notice in relation to your employment is as below:

Kind Attn:	Head - Human Resources
Address:	Capgemini Technology Services India Limited, Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi Mumbai, Maharashtra 400708
Email:	hremployeeservices.in@capgemini.com

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below duplication version of this letter immediately to us within fifteen(15)days from the date of this letter. Our offer shall automatically (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before the stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited

Anilkumar Singh
Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter' and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-m breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Radhika Sanjay Mule

Date: 04/12/2021

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or n customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, nd to take into account your personal circumstances where appropriate.

.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the ompany in any capacity as the Company may desire from time to time, from:

a) one location to another; or

b) one team/department/account/function/Business Unit to another; or

c) one project/job to another; or

d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your rvice. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of nsfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. nsequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable t ur category of employees in the new location (which includes but is not limited to office days/hours and holidays).

DUTIES AND RESPONSIBILITIES:

You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities tow Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by porting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, a e, in its sole discretion, suitably modify your roles, responsibilities and duties.

COMPENSATION:

Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending training/certification and corresponding cost and expenses, the Company may require you to execute training agreement for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment failing which you will be required to reimburse the Company for the cost of training/certification identified in the training other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after employment, regardless of the reason of cessation of employment, you will not:

a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you personal contact or supervised while performing your duties or otherwise, to terminate their employment with the Company;

b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its

c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the organization where you have been taken or sent for training, deputation or secondment or professional Company; and

d.) provide or attempt to provide professional services similar to those provided by the Company to its current customers, with whom you (i) had business interactions or any other dealings on behalf of the Company employment with the Company and/or (ii) had been directly associated with the customer in relation to a pro

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair a Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial b determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specific Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expec same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in t department. If at anytime during your employment with the Company, you are found in violation of any applica procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, incl your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employ provider, agents, governments or any other third party. It is important that you fully understand this philosophy and at anytime during your employment with the Company, you are found to be in violation of such policy a ethical/moral standards, the Company reserves the right to take disciplinary

nployment without notice.

5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no ommunicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the ompany, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may quire you to undergo periodical medical examination as and when intimated to you by the Company.

6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or erform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the sult of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such abilities.

7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting i ssible alteration to the employability status, you will keep the Company informed in writing about such change.

8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on oject that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in s cluding night shifts).

9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be re work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusiv all not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or ap employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the s enefits that may be determined by Capgemini and communicated to you in writing.

10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the C eates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings e Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the ceed the authority or discretion vested in you without the previous sanction of the Company.

11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Com ay, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either gen rticular case.

12 During the term of your employment, you shall not communicate with the media or with journalists in relation to th fairs, without obtaining a specific prior written permission from the Company.

13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensiti formation ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your d plicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time formation about you with affiliates of the Company for administrative purposes/audit and with clients/prospects i gmentation requirements; (c) to treat any personal data to which you have access in the course of your employmen th Company policies and not using any such data other than in connection with and except to the extent necess ich it was disclosed to you. You further acknowledge and consent for use of your personal images and voices leos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the coll rage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company, not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign ... Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting ... the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with ... give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit ... servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or ... knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public ser... official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain ... advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

a.) you are legally permitted to reside and be employed in India;

b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;

c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;

d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and ... and conditions will not impose an undue hardship upon you;

e.) you have accepted these terms and conditions of your own free will and without relying upon any statements ... Company or any of its representatives, agents or employees; and

f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality a... he contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confide... 'Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal ... inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software ... data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, custo... lists and any other personally identifiable information about any employee of the Company or its affiliate or pe... information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this ... information which due to the nature or character of such information, any prudent person might reasonably under s... treat such as confidential or would expect the Company to regard such information as Confidential, all regardles... information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or it... clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the c... Confidential Information, and to prevent it from any unauthorized use.

4 You agree and confirm that, you will, at all times:

a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;

b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;

c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;

d) prevent the unauthorized use, dissemination or publication of such Confidential Information;

e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it wa shared with you;

f) not share such Confidential Information with any third party (specifically those person who are in the same field of activ as that of the Company or are in direct or indirect competition to the Company);

g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for an party or in a manner that is directly or indirectly detrimental to the Company;

h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Info and

i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its custo

5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, inte cluding, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodim anted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, cre rks of, or otherwise exploit its own Confidential Information.

5 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provision information:

a) was in your possession before receiving the same from the Company pursuant to this Letter;

b) is or becomes a matter of public knowledge through no fault of yours; or

c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Informatio unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subp process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, sourc provided to you and still in your possession and, if requested by the Compa effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your d responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, inclu to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trad Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, servic service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other s know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation a constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, action expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice

odification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, chnique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein hether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively evelopments') that:

a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;

b) results from tasks assigned to you by the Company; or

c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

ch Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the ompany, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without ommunicating to others the same, each such Development and all available information relating thereto (with all necessary plans an odels).

.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may h r acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additi ompensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adeq ompensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever th ay now have or may hereafter have in and to the Developments (including all work in progress).

.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any ommercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assig far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company xercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive a nd refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section opyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in evelopments.

6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all right legrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively 'Mo u are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rig aive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law gree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to arket the Development, without identifying you or seeking your consent.

7 If you are not employed with the Company at the time when the Company requests your assistance in connection e Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate e urly rate at which you were paid the Company immediately prior to your termination as an employee.

8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, ob y Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Compan thorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the pro forcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I,_____ _____residing at _____ _____ _____
hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office a Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (he referred to as the"Company", which expression shall unless repugnant to the context or meaning thereof mean and include its suc nominees, assigns and administrators) as follows:

1.That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal infor sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal info bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appro Company from time to time, including but not limited to:

a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
b) payroll processing agencies for processing my payroll (including reimbursement claims),
c) law enforcement agencies,
d) to comply with a judicial/quasi judicial order,
e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
f) insurance companies for the purpose of group insurance, personal accident insurance etc.
g) service providers providing services for biometric access to office premises for monitoring attendance.
h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outsi information with:

a.) affiliates of the Company for administrative purposes and/or audit;
b.) clients/prospects in relation to any staff augmentation assignments.

3.That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the cou have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4.That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and wi or coercion in any manner whatsoever.

6.I am aware that I have the right to access and rectify my sensitive personal data or information provided corresponding obligation to immediately update my sensitive personal data or information inCompany's records in th

7. I am aware that Company has adopted security practices and procedure to ensure that the information collecte available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Capgemini

CAPGEMINI TECHNOLOGY SERVICES INDIA LIMITED

Plot No. 14, Rajiv Gandhi Infotech Park,
Hinjawadi Phase-III, MIDC-SEZ, Village Man,
Taluka Mulshi, PUNE-411 057

Payslip for the month of OCTOBER 2021

All amounts in INR

Emp Code	46073581	DOJ	15/04/2021
Global Id	46073581	Global DOJ	15/04/2021
Emp Name	RADHIKA SANJAY MULE	DOB	15/06/1997
Location	MUM STPI GD IT	Gender	F
Unit Code	FTE	PAN	OBLPM4764E
Designation	Analyst / Software Engineer	PF No	MHBAN00187340000486559
Bank AC No	086801505050	PF UAN	101680460605
Bank AC Name	ICICI BANK LIMITED	EPS NO	MHBAN00187340000486559
Grade	A4	ESI No	

Standard Days:31 Payable Days:31.00 Loss of Pay Days:0.00 LOP Reversal Days:0.00 Arrear Days:0.00

EARNINGS	MONTHLY RATE	CURRENT MONTH	ARREAR (+/-)	TOTAL	DEDUCTIONS	TOTAL
BASIC	10,000	10,000	0	10,000	P.F.	1,800
HOUSE RENT ALLOWANCE	4,005	4,005	0	4,005	PROFESSION TAX	200
PERSONAL ALLOWANCE	5,000	5,000	0	5,000		
ADVANCE STATUTORY BONUS	3,064	3,064	0	3,064		
GROSS EARNINGS		22,069	0	22,069	TOTAL DEDUCTIONS	2,000
						20,069

NET PAY
(RUPEES TWENTY THOUSAND SIXTY NINE ONLY)

SUMMARY OF TAX COMPUTATION AS PER OLD REGIME	
GROSS SALARY (EXCL. REIMBURSEMENT)	2,54,529
ADD : PERQUISITIES AND OTHER INCOME	0
LESS : EXEMPT REIMBURSEMENT	0
LESS : DEDUCTION U/s 10	0
LESS : DEDUCTION U/s 16 (STD.DEDUCTION + P.TAX)	52,300
LESS : DEDUCTION U/s 24 (HOUSING LOSS)	0
LESS : DEDUCTION U/s CHAPTER VIA	20,760
NET TAXABLE INCOME	1,81,469
TOTAL TAX PAYABLE	0
TOTAL TAX RECOVERED (INCL. CURR MONTH)	0
BALANCE TAX RECOVERABLE	0

LOP DETAILS

LOP REVERSAL DETAILS

This is a Computer genereted document, No signature is required. This document contains confidential information.

officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of an omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your f comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either b delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either b delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referre the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illega unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforce

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose which includes any information about the Company or its affiliates/customers for possible publication or dissemination outsi Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Furthe agree to make such modifications/deletions/revisions to the article as are requested by the Company to prote property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a w of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or p exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement o right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rig remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all pre agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to su shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

spute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, r controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or ereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to ruction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual n shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the shall be final and binding on Parties.
er shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive n.

ghts to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your s set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to , the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive court of appropriate jurisdiction with respect to such provisions.

TAP/2019/5/35

EXL
look deeper.

PRIVATE AND CONFIDENTIAL

Date: October 3, 2019

Mr. Akash Arunrao Badukale
Arunrao Badukale
Khal tilpura Sirasgaon Kasba
Amravati-444810

EMPLOYMENT AGREEMENT

Dear **Akash,**

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **exl Service.com (India) Private Limited** ("the Company") to the position of **Executive - Operations at Band A1**, on the terms and conditions set out herein after:

1 **EMPLOYMENT**

1.1 Your effective date of joining shall be no later than : **October 11, 2019**

1.2 Your employment with the Company is subject to:

(i) The accuracy and authenticity of the testimonials, documents and information provided by you to the Company. The Company will get authenticity of aforesaid, and of the personal and employment details, provided by you to the Company, validated, either internally or through any external agency engaged by the Company, and by accepting this offer, you hereby agree that you have no objection, and you unconditionally consent, to the same and grant Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to you and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labour and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to you and/or without your further or additional consent.

(ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date;

(iii) On our receiving two satisfactory references; and

(iv) Your fully and truly disclosing on your own behalf and, if married, on your spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions external to the Company and acceptance by the Company of those external directorships, interests and/or positions on such terms & conditions as Company may prescribe in its sole discretion. In case Company do not accept or provide consent to any such directorships, interests and/or positions, you hereby agree to withdraw from any such directorships, interests and/or positions immediately and without any demur or protest.

(v) If you breach, fail to fulfill or comply with any of the aforesaid conditions, this offer shall stand revoked automatically without any further reference or notice to you (whether you have accepted it or not) and, if you have already commenced employment with the Company, such

Scanned by CamScanner

TAP/2019/3/11

Anupam <crc02@cinifglobal.in>

a hr@cinifglobal.in,
do@cinifglobal.in,
cinif.crc@gmail.com,
crc06@cinifglobal.in,
am.crc@cinifglobal.in,
crc02@cinifglobal.in

akashabadukale29@gmail.com

Jan 16, 2019, 1:22 PM

Congratulation Mail

cinifglobal.in

Dear Akash Arunrao Badukale,

Greetings from Cinif Technologies Limited, Chandigarh!

Congratulations on getting accepted to the 2019 batch of selected candidates, and welcome to the Cinif Technologies Limited Global family! We are looking forward to your working at CINIF TECHNOLOGIES PUBLIC LIMITED as a Graduate Trainee Engineer (Telecom) – www.cinifglobal.com.

In your journey from now till you report at the headquarters, our Client Relations Cell team will be your Point of Contact! Our role is to ensure that you step into our company prepared, confident and excited about the journey ahead.
Do remember that your deadline to confirm your placement offer and proceed with your reporting is
25 JANUARY,2019.

Please feel free to reach out to us for any questions you might have.
You can write to us at crc02@cinifglobal.in or call us at +91 8210077435 between 9am to 6pm.

I wish you well in your pursuit of a career opportunity.
"OPTIMISM IS THE FAITH THAT LEADS TO ACHIEVEMENT
NOTHING CAN BE DONE WITHOUT HOPE AND CONFIDENCE"

With Thanks and Regards
CRC Team
8210077435/ 9855815675
Client Relationship Cell | Division: TEIECOM/IT/HR | Chandigarh

TAP/2019/3/13

Anupam <crc02@cinifglobal.in>

a.hr@cinifglobal.in,
do@cinifglobal.in,
cinif.crc@gmail.com,
crc06@cinifglobal.in,
am.crc@cinifglobal.in,
crc02@cinifglobal.in

chetanambalkar1448@gmail.com

Jan 16, 2019, 1:20 PM

Congratulation Mail

cinifglobal.in

Dear Chetan Nandkishor Ambalkar,

Greetings from Cinif Technologies Limited, Chandigarh!

Congratulations on getting accepted to the 2019 batch of selected candidates, and welcome to the Cinif Technologies Limited Global family! We are looking forward to your working at CINIF TECHNOLOGIES PUBLIC LIMITED as a Graduate Trainee Engineer (Telecom) – www.cinifglobal.com.

In your journey from now till you report at the headquarters, our Client Relations Cell team will be your Point of Contact! Our role is to ensure that you step into our company prepared, confident and excited about the journey ahead.
Do remember that your deadline to confirm your placement offer and proceed with your reporting is
25 JANUARY,2019.

Please feel free to reach out to us for any questions you might have. You can write to us at crc02@cinifglobal.in or call us at +91 8210077435 between 9am to 6pm.

I wish you well in your pursuit of a career opportunity.
"OPTIMISM IS THE FAITH THAT LEADS TO ACHIEVEMENT
NOTHING CAN BE DONE WITHOUT HOPE AND CONFIDENCE"

With Thanks and Regards
CRC Team
8210077435/ 9855815675
Client Relationship Cell | Division: TEIECOM/IT/HR | Chandigarh

TAP/2019/3/15

from: **Anupam** <crc02@cinifglobal.in>

reply-to: a.hr@cinifglobal.in,
do@cinifglobal.in,
cinif.crc@gmail.com,
crc06@cinifglobal.in,
am.crc@cinifglobal.in

to: kokatekrushna1998@gmail.com

date: Jan 16, 2019, 1:13 PM

subject: Congratulation Mail

mailed-by: cinifglobal.in

Dear Krushna Kokate,

Greetings from Cinif Technologies Limited, Chandigarh!

Congratulations on getting accepted to the 2019 batch of selected candidates, and welcome to the Cinif Technologies Limited Global family!
We are looking forward to your working at CINIF TECHNOLOGIES PUBLIC LIMITED as a Graduate Trainee Engineer (Telecom) – www.cinifglobal.com.

In your journey from now till you report at the headquarters, our Client Relations Cell team will be your Point of Contact! Our role is to ensure
that you step into our company prepared, confident and excited about the journey ahead.
Do remember that your deadline to confirm your placement offer and
proceed with your reporting is 25 JANUARY,2018.

Please feel free to reach out to us for any questions you might have.
You can write to us at crc02@cinifglobal.in or call us at +91 8210077435 between 9am to 6pm.

I wish you well in your pursuit of a career opportunity.
"OPTIMISM IS THE FAITH THAT LEADS TO ACHIEVEMENT
NOTHING CAN BE DONE WITHOUT HOPE AND CONFIDENCE"

--
With Thanks and Regards
CRC Team
8210077435/ 9855815675
Client Relationship Cell | Division: TEIECOM/IT/HR | Chandigarh

CINIF Technologies Limited
A Venture of CINIF Group of Companies (INDIA)

Head Office: CTL, Plot No - 14, Opp - Infosys, IT Park, Chandigarh UT (160101)
Tel: +91 172 4067575 | Mob: +91 98884 54590
Web: crc02@cinifglobal.in | www.cinifglobal.in, www.cinifglobal.com, www.ciniftech.com

TAP/2019/3

Anupam <crc02@cinifglobal.in>

a.hr@cinifglobal.in,
do@cinifglobal.in,
cinif.crc@gmail.com,
crc06@cinifglobal.in,
am.crc@cinifglobal.in,
crc02@cinifglobal.in

shubhamgogulwar248@gmail.com

Jan 16, 2019, 1:24 PM

Congratulation Mail

cinifglobal.in

Dear Shubham Arvind Gogulwar,

Greetings from Cinif Technologies Limited, Chandigarh!

Congratulations on getting accepted to the 2019 batch of selected candidates. and welcome to the Cinif Technologies Limited Global family! We are looking forward to your working at CINIF TECHNOLOGIES PUBLIC LIMITED as a Graduate Trainee Engineer (Telecom) – www.cinifglobal.com.

In your journey from now till you report at the headquarters, our Client Relations Cell team will be your Point of Contact! Our role is to ensure that you step into our company prepared, confident and excited about the journey ahead.
Do remember that your deadline to confirm your placement offer and proceed with your reporting is
25 JANUARY,2019.

Please feel free to reach out to us for any questions you might have. You can write to us at crc02@cinifglobal.in or call us at +91 8210077435 between 9am to 6pm.

I wish you well in your pursuit of a career opportunity.
"OPTIMISM IS THE FAITH THAT LEADS TO ACHIEVEMENT
NOTHING CAN BE DONE WITHOUT HOPE AND CONFIDENCE"

--
With Thanks and Regards
CRC Team
8210077435/ 9855815675
Client Relationship Cell | Division: TEIECOM/IT/HR | Chandigarh

TAP/2019/C/14

4-6

CMS™
IT TRAINING INSTITUTE
Expect The World From Us
A Division of CMS IT Services Pvt. Ltd.

Date: - 27th April, 2019

Dear Chaitalee Hedau,

Sub:- Provisional selection letter.

Congratulations! We are pleased to inform you that you have successfully cleared the initial selection process. The confirmation letter which will be provided to you at the time of joining the company will contain the complete terms of your employment and benefits of the position for which you have been provisionally selected.

Kindly note that your provisional selection for different IT based positions such Associate Technical Engineer, IT Technical Coordinator, IT Helpdesk Engineer, Desktop Engineer etc. will require you to fulfill the academic qualification and the complete attendance of the self-paid training provided by the authorized CMS IT Training Institute. Upon the successful completion of the training, there will be the final round of the interviews with CMS / CMS clients, where you will be mapped to appropriate job roles at the specific locations.

As one of India's top IT services firms, CMS IT services has support infrastructure spread across 30 branches and 220 direct support locations in India. CMS provides complete solutions to large corporate across all sectors, including banking, insurance, retail, telecom and manufacturing.

- CMS Managed IT Services includes high quality, end-to-end IT infrastructure solutions to cost-effective management of your IT operations efficiently. CMS Product Support Services includes superior technical support with access to certified skilled expertise, secure processes and innovative technology support solutions.

Yours sincerely,

CMS IT Services - TDC
Laxmi Nagar - Nagpur

Received original
Nagpur
27/04/19
(Vishal Nagpur)

Details of CCP program are as follows:

- Training duration is 222 Hours
- Training curriculum:
  - DESKTOP ENGINEERING
  - CCNA – Routing & Switching (200-125)
  - Configuring Windows 10 (70-698)
  - Installing & Configuring Windows Server 2016 (70-740)
  - Boot Camp
  - Personality Development & Interview Skills.
- Training will start from June 10th, 2019 at CMS Laxmi Nagar - Training Division and placement will be in places across Maharashtra.
- Cost of the Networking training is Rs. 25, 000/- (+GST)
- Stipend in the range (CTC) of Rs. 1,08,000/- p.a. to Rs. 1,80,000/- p.a.
  - Selected candidates have to complete their registration process on 26th April, 2019.
  - Documents required for registration:
    - PAN CARD / Aadhar card photocopy / Voter ID /
    - Driving License
    - Photocopy of all mark sheets (SSC, HSC, Degree Documents)
    - 2 photographs passport size
    - Rs. 3000/- (Cash /Cheque). Cheque in favour of "CMS IT SERVICES PVT. Ltd payable Mumbai.
  - Balance training amount to be paid, 1st Instalment before **15st June' 2019**, 2nd Instalment before **15th July' 2019 & 3rd Instalment before 15th August' 2019.**
  - Once a registration is done, Fees is non-refundable.

Post successful completion of the training with CMS IT Training Institute & final interview, candidate will get an opportunity to work with CMS/ CMS Clients / CMS partners.

Received original
Amagal
27/04/19
(Vishal Magar)

Terms & Conditions

1. The provisional letter of selection is subject to your successful completion of [illegible] requirements as laid down by the University / Institution for award of the degree / diploma and the requirements, including aggregate marks etc., & a successful completion of [illegible] from the authorized CMS IT Training Institute.
2. Date of Reporting & Location will be conveyed after attending the final [illegible] post successful completion of the training and will be intimated through [illegible] TPO.
3. You should be willing to relocate in various Project locations across Maharashtra [illegible]
4. You will be charged a Non-Refundable Deposit of Rs.25,000/- + GST applicable [illegible] payment has to be either in cash or cheque in favor of CMS IT Services Pvt. Ltd.
5. Company will not be responsible for Travel, Food & Accommodation.
6. Based on Training performance & Final Interview , Offer Letter & Salary will be [illegible]
7. Stipend Range (CTC) will be between Rs. 1,08,000/- p.a. to Rs. 1,80,000/- p.a.
8. Project Name, location & remuneration will be decided on Project deployment.
9. This is merely a provisional selection letter based on campus interview.

Acceptance of Selection Letter

Read & Accept all the above Terms & Conditions

Name : _____

Signature : _____

Date: _____

Received original
Nagar
27/09/19
(Vishal Nagar)

from: **CMS IT SERVICES NAGPUR** <cmsitnagpur@gmail.com>

to: TPO SSGMCE Shegaon <tpossgmce@gmail.com>

date: Apr 12, 2019, 1:02 PM

subject: CMS IT - LIST OF SELECTED CANDIDATES THROUGH CMS IT - CCP DRIVE CONDUCTED ON 11th APRIL 2019 @ SSGMCE, SHEGAON

mailed-by: gmail.com

signed-by: gmail.com

To,
Prof Vinay Thute
TPO Head - SSGMCE
Shegaon

Sub: CMS IT - LIST OF SELECTED CANDIDATES THROUGH CMS IT - CCP DRIVE

Dear Sir,
Seasons Greetings..!

HEARTY CONGRATULATIONS !!

PFA list of the students selected by CMS IT Services for Training & Placement Program.

Selected students need to submit self attested photo copy set of following documents, on date of registration ie 27th April 2019 at TPO office of SSGMCE, Shegaon

* Mark Sheet - last semester Engg
* Poly Diploma if available
* Adhar Card
* 2-Passport Size Photo
* College ID
* Registration Amount 3000/- (this will be deducted from total fees amount of 25000+GST)

Confirm registration candidates will receive hard copy of offer letters on 27th April 2019. Selected students training will start from 10th June 2019 at CMS IT Services-TDC - Laxmi Nagar, Nagpur. Each selected student will receive a individual mail from CMS IT regarding their selection & details of the process, under copy to you. Please feel free to revert in case require any further clarification.

Thanks & Regards,

CMS IT Services - TDC

LL:0712-2238308, M:7447447461, 9421094103

NAGPUR BRANCH: Near Laxmi Nagar Water Tank

CMS
IT SERVICES
Talent Development Center

PLACEMENT DRIVE - SSGMCE - 11.4.2019

LIST OF SELECTED STUDENTS

SN	NAME OF STUDENT	BRANCH	BRANCH	SELECTION STATUS
1	BRAJESH KUMAR PRASAD	BE	CSE	SELECTED FOR CMS IT
2	RAJAT SADIWALA	BE	CSE	SELECTED FOR CMS IT
3	DIKSHA KALE	BE	EXTC	SELECTED FOR CMS IT
4	CHAITALEE HEDAU	BE	EXTC	SELECTED FOR CMS IT
5	TEJASWANI NATHE	BE	EXTC	SELECTED FOR CMS IT
6	KUSHAL SHARMA	BE	EXTC	SELECTED FOR CMS IT
7	VENKATESH RAMILA	BE	EXTC	SELECTED FOR CMS IT
8	SWATI BORADE	BE	EXTC	SELECTED FOR CMS IT
9	HARSHADA PAWAR	BE	IT	SELECTED FOR CMS IT
10	DHANASHRI VAIDYA	BE	IT	SELECTED FOR CMS IT
11	DIGVIJAY BARGIR	BE	IT	SELECTED FOR CMS IT
12	SAGAR BAJAJ	BE	IT	SELECTED FOR CMS IT
13	VISHAL MAGAR	BE	EXTC	SELECTED FOR CMS IT
14	MAHESH RATHI	BE	CSE	SELECTED FOR CMS IT

Hearty Congratulations..!!

Selected student will receive a mail of his/her Letter of Intent (LOI) on their mail ID.
Selected student will receive hard copy of 'Prilimina ry Selection Letter' after completing registration process at college itself. Registration process will be held on 27th April 2019, at SSGMCE - TPO office at 1 pm to 3 pm

With Best Wishes !

14-1,2,3,4,5,6,7

from: **CMS IT SERVICES NAGPUR** <cmsitnagpur@gmail.com>

to: TPO SSGMCE Shegaon <tpossgmce@gmail.com>

date: Apr 12, 2019, 1:02 PM

subject: CMS IT - LIST OF SELECTED CANDIDATES THROUGH CMS IT - CCP DRIVE CONDUCTED ON 11th APRIL 2019 @ SSGMCE, SHEGAON

mailed-by: gmail.com

signed-by: gmail.com

To,
Prof Vinay Thute
TPO Head - SSGMCE
Shegaon

Sub: CMS IT - LIST OF SELECTED CANDIDATES THROUGH CMS IT - CCP DRIVE

Dear Sir,
Seasons Greetings..!

HEARTY CONGRATULATIONS !!

PFA list of the students selected by CMS IT Services for Training & Placement Program.

Selected students need to submit self attested photo copy set of following documents, on date of registration ie 27th April 2019 at TPO office of SSGMCE, Shegaon

* Mark Sheet - last semester Engg
* Poly Diploma if available
* Adhar Card
* 2-Passport Size Photo
* College ID
* Registration Amount 3000/- (this will be deducted from total fees amount of 25000+GST)

Confirm registration candidates will receive hard copy of offer letters on 27th April 2019. Selected students training will start from 10th June 2019 at CMS IT Services-TDC - Laxmi Nagar, Nagpur. Each selected student will receive a individual mail from CMS IT regarding their selection & details of the process, under copy to you. Please feel free to revert in case require any further clarification.

Thanks & Regards,

CMS IT Services - TDC

LL:0712-2238308, M:7447447461, 9421094103

NAGPUR BRANCH: Near Laxmi Nagar Water Tank

CMS
IT SERVICES
Talent Development Center

PLACEMENT DRIVE - SSGMCE -

LIST OF SELECTED STUDENTS

SN	NAME OF STUDENT	BRANCH	BRANCH	
1	BRAJESH KUMAR PRASAD	BE	CSE	
2	RAJAT SADIWALA	BE	CSE	
3	DIKSHA KALE	BE	TAP/19 EXTC 34	✓
4	CHAITALEE HEDAU	BE	TAP/19 EXTC 04	✓
5	TEJASWANI NATHE	BE	TAP/19 EXTC 33	✓
6	KUSHAL SHARMA	BE	TAP/19 EXTC 31	✓
7	VENKATESH RAMILA	BE	TAP/19 EXTC 36	✓
8	SWATI BORADE Bobde	BE	TAP/19 EXTC 32	✓
9	HARSHADA PAWAR	BE	IT	
10	DHANASHRI VAIDYA	BE	IT	
11	DIGVIJAY BARGIR	BE	IT	
12	SAGAR BAJAJ	BE	TAP/19 IT 37	
13	VISHAL MAGAR	BE	EXTC	✓
14	MAHESH RATHI	BE	CSE	

Hearty Congratulations..!!

Selected student will receive a mail of his/her Letter of Intent (LOI) on the
Selected student will receive hard copy of 'Prilimina ry Selection Letter' aft
registration process at college itself. Registration process will be held on 2

at SSGMCE - TPO office at 1 pm to 3 pm

With Best Wishes !

TAP/2019/U/16

17-6

CMS™
TRAINING INSTITUTE
[illegible] World [illegible]
A [illegible] Services [illegible]

Date: - 27th April, 2019

Dear Pallavi Ingale,

Sub:- Provisional selection letter.

Congratulations! We are pleased to inform you that you have successfully clea[illegible] selecti[illegible] process. The confirmation letter which will be provided to you at the time of [illegible] company [illegible] contain the complete terms of your employment and benefits of the position [illegible] have been provisionally selected.

Kindly note that your provisional selection for different IT based positions [illegible] Technical Engineer, IT Technical Coordinator, IT Helpdesk Engineer, Desktop Engineer etc. [illegible] you to [illegible] the academic qualification and the complete attendance of the self-paid tra[illegible]ed by the authorized CMS IT Training Institute. Upon the successful completion of the tr[illegible] will be the final round of the interviews with CMS / CMS clients, where you will be mapped [illegible] job roles at the specific locations.

As one of India's top IT services firms, CMS IT services has support infrastr[illegible] across [illegible] branches and 220 direct support locations in India. CMS provides complete solu[illegible] co[illegible] across all sectors, including banking, insurance, retail, telecom and manufacturi[illegible]

- CMS Managed IT Services includes high quality, end-to-end IT infrastru[illegible]ns to cost effective management of your IT operations efficiently. CMS Product Su[illegible]es includes superior technical support with access to certified skilled expertise [illegible] innovative technology support solutions.

Yours sincerely,

CMS IT Services - TDC
Laxmi Nagar - Nagpur

Recived original
[signature]
27/04/19
(Vishal Magar)

NAGPUR : LAXMI NAGAR BRANCH
262/D, Near Laxmi Nagar Water Tank,
Nagpur - 440022 (MS)
Ph: 0712 [illegible]

[redacted]

WARDHA
Ram [illegible]
Wardha [illegible]
Ph: [illegible]

CMS™
IT TRAINING INSTITUTE
Expect The World From Us
A Division of CMS IT Services Pvt. Ltd.

Details of **CCP program are as follows:**

- Training duration is 222 Hours
- Training curriculum:
    - DESKTOP ENGINEERING
    - CCNA – Routing & Switching (200-125)
    - Configuring Windows 10 (70-698)
    - Installing & Configuring Windows Server 2016 (70-740)
    - Boot Camp
    - Personality Development & Interview Skills.
- Training will start from June 10th, 2019 at CMS Laxmi Nagar - Training Division and placement will be in places across Maharashtra.
- Cost of the Networking training is Rs. 25, 000/- (+GST)
- Stipend in the range (CTC) of Rs. 1,08,000/- p.a. to Rs. 1,80,000/- p.a.
    - Selected candidates have to complete their registration process on 26th April, 2019.
    - Documents required for registration:
        - PAN CARD / Aadhar card photocopy / Voter ID /
        - Driving License
        - Photocopy of all mark sheets (SSC, HSC, Degree Documents)
        - 2 photographs passport size
        - Rs. 3000/- (Cash /Cheque). Cheque in favour of "CMS IT SERVICES PVT. Ltd. payable Mumbai.
    - Balance training amount to be paid, 1st Instalment before **15st June' 2019,** 2nd Instalment before **15th July' 2019 & 3rd Instalment before 15th August' 2019.**
    - Once a registration is done, Fees is non-refundable.

Post successful completion of the training with CMS IT Training Institute & final interview, candidate will get an opportunity to work with CMS/ CMS Clients / CMS partners.

Vishal Nagar
27/04/19
(Vishal Nagar)

Terms & Conditions

1. The provisional letter of selection is subject to your successful completion of requirements as laid down by the University / Institution for award of the diploma / degree. the requirements, including aggregate marks etc., & a successful completion of the authorized CMS IT Training Institute.
2. Date of Reporting & Location will be conveyed after attending the final round of interview post successful completion of the training and will be intimated through email / SMS / TPO.
3. You should be willing to relocate in various Project locations across Maharashtra / India.
4. You will be charged a Non-Refundable Deposit of Rs.25,000/- + GST applicable for training. payment has to be either in cash or cheque in favor of CMS IT Services Pvt. Ltd.
5. Company will not be responsible for Travel, Food & Accommodation.
6. Based on Training performance & Final Interview , Offer Letter & Salary will be issued.
7. Stipend Range (CTC) will be between Rs. 1,08,000/- p.a. to Rs. 1,80,000/- p.a.
8. Project Name, location & remuneration will be decided on Project deployment.
9. This is merely a provisional selection letter based on campus interview

Acceptance of Selection Letter

Read & Accept all the above Terms & Conditions

Name : _____

Signature : _____

Date: _____

Received original
Nagar
27/04/19
(Vishal Nagar)

TAP/2019/0122

CMS™
IT TRAINING INSTITUTE
Expect The World From Us
A Division of CMS IT Services Pvt. Ltd.

147

Date: - 27th April, 2019

Dear Vishal Magar,

Sub:- Provisional selection letter.

Congratulations! We are pleased to inform you that you have successfully cleared the initial selection process. The confirmation letter which will be provided to you at the time of joining the company will contain the complete terms of your employment and benefits of the position for which you have been provisionally selected.

Kindly note that your provisional selection for different IT based positions such Associate Technical Engineer, IT Technical Coordinator, IT Helpdesk Engineer, Desktop Engineer etc. will require you to fulfill the academic qualification and the complete attendance of the self-paid training provided by the authorized CMS IT Training Institute. Upon the successful completion of the training, there will be the final round of the interviews with CMS / CMS clients, where you will be mapped to appropriate job roles at the specific locations.

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- CMS Managed IT Services includes high quality, end-to-end IT infrastructure solutions to cost-effective management of your IT operations efficiently. CMS Product Support Services includes superior technical support with access to certified skilled expertise, secure processes and innovative technology support solutions.

Yours sincerely,

CMS IT Services - TDC
Laxmi Nagar - Nagpur

Received original
27/04/19
(Vishal Magar)

CMS™
IT TRAINING INSTITUTE
Expect The World From Us
A Division of CMS IT Services Pvt. Ltd.

Details of CCP program are as follows:

- Training duration is 222 Hours
- Training curriculum:
    - DESKTOP ENGINEERING
    - CCNA – Routing & Switching (200-125)
    - Configuring Windows 10 (70-698)
    - Installing & Configuring Windows Server 2016 (70-740)
    - Boot Camp
    - Personality Development & Interview Skills.
- Training will start from June 10th, 2019 at CMS Laxmi Nagar - Training Division and placement will be in places across Maharashtra.
- Cost of the Networking training is Rs. 25, 000/- (+GST)
- Stipend in the range (CTC) of Rs. 1,08,000/- p.a. to Rs. 1,80,000/- p.a.
    - Selected candidates have to complete their registration process on 26th April, 2019.
    - Documents required for registration:
        - PAN CARD / Aadhar card photocopy / Voter ID /
        - Driving License
        - Photocopy of all mark sheets (SSC, HSC, Degree Documents)
        - 2 photographs passport size
        - Rs. 3000/- (Cash /Cheque). Cheque in favour of "CMS IT SERVICES PVT. Ltd." payable Mumbai.
    - Balance training amount to be paid, 1st Instalment before **15st June' 2019, 2nd** Instalment before 15th July' 2019 & 3rd **Instalment before 15th August' 2019**.
    - Once a registration is done, Fees is non-refundable.

Post successful completion of the training with CMS IT Training Institute & final interview, candidate will get an opportunity to work with CMS/ CMS Clients / CMS partners.

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27/04/19
Vishal Nagar

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IT TRAINING INSTITUTE
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Terms & Conditions

1. The provisional letter of selection is subject to your successful completion of all particular requirements as laid down by the University / Institution for award of the degree /diploma and the requirements, including aggregate marks etc., & a successful completion of the training from the authorized CMS IT Training Institute.
2. Date of Reporting & Location will be conveyed after attending the final rounds of the interview post successful completion of the training and will be intimated through email to you & your TPO.
3. You should be willing to relocate in various Project locations across Maharashtra & India.
4. You will be charged a Non-Refundable Deposit of Rs.25,000/- + GST applicable for training. The payment has to be either in cash or cheque in favor of CMS IT Services Pvt. Ltd.
5. Company will not be responsible for Travel, Food & Accommodation.
6. Based on Training performance & Final Interview , Offer Letter & Salary will be finalized
7. Stipend Range (CTC) will be between Rs. 1,08,000/- p.a. to Rs. 1,80,000/- p.a.
8. Project Name, location & remuneration will be decided on Project deployment
9. This is merely a provisional selection letter based on campus interview.

Acceptance of Selection Letter

Read & Accept all the above Terms & Conditions

Name : Vishal Nagar

Signature : Nagar

Date: 27/04/19

TAP/20191103

Cognizant

27-Apr-2019

Dear Arati Chhaganlal Tawari,
B.Tech/B.E., Electronics & Telecommunications
Shri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13002581

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs. 21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Arati Chhaganlal Tawari **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		**297,000**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		***338,005***

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

TAP/20191510

Cognizant

27-Apr-2019

Dear Akshay Laxman Ingle,
B.Tech/B.E., Electrical Engineering
Shri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13002663

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs. 21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

S. Bethavandu

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Cognizant

Annexure A

Name: Akshay Laxman Ingle **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		**297,000**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		**338,005**

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

TAP12019U12

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Cognizant

27-Apr-2019

Dear Aniket Diwakar Kadukar,
B.Tech/B.E., Electronics & Telecommunications
Shri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13002579

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs. 21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

S. Bethavandu

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Aniket Diwakar Kadukar **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		**297,000**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		**338,005**

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

TAP/2019/R129

Cognizant

27-Apr-2019

Dear Atul Jitendra Jamode,
B.Tech/B.E., Computer Science & Engineering
Shri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13002650

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs. 21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Betnavandu
Global Head-Talent Acquisition

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

Signature :

Date:

Cognizant

Annexure A

Name: Atul Jitendra Jamode **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		**297,000**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		**338,005**

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

TAP12016/0106

Cognizant

27-Apr-2019

Dear Darshan Bhanudas Patil,
B.Tech/B.E., Electronics & Telecommunications
Shri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13002670

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Darshan Bhanudas Patil **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
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7	Special Allowance*	5779	69,348
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	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		**338,005**

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
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**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

Cognizant

6-5

27-Apr-2019

Dear Gaurav Vitthalrao Burrewar,
B.Tech/B.E., Electronics & Telecommunications
Shri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13002672

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITFIN while joining the organization. Please refer Annexure B for more details.

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

18-19 - W

Cognizant

Annexure A

Name: Gaurav Vitthalrao Burrewar **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		**297,000**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		**338,005**

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual

TAP/20191U138

Cognizant

17-Jul-2019

Dear Narendra Ranchhoddas Chandak,
B.Tech/B.E., Electronics & Telecommunications
Shri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13433577

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs. 21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
Global Head-Talent Acquisition

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

Signature :

Date:

D-18-19

Cognizant

Annexure A

Name: Narendra Ranchhoddas Chandak **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		**297,000**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		**338,005**

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

TAP/2019/0117

Cognizant

27-Apr-2019

Dear Prajkta Shankarrao Yawle,
B.Tech/B.E., Electronics & Telecommunications
Shri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13002655

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs. 21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

S. Bethavandu

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

U-18-19

Cognizant

Annexure A

Name: Prajkta Shankarrao Yawle **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		**297,000**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		**338,005**

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

TAP/2019/M143 (16)



TAP/2019/0/40

Cognizant

17-Jul-2019

Dear Sapana Ramdas Gavande,
B.Tech/B.E., Electronics & Telecommunications
Shri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13524616

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs. 21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

18-19 - U

Cognizant

Annexure A

Name: Sapana Ramdas Gavande **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		**297,000**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		**338,005**

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

TAP1201910139

Cognizant

17-Jul-2019

Dear Snehal Sunil Deshmukh,
B.Tech/B.E., Electronics & Telecommunications
Shri Sant Gajanan Maharaj College of Engineering

Candidate ID – 12494465

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs. 21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
Global Head-Talent Acquisition

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

Signature :

Date:

18-19 D

Cognizant

Annexure A

Name: Snehal Sunil Deshmukh **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		**297,000**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		**338,005**

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

1. Choose from a bouquet of allowance or benefits
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*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

TAP1201910105

Collabera®

Date: 4 March 2019

LETTER OF INTENT

Dear Chaitanya Jain,

This is in reference to **Pool Campus Recruitment Drive** held by **Collabera Technologies Pvt. Ltd** at, Sipna and Shegaon College of Engineering and subsequent interview you had with us for the position of **Associate Account Manager** in our organization to be based at Collabera Baroda Office.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon. Your salary structure and allowances will be given with your Offer Letter as mutually agreed. On joining you will be required to furnish:

- Accepted Offer Letter Copy
- Educational Mark Sheet Copies
- Educational Degree Copies
- Seven (7) Passport Size Photographs
- Pan Card Copy
- ID Proof (Driving license/ Voter ID/ Ration Card/ Passport/ Aadhar Card)
- Updated Resume

You shall join the services of the Company on or before 10th June'19. You will be under probation for 6 months from your date of joining. We shall appreciate your confirmation/acknowledgement to this communication last by 15th March '19. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication will be considered thereafter.

Please reply to this email as a token of your acceptance.

For Collabera Technologies Pvt. Ltd.
Sandhya Desai
Manager-Corporate Recruitment

Collabera

Date: 29-Apr-2019
Kaustubh Pathak

LETTER OF OFFER

Dear Kaustubh,

Consequent to your interview with Collabera, we are pleased to offer you a position of Associate Account Manager with Collabera Technologies Pvt. Ltd. Your anticipated date of joining is on or before 24-Jun-2019.

Other terms of your offer are as under:

- Your gross annual remuneration (CTC) will be Rs 324000/- (Rupees Three Lakhs Twenty Four Thousand) per annum / Rs 27000/- (Rupees Twenty Seven Thousand) per month. Please refer to the details of the salary break up in Annexure A.

- In addition to the salary mentioned above, you will also be eligible for an additional bonus of Rs 50000/- (Rupees Fifty Thousand) on completion of 24 Months of your service with the company.

- You may also be entitled for performance based incentive up to INR 100000/- (Rupees One Lakhs) on completion of 12 Months of your service with the company.

- You are being appointed to work in our Bangalore office. However, you may be transferred to any of the locations globally, per the business needs of Collabera Technologies Pvt. Ltd.

Your employment with our organization will be governed by the current and future policies, rules and guidelines of Collabera Technologies Pvt. Ltd.

The offer letter is an intent of making an employment proposition and will be deemed concluded only on acceptance of appointment letter that will be given at the time of joining as well as on submission of all documents mentioned in Annexure B.

Please note that your employment is contingent upon submission of all the relevant documents mentioned in Annexure B as well as successful completion of requisite background investigations & pre-employment medical test.

The terms and conditions of your employment with Collabera as stated in this offer of employment letter supersede any prior representations made either verbally or in writing during any meetings or interviews with any Collabera manager, salesperson, recruiter or any other Collabera employee or representative. Additionally, your signing this offer of employment letter represents your understanding, agreement and acceptance to these terms and conditions as stated in this offer letter. Collabera does not intend to nor is obligated to offer you any other remuneration, benefit entitlement or any other perquisite not stated herein.

Kaustubh, we welcome your decision of joining Collabera, and I am sure that we will enjoy a mutually rewarding association. Please call us on at 265-6199659 should you have any questions.

Best Regards,
For Collabera Technologies Pvt Ltd.

Authorised Signatory
People's Office

Collabera

Annexure A

TOTAL REMUNERATION WORKSHEET

Name: Kaustubh Pathak
Designation: Associate Account Manager
Location: Bangalore

CONSOLIDATED SALARY, ALLOWANCES, REIMBURSEMENTS AND BENEFITS

(all figures in Rs.)

	Monthly	Annual
Basic (Basic inclusive of DA)	17150	205800
Bonus	1450	17400
House Rent Allowance	6342	76104
GROSS SALARY (A)	**24942**	**299304**
Company's Contribution to PF	2058	24696
TOTAL DEFERRED BENEFITS (B)	**2058**	**24696**
TOTAL CTC (A + B) = C	**27000**	**324000**
EMPLOYEE DEDUCTIONS:		
Employees' Contribution to PF	2058	24696
TOTAL EMPLOYEE DEDUCTIONS (D)	**2058**	**24696**
NET TAKE HOME (A - D)*	**22884**	**274608**

*Note:
1) Net Take Home Salary is further subject to reduce by an amount equivalent to Professional Tax and TDS (Income Tax on Salary).

2) As per the statutory requirement, Company will contribute 12% of Basic to the employee Provident Fund account. An equal amount will be contributed to the Fund by the employee which will be deducted from the Monthly Gross salary of the employee.

I, Kaustubh Pathak Accept the Offer and Confirm to Join On or Before : 24-Jun-2019

Authorised Signatory
People's office

Kaustubh Pathak

TAP/20191S107

Collabera

Date: 4 March 2019

LETTER OF INTENT

Dear Piyush Satal,

This is in reference to **Pool Campus Recruitment Drive** held by **Collabera Technologies Pvt. Ltd** at, Sipna and Shegaon College of Engineering and subsequent interview you had with us for the position of **Associate Account Manager** in our organization to be based at Collabera Baroda Office.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon. Your salary structure and allowances will be given with your Offer Letter as mutually agreed. On joining you will be required to furnish:

- Accepted Offer Letter Copy
- Educational Mark Sheet Copies
- Educational Degree Copies
- Seven (7) Passport Size Photographs
- Pan Card Copy
- ID Proof (Driving license/ Voter ID/ Ration Card/ Passport/ Aadhar Card)
- Updated Resume

You shall join the services of the Company on or before 10th June'19. You will be under probation for 6 months from your date of joining. We shall appreciate your confirmation/acknowledgement to this communication last by 15th March '19. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication will be considered thereafter.

Please reply to this email as a token of your acceptance.

For Collabera Technologies Pvt. Ltd.
Sandhya Desai
Manager-Corporate Recruitment

TAP/2019/0142

Collabera®

Date: 20 February 2019

LETTER OF INTENT

Dear Pooja Dabhade,

This is in reference to **Pool Campus Recruitment Drive** held by **Collabera Technologies Pvt. Ltd** at, Sipna and Shegaon College of Engineering and subsequent interview you had with us for the position of **Technical Recruiter** in our organization to be based at Collabera Baroda Office.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon. Your salary structure and allowances will be given with your Offer Letter as mutually agreed. On joining you will be required to furnish:

- Accepted Offer Letter Copy
- Educational Mark Sheet Copies
- Educational Degree Copies
- Seven (7) Passport Size Photographs
- Pan Card Copy
- ID Proof (Driving license/ Voter ID/ Ration Card/ Passport/ Aadhar Card)
- Updated Resume

You shall join the services of the Company on or before 10th June'19. You will be under probation for 6 months from your date of joining. We shall appreciate your confirmation/acknowledgement to this communication last by 25th Feb '19. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication will be considered thereafter.

Please reply to this email as a token of your acceptance.

For Collabera Technologies Pvt. Ltd.
Sandhya Desai
Manager-Corporate Recruitment

TAP/20191U121

Collabera

Date: 29-Apr-2019
Sayali Karale

LETTER OF OFFER

Dear Sayali,

Consequent to your interview with Collabera, we are pleased to offer you a position of Associate Account Manager with Collabera Technologies Pvt. Ltd. Your anticipated date of joining is on or before 24-Jun-2019.

Other terms of your offer are as under:

- Your gross annual remuneration (CTC) will be Rs 324000/- (Rupees Three Lakhs Twenty Four Thousand) per annum / Rs 27000/- (Rupees Twenty Seven Thousand) per month. Please refer to the details of the salary break up in Annexure A.
- In addition to the salary mentioned above, you will also be eligible for an additional bonus of Rs 50000/- (Rupees Fifty Thousand) on completion of 24 Months of your service with the company.
- You may also be entitled for performance based incentive up to INR 100000/- (Rupees One Lakhs) on completion of 12 Months of your service with the company.
- You are being appointed to work in our Bangalore office. However, you may be transferred to any of the locations globally, per the business needs of Collabera Technologies Pvt. Ltd.

Your employment with our organization will be governed by the current and future policies, rules and guidelines of Collabera Technologies Pvt. Ltd.

The offer letter is an intent of making an employment proposition and will be deemed concluded only on acceptance of appointment letter that will be given at the time of joining as well as on submission of all documents mentioned in Annexure B.

Please note that your employment is contingent upon submission of all the relevant documents mentioned in Annexure B as well as successful completion of requisite background investigations & pre-employment medical test.

The terms and conditions of your employment with Collabera as stated in this offer of employment letter supersede any prior representations made either verbally or in writing during any meetings or interviews with any Collabera manager, salesperson, recruiter or any other Collabera employee or representative. Additionally, your signing this offer of employment letter represents your understanding, agreement and acceptance to these terms and conditions as stated in this offer letter. Collabera does not intend to nor is obligated to offer you any other remuneration, benefit entitlement or any other perquisite not stated herein.

Sayali, we welcome your decision of joining Collabera, and I am sure that we will enjoy a mutually rewarding association. Please call us on at 265-6199659 should you have any questions.

Best Regards,
For Collabera Technologies Pvt Ltd.

Authorised Signatory
People's Office

Collabera

Annexure A

TOTAL REMUNERATION WORKSHEET

Name: Sayali Karale
Designation: Associate Account Manager
Location: Bangalore

CONSOLIDATED SALARY, ALLOWANCES, REIMBURSEMENTS AND BENEFITS

(all figures in Rs.)

	Monthly	Annual
Basic (Basic inclusive of DA)	17150	205800
Bonus	1450	17400
House Rent Allowance	6342	76104
GROSS SALARY (A)	24942	299304
Company's Contribution to PF	2058	24696
TOTAL DEFERRED BENEFITS (B)	2058	24696
TOTAL CTC (A + B) = C	27000	324000
EMPLOYEE DEDUCTIONS:		
Employees' Contribution to PF	2058	24696
TOTAL EMPLOYEE DEDUCTIONS (D)	2058	24696
NET TAKE HOME (A - D)*	22884	274608

*Note:
1) Net Take Home Salary is further subject to reduce by an amount equivalent to Professional Tax and TDS (Income Tax on Salary).

2) As per the statutory requirement, Company will contribute 12% of Basic to the employee Provident Fund account. An equal amount will be contributed to the Fund by the employee which will be deducted from the Monthly Gross salary of the employee.

I, Sayali Karale Accept the Offer and Confirm to Join On or Before : 24-Jun-2019

Authorised Signatory
People's office

Sayali Karale

Collabera®

Date: 20 February 2019

LETTER OF INTENT

Dear Varada Kolhe,

This is in reference to **Pool Campus Recruitment Drive** held by **Collabera Technologies Pvt. Ltd** at, Sipna and Shegaon College of Engineering and subsequent interview you had with us for the position of **Technical Recruiter** in our organization to be based at Collabera Baroda Office.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon. Your salary structure and allowances will be given with your Offer Letter as mutually agreed. On joining you will be required to furnish:

- Accepted Offer Letter Copy
- Educational Mark Sheet Copies
- Educational Degree Copies
- Seven (7) Passport Size Photographs
- Pan Card Copy
- ID Proof (Driving license/ Voter ID/ Ration Card/ Passport/ Aadhar Card)
- Updated Resume

You shall join the services of the Company on or before 10th June'19. You will be under probation for 6 months from your date of joining. We shall appreciate your confirmation/acknowledgement to this communication last by 25th Feb '19. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication will be considered thereafter.

Please reply to this email as a token of your acceptance.

For Collabera Technologies Pvt. Ltd.
Sandhya Desai
Manager-Corporate Recruitment

~~20-21~~ 18-19

(11)

Doshaheen
COMMITMENT DELIVERED

Doshaheen Solutions Pvt. Ltd.

Ref: DSPL/HR/Mid-Term/Inc Letter
Oct 19, 2021

Mr. Abhishek Tripathi
Emp No: 077

Sub: Mid Term - Increment Letter

Dear Abhishek,

We appreciate your contribution and efforts that helped Doshaheen achieve its goal despite a challenging business environment.

Considering your performance and the performance of the company, we are pleased to revise your annual salary to ₹**7,00,000/-** (Seven Lakhs only) as a part of an exceptional mid term salary increment for the financial year 2021-2022 with effect from **Oct 1, 2021**.

Taxes shall be deducted as per the Indian Income Tax guidelines. Refer to Appendix A for the salary details. All other terms & conditions of the employment remain unchanged.

Keep up the good work!
Congratulations and best wishes.

For Doshaheen Solutions Pvt. Ltd.

Dhanesh Mathkar
Managing Director & Co-founder

doshaheen
COMMITMENT DELIVERED

Doshaheen Solutions Pvt. Ltd.

Appendix A -SALARY DETAILS

SALARY BREAK-UP		Annual	Monthly
Basic		3,50,000	29,167
HRA		1,40,000	11,667
Conveyance		36,000	3,000
Children Education Allowance		2,400	200
Medical Allowance		68,000	5,667
Bonus		35,000	2,917
Total Gross Salary	**A**	**6,31,400**	**52,617**
Telephone		12,000	1,000
LTA *		35,000	2,917
Total Reimbursements	**B**	**47,000**	**3,917**
Variable Pay **		-	-
Total Variable Pay	**C**	-	-
Provident Fund		21,600	1,800
Total Retirals	**D**	**21,600**	**1,800**
Total COST TO COMPANY (A+B+C+D)		**7,00,000**	**58,333**

**** LTA to be paid at the year end (in March) only upon submission of bill to claim tax exempt or taxable without bill***

doshaheen

DOSHAHEEN SOLUTIONS PRIVATE LIMITED

Regd.off. : Konark Epitome, Office No. 402, 4th Floor,
Viman Nagar, Pune 411014.

PAY SLIP FOR THE MONTH OF DECEMBER 2021

Emp. No.	077	**Designation**	Associate Software Engineer
Emp. Name	Abhishek Raj Tripathi	**Grade**	L-1b
Bank	YES Bank	**Days Paid**	31
Account No.	058591900032511	**UAN**	101492577236

Particulars	**Earnings (Rs.)**	**Deductions (Rs.)**
Basic	29,167	-
HRA	11,667	-
Conveyance	3,000	-
CEA	200	-
Medical	5,667	-
Bonus	2,917	-
Telephone	1,000	-
PF	-	1,800
Prof. Tax	-	200
MLWF	-	12
Total	**53,617**	**2,012**
Net Salary	**51,605**	

Amount in words ***Rupees Fifty One Thousand Six Hundred Five Only***

Accruals:	***Accrued Till Date***
LTA accrued	19,750
EL availed	-
EL balance	6.5

****** This is a computer generated document hence does not require a signature ******

JAP/2019/M/01

ELEATION™
ELEMENT SIMULATION ACADEMY
BY APOORV BAPAT

Date: 22-03-2019

Offer letter

Dear Akshay R shamsundar,

Congratulations from ELEATION...!!!

Based on your performance in Online Test and Technical Interview, we are pleased to offer you the position of **CAE trainee** in ELEATION.

Your appointment and joining date is subjected to following points:

1. You have to complete ELEATION's ANSYS Level – 1 and ELEATION's HyperWorks Level – 1 Training Course from ELEATION's Online Courses.
2. You have to submit the complete homework and assignment shared with you during the training.
3. You have to clear the online test, tool test and Technical Interview which we will conduct after the training.

Your joining date is subjected to your performance in the test and interview which will be conducted after the training. Under any circumstances if you fail to meet the required standards and/or fail to qualify the test and/or the interview, your joining will be terminated. Company is not liable in any case.

For completing the joining formalities you are required to submit some relevant documents, you can refer to **Annexure A** for the list of those documents.

We are pleased to inform you that your CTC will be INR 2.4 lakhs, and will be applicable from the date of joining.

Thank you,
Sincerely,

ELEATION.

PRINCIPAL's NAME & SIGNATURE

PLACEMENT OFFICER's NAME & SIGNATURE

HOD's NAME & SIGNATURE

307, 3rd Floor, Kamla Arcade, In Front of Bal Gandharv,
J.M. Road, Pune. Maharashtra – 411005
Mob: 7720040021 / 7387403493
Email : eleation@gmail.com
www.eleation.com

ANNEXURE A
DOCUMENTS CHECKLIST

Scanned copies of the following documents are required to be submitted on hr@eleation.com along with duly signed offer letter by the mentioned authorities. If the employee fails to submit one or more of the required documents his/her joining formalities would be kept on hold.

A. Education Documents:

1. 10th and 12th or diploma mark sheets
2. Degree certificate and mark sheets
3. PG certificate and mark sheets
4. Any other certification (if applicable)

B. Personal documents:

1. Marriage certificate (if applicable)
2. PAN Card
3. Aadhar Card
4. Electricity bill or rent agreement (local and permanent address both)

ACCEPTANCE OF OFFER

I have read the offer letter and the annexed policies. I hereby accept the offer on the aforesaid terms.
I solemnly affirm that I am not under any medication on account of any medical condition which may adversely affect the performance of my duties in the event of my appointment pursuant to my acceptance of this offer.
I shall join my duties with effect from the date mentioned in this document. In case of delays in joining, I shall inform the concerned authority well in advance in writing.

Name: _____

Date: _____

Place: _____

Signature: _____

TAP/2019/5/35

EXL
look deeper.

PRIVATE AND CONFIDENTIAL

Date: October 3, 2019

Mr. Akash Arunrao Badukale
Arunrao Badukale
Khal tilpura Sirasgaon Kasba
Amravati-444810

EMPLOYMENT AGREEMENT

Dear **Akash,**

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **exl Service.com (India) Private Limited** ("the Company") to the position of **Executive - Operations at Band A1**, on the terms and conditions set out herein after:

1 **EMPLOYMENT**

1.1 Your effective date of joining shall be no later than : **October 11, 2019**

1.2 Your employment with the Company is subject to:

(i) The accuracy and authenticity of the testimonials, documents and information provided by you to the Company. The Company will get authenticity of aforesaid, and of the personal and employment details, provided by you to the Company, validated, either internally or through any external agency engaged by the Company, and by accepting this offer, you hereby agree that you have no objection, and you unconditionally consent, to the same and grant Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to you and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labour and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to you and/or without your further or additional consent.

(ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date;

(iii) On our receiving two satisfactory references; and

(iv) Your fully and truly disclosing on your own behalf and, if married, on your spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions external to the Company and acceptance by the Company of those external directorships, interests and/or positions on such terms & conditions as Company may prescribe in its sole discretion. In case Company do not accept or provide consent to any such directorships, interests and/or positions, you hereby agree to withdraw from any such directorships, interests and/or positions immediately and without any demur or protest.

(v) If you breach, fail to fulfill or comply with any of the aforesaid conditions, this offer shall stand revoked automatically without any further reference or notice to you (whether you have accepted it or not) and, if you have already commenced employment with the Company, such

Scanned by CamScanner

TAP/2019/3/11

Anupam <crc02@cinifglobal.in>

a hr@cinifglobal.in,
do@cinifglobal.in,
cinif.crc@gmail.com,
crc06@cinifglobal.in,
am.crc@cinifglobal.in,
crc02@cinifglobal.in

akashabadukale29@gmail.com

Jan 16, 2019, 1:22 PM

Congratulation Mail

cinifglobal.in

Dear Akash Arunrao Badukale,

Greetings from Cinif Technologies Limited, Chandigarh!

Congratulations on getting accepted to the 2019 batch of selected candidates, and welcome to the Cinif Technologies Limited Global family! We are looking forward to your working at CINIF TECHNOLOGIES PUBLIC LIMITED as a Graduate Trainee Engineer (Telecom) – www.cinifglobal.com.

In your journey from now till you report at the headquarters, our Client Relations Cell team will be your Point of Contact! Our role is to ensure that you step into our company prepared, confident and excited about the journey ahead.
Do remember that your deadline to confirm your placement offer and proceed with your reporting is
25 JANUARY,2019.

Please feel free to reach out to us for any questions you might have.
You can write to us at crc02@cinifglobal.in or call us at +91 8210077435 between 9am to 6pm.

I wish you well in your pursuit of a career opportunity.
"OPTIMISM IS THE FAITH THAT LEADS TO ACHIEVEMENT
NOTHING CAN BE DONE WITHOUT HOPE AND CONFIDENCE"

With Thanks and Regards
CRC Team
8210077435/ 9855815675
Client Relationship Cell | Division: TEIECOM/IT/HR | Chandigarh

Alumni Association (Regd No. F-10852)
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Date: 28 December, 2018

INVITITION

Dear Alumni / Program Chief Coordinator & Coordinator

On 05 January 2019, Saturday Grand Alumni Meet has been organized. Alumni Association of our college feels immensely pleasured to invite you for the Grand Event. The Sequence of events along with venue on the day of meet is as follows....

Your presence for the event is kindly awaited.

Time	EVENT
7.30 am to 8.00 am	Flag March *Path : From Old Gate to Khamgaon gate*
8.00 am to 9.30 am	Registration and Break-Fast *Venue : New Auditorium*
9.30 am to 10.45 am	Inaugural Ceremony *Venue : New Auditorium*
10.45 am to 12.10 pm	Reciprocating Speeches *Venue : New Auditorium*
10.30 am to 1.30 pm	Project Expo *Venue : In Front of Library*
12.45 pm to 1.00 pm	Flash Mob *Venue : In Front of Library*
1.00 pm to 2.30 pm	Lunch *Venue : Skating Ground*
2 .30 pm to 5.30 pm	AFS(Alumni-faculty-student interaction) *Venue:* *EXTC : New Auditorium* *ELPO : Old Auditorium* *CS and IT : New Seminar Hall* *Mechanical : Swadhyay Kaksha* *MBA : MBA Department*
5.30 pm to 6.00 pm	Hi-tea *Venue : New Auditorium*
6.00 pm to 9.30 pm	REUNIT-O-EXTRAVAGANZA & BANQUET *Venue* *Cultural Program : New Auditorium* *Dinner : Skating Ground*

Dr.D.D.Nawgaje/Prof.Miss.K.M.Thanvi
Alumni Coordinators

Dr.S.B.Somani
Principal

18-19

TAP/2019/19

FLASH
Flash Electronics (India) Pvt. Ltd

A-4, MIDC, Chakan Industrial Area,
Mahalunge, Chakan, Pune - 410501
Phone : +91 2135 666000
Fax : +91 2135 666109

To,
Siddhivinayak Technical Campus, Khamgaon- 444203

Dear Sir,
Please find the below selected list from the Campus Drive conducted in your Institute on 09.03.2019 & 10.03.2019.

For Flash Electronics India Pvt.Ltd.

Authorized Signatory

FLASH ELECTRONICS (INDIA) PVT. LTD. CHAKAN PUNE-401501

TAP/2019/M/

315

11	MANGESH KHANDERTOD	GOVT POLYTECHNIC KHAMGAON	9689684572
12	PRATIK KHANDARE	GOVT POLYTECHNIC KHAMGAON	7498608713
13	AKSHAY BHOPALE	GOVT POLYTECHNIC KHAMGAON	8308265822
14	DEVENDRA PATIL	GOVT POLYTECHNIC KHAMGAON	8412874026
15	DHAMMAPAL DHOLE	GOVT POLYTECHNIC KHAMGAON	7775003228

SR NO	NAME OF STUDENT	COLLEGE NAME	CONTACT NO
1	HARSHAL PATIL	AEC CHIKHALI	9021498808
2	PAVAN KARE	AEC CHIKHALI	8888946364
3	PRAVIN POHOKAR	AEC CHIKHALI	9881809380

SR NO	NAME OF STUDENT	COLLEGE NAME	CONTACT NO
1	SHUBHAM KADAM	SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGG	9284778143
2	SHUBHAM GOGULWAR	SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGG	7083815414
3	SHUBHAM BUJADE	SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGG	8806058824
4	PRITESH CHITRIO	SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGG	9860984318
5	SHAIKH RAHMAN	SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGG	9657077231
6	AKSHAY SHAMSUNDAR	SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGG	8975787139
7	PANKAJ LOHAR	SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGG	8600660422
8	SHRIRANG DHABE	SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGG	7058652233
9	CHETAN AMBALKAR	SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGG	9665024886
10	AJAY KHADSE	SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGG	9075898247

28
20
18
26

SR NO	NAME OF STUDENT	COLLEGE NAME	CONTACT NO
1	PAVAN PAWAR	R S CE BULDHANA	8805900568
2	DNYANESHWAR INGLE	R S CE BULDHANA	9999586362

SR NO	NAME OF STUDENT	COLLEGE NAME	CONTACT NO
1	NISHANT PANDE	R L P C BULDHANA	8928812898

SRR

FLASH ELECTRONICS (INDIA) PVT. LTD. CHAKAN PUNE-401501

TAP/2019/M/04

GE India Industrial Pvt Ltd.

Plot A- 78/1, Chakan MIDC- Phase II,
Village- Vasuli, Taluka – Khed,
Pune-410501. India.
Tel: + 91 2135 620000
Fax: + 91 2135 620010
CIN: U31500DL1992PTC194724
Website: www.ge.com

June 24, 2019

Chaitali Madanrao Kakpure
Arvin Naka, Batchlor Road,
Wardha

Subject: Graduate Engineer Trainee

Dear Chaitali,

With reference to your application and subsequent interview, we are pleased to engage you as "Graduate Engineer Trainee" on the following terms and conditions.

You will be engaged as apprentice for a period of 1 year (22-Jul-2019 to 21-Jul-2020). This offer is subject to satisfactory background verification, reference check and completion of Graduate course.

1. The hours of work will be as any regular workmen. You will be entitled to any holiday as are applicable to any regular workman.

2. You are entitled for 12 days leave during the training period.

3. Your conduct and performance during the training period will be evaluated continuously. At any point of time should management find your conduct, performance or discipline unsatisfactory, your training shall be terminated without any notice or payment whatsoever.

4. It is expressly understood that the completion of training does not necessarily entitle you to permanent employment in the company.

5. You shall not engage in any vocation outside the company during the period of your apprentice training with us.

6. You will endeavor to put in your best efforts during the training period to acquire the requisite degree of proficiency in such skills you will be trained on.

7. This assignment is based on the information given by you in your application form. If it is found that this information is false then this training will be terminated.

8. You will abide by all rules and regulations that are in force from time to time in the company.

9. During the period of training, you will be paid annually stipend of Rs.4,00,000/- only.

Fixed Stipend (In Rs.)	Rs.4,00,000/-

Please confirm that the above terms and conditions are acceptable to you by signing a copy of this letter.

Yours sincerely,
For GE India Industrial Pvt. Ltd.

Sitaram Kandi
Human Resource Business Partner

Note: "You hereby agree that this offer of training and issue of an appointment letter to you shall be subject to GE/the Company obtaining a clear and positive background check of yourself satisfying relevant criteria outlined by GE/the Company. You further agree that GE/the Company reserves the right to terminate the offer of employment, without further notice to you, if such clear and positive background check is not obtained in relation to you."

I have read, understood the terms of my training and they are acceptable to me.

Signature:

Date:

HCL TRAINING & STAFFING SERVICES PVT. LTD.
Corporate Identity Number: U74140DL2019PTC281555
Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi-110019, India.
T +91 11 26444812, 26282779
www.hcltechbee.com, www.hclfirstcareers.com

LETTER OF INTENT – HCL TSS TRAINING PROGRAM

Date: December 03,2021

ADMISSION TO HCL TSS TRAINING

REFERENCE ID – HCL/NGP-NFM/1221/024

Dear Payal Anil Kathole,

Address: Shri Kripa ,Phule Nagar, Mali Pura, Shegaon,Maharashtra,444203

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as "Company") is pleased to offer you an admission into the **6 months Training Program** commencing on **December 06,2021** at any HCL location Pan India or in Virtual mode.

The **6** months training program comprises Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions or Government guidelines.
Enrolment to the Training Program is subject to the terms and condition as laid down below:

a) Please note that this admission offer is provisional and subject to verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.
b) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked by HCL.
c) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records, your admission would stand revoked without any prior notice.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' and emailing it to us at **engofferletter@hcl.com** within **3 working days** of the receipt of this letter/communication.

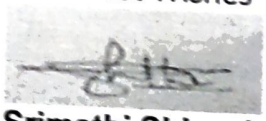
For Further Clarifications kindly visit : **www.hclfirstcareers.com**

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1.**

Welcome to HCL TSS!

HCL TRAINING & STAFFING SERVICES PVT. LTD.
Corporate Identity Number: U74140DL2015PTC281555
Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi-110019, India.
T +91 11 26444812, 26282779
www.hcltechbee.com, www.hclfirstcareers.com

With Best Wishes



Srimathi Shivashankar
Program Director

HCL TRAINING & STAFFING SERVICES PVT. LTD.
Corporate Identity Number: U74140DL2015PTC281555
Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi-110019, India.
T +91 11 26444812, 26282779
www.hcltechbee.com, www.hclfirstcareers.com

Annexure I

The details of this Admission Offer are as given below:

1. Program Name, Location and Batch

a) You are offered admission to the 6 months Training Program.
b) The program is being offered at any HCL location Pan India or in Virtual mode. Owing to the current circumstances the programme would be conducted in Online mode, though you may be required to report to the Training Centre as and when required by the Company.

2. Training Program Structure, Curriculum

a) The program is an employment readiness program consisting of classroom sessions, practice labs, online learning, assignments, projects, assessments and incidental training components.
b) The program is an intensive one and would require you to adhere to training schedules on a regular basis. You are expected to adhere to training timings of HCL TSS.
c) The curriculum of the program shall include, but is not limited to, content and activities designed to develop technical, professional and communication skills relevant for entry level roles.
d) These skills shall be delivered through various methods including classroom sessions, field work, practice labs, e-learning, assignments, projects and assessments.

3. Program Completion Criteria

To successfully complete the program, the following criteria must be met:

a) Maintain full attendance for all training components during the entire duration of the program; exceptions to this requirement will be made solely at the discretion of the Company and only in cases of illness and/or emergencies.
b) Complete and submit all coursework, assignments and projects on time with strict adherence to quality standards as defined by HCL TSS.
c) Must strictly adhere to the Code of Business Ethics and Professional Conduct as prescribed by the company.
d) Attain a passing grade in all exams & assessments as per the criteria defined by the Company during the Classroom Training and Professional Practice Term.
e) Detailed success criteria of each element of the program will be shared with the candidate at the induction session on joining the program. Passing criterion is defined by the Company and is subject to change from time to time at the sole discretion of the Company.
f) On successful completion of the Training Program, an internal Certification of Program Completion will be provided to the Candidate.

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In case a candidate is unable to complete the program successfully due to non-compliance to any of the above mentioned program completion criteria (**points a to f)** above he/she is liable to be released from the program.

5. Documentation Validation and Admission Confirmation

You have been found eligible for enrolling under this program, based on the information provided by you, your scores in our admission test and personal discussions with you as part of our admission process.

The offer is provisional and subject to verification of your academic & professional documents and authentication of the accuracy and correctness of information provided by you in your application form.

In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked by HCL.

Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records, your admission would stand revoked without any prior notice.

Please ensure that you submit the following documents (scanned copies of Original for verification purposes, as well as self-attested photocopies for submission)

- ✓ Signed Copy of the Offer Letter, Acceptance Letter and the Declaration Form (all pages)
- ✓ Class X Mark Sheet & Passing Certificate (1 Scanned copy)
- ✓ Class XII Mark Sheet & Passing Certificate (1 Scanned copy)
- ✓ Graduation Mark Sheet(s) & Degree/ Provisional (1 Scanned copy)
- ✓ Birth Certificate/ 10th Certificate (1 Scanned copy)
- ✓ Govt. Photo ID Proof (PAN CARD/Voter ID/Driving License/ Passport) (1 Scanned copy)
- ✓ Photocopy of Passport first and last pages (if not available- please apply and provide copy of application receipt)
- ✓ Photocopy of Pan Card (if not available- please apply and provide copy of application receipt)
- ✓ Aadhar Card (1 Scanned copy)
- ✓ Passport Size Photographs (White Background) of Self
- ✓ Latest CV with embedded passport-size photograph

6. Employment Opportunities after successful Program completion

The Company understands the requirement of enriching you with relevant experience and amass greater skill & knowledge, the benefit of which can be used in your future employment, at any location across India or anywhere across the globe.

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In this regard, the Company, after successful completion of the classroom training program, will afford you with an opportunity to enrol yourself for with one of our preferred partner named HCL Technologies Ltd ("HCLT") for "*hands on Specialized Training*" program for a period of 4 months, which will be governed by HCLT's terms and conditions. HCLT is a leading IT company which provides various services such as software-led IT Solutions, Remote infrastructure management, Research and development, and Business Process outsourcing (BPO) services worldwide.

The said "*hands on Specialized Training*" will be imparted by HCLT on "No Charge" basis, wherein you will not be charged any fees/consideration. HCLT at its own expenditure and cost will make all the arrangements for the said training and will reimburse an amount of **INR 5000** per month during the training towards your out of pocket expenses. The training will aim at your holistic development and multi-dimensional professional growth with the objective of enhancing your career prospects with complete focus on development of overall personality, productivity and competence.
On successful completion of the said "*hands on Specialized Training*", you will be afforded an opportunity to join HCLT or any of its group companies as Analyst, with a starting CTC of **INR 2.75** lacs per annum, including salary and all benefits.

7. Medical and Life Insurance Coverage

The selected Candidates would be automatically covered under a Hospitalization Insurance, Term Life Insurance and Personal Accident Insurance Policies which will be valid for the duration of their program. Benefits are provided as per the prescribed guidelines of the Company.

8. Cancellation and Withdrawal of Admission, Voluntary withdrawal by Candidates

a. The Company reserves the right to cancel and/or withdraw the admission offer to a candidate at any stage during the Program under any one or more of the following conditions:

- If the candidate is found to have misrepresented information pertaining to the admission criteria such as marks, qualifications, degrees, work experience, certifications including, but not limited to, documents provided and the application form.
- If the candidate is found to have committed an act of indiscipline, misbehaviour and non-compliance with the rules of the Company.
- If the candidate fails, at any stage to fulfil the success criteria for the program as detailed in point 3 above.

9. Relationship

It is hereby stated and made clear that during the entire period of training, the relationship between parties shall be that of teacher and student and in no case would the candidate deem to be an employee of HCL TSS and no relationship of employer-employee can be deemed to exist anytime during the training period.

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10. Declaration Form

It is hereby stated and made clear that the recitals contained in the Declaration form, signed voluntarily by you is an integral part of this present offer to you.

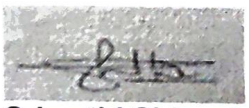
11. Alteration, Modification of program and Force Majeure events

Week one of the program consists of Registration, Documentation & Induction post which the 6 months of Training starts.

The Company retains the right to alter the content and duration of the program as required by its faculty or clients and also any such changes caused by circumstances which are unforeseen and beyond its control. The Company commits to ensure that the content and quality of the program is not compromised or diluted by such changes. Additionally, the program duration may change for candidates under circumstances of personal exigencies which are unforeseen and beyond the company's control. The obligation for adherence to the **6** -month duration of training program may cease to exist under such circumstances.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' format and emailing it to us at **engofferletter@hcl.com** within 3 working days of the receipt of this communication. Please remember to quote the reference number mentioned above in all your correspondence with us.

Welcome to HCL TSS!



Srimathi Shivashankar
Program Director

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ACCEPTANCE NOTE

I, hereby accept the offer of admission to the Training Program, as detailed in the Admission Offer Letter dated offered by HCL Training & Staffing Services Private Limited with

Reference Number - _____

Signature _____

Name of the Candidate _____

Name of the parent(s) _____

Permanent Address _____

_____

_____

_____

Email ID: _____

Land Phone: _____

Mobile: _____

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T +91 11 [illegible]
www.hcltechtree.com, www.hcltrainsearch.com

DECLARATION

I, _____, do hereby, on my own volition, state that I have understood the contents hereof and further declare that I meet the criteria prescribed, for being a part of the HCL TSS Training program, offered by HCL Training & Staffing Services Pvt. Ltd. (hereinafter referred as "Company"), declare and affirm as under:

1. That I have gone through the Offer of Admission along with the terms and conditions, governing this Program, and have understood the contents thereof. I undertake to comply with all the terms and conditions, diligently, shared by the Company from time to time.
2. I understand that I have been offered admission on the basis that the particulars furnished by me in my application, resume or any other document, relating to my qualification/ marks obtained, are factually correct. If, at any time, before or after the start/commencement of the Program, it transpires/ comes to the notice or brought to the knowledge of Company that I/undersigned have made a false/incorrect statement or have not disclosed a material fact or have suppressed some facts, sought from undersigned, which persuaded the authority to admit me for the program, my admission shall be rendered illegal and will be liable to be cancelled forthwith, without seeking any explanation or clarification. I also understand that in such an event, I will not be considered for any certifications provided by the Company.
3. I have passed my graduation <as an Engineer (i.e. B.E/B. Tech)> or post-graduation in <MCA, MS, MSc (IT or C.S.E)> with greater than or equal to 70% marks and I have secured greater than or equal to 65% marks in class XII board examinations.
4. I understand that in case there is a delay in my university result due to COVID-19, and the training begins before the final result is declared, my admission shall be subject to my final scores meeting the minimum eligibility criteria. In case I fail to do the same, I understand that my admission stands revoked.
5. I undertake that I will submit the graduation final year / semester exam marksheet, within 15 days of declaration of results and in case of failure to submit the same within 45 days from start of Classroom training, for purpose of Company records, the admission will stand revoked without any prior notice.
6. I understand that it is a **6-month** long program. The classroom training of this program will be conducted at any HCL location Pan India or in Virtual mode. Owing to the current circumstances training may be imparted through online mode or physical mode as per the conditions.
7. I understand that I'm required to arrange the IT Assets required and use the same for the Training Program. In such case, a laptop /desktop with 8 GB RAM, HDD (Hard disk Drive) of 320 or 500 GB, i5 or i7 Processor loaded with Company prescribed Software and Anti-virus requirements, a webcam and data card/Internet connection with 4 MBPS speed are essential prerequisites for undertaking the program.
8. I understand and agree that decision on allocation of specialization tracks will be the sole prerogative of the Company.

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9. I am expected to clear the final examination and to meet all the set performance evaluation criteria, as may be prescribed by the Company from time to time, before I could be declared successful candidate from the HCL TSS Training Program. I hereby agree and understand that if I don't clear either the final examination or the evaluation criteria, I will be declared unsuccessful in the Program. I will not be considered for any certifications to be provided by the Company.
10. I understand and agree that my admission to the program shall come to an end automatically and with immediate effect, without any prior notice in case I am found to have indulged in activities including but not limited to dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or any form of indiscipline or non-adherence.
11. I understand that my admission to the Program can be cancelled/terminated in case of short attendance, on account of having played truant, and on disciplinary issues
12. I understand that my exit on medical ground will be considered when the said medical condition is such that it is impossible for me to continue with the training and I am able to produce sufficient medical documents to satisfy HCL of the same.
13. I understand that any of the terms and conditions stated above might change depending on the business requirements.

I make the aforesaid declarations solemnly and sincerely believing the same are true and correct to the best of my knowledge and belief.

Name _____Signature _____Date _____

Permanent Address _____

Email ID: _____

Phone No.: (Landline) _____ (Mobile) _____

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OFFER & APPOINTMENT LETTER

Offer Release Date: January 16, 2022

Dear KISMAT SUDHAKAR SHERE,
YAVATMAL
YAVATMAL, YAVATMAL,
Maharashtra, India, 445302

Dear **KISMAT SUDHAKAR SHERE,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd.-IOMC ("HCL" or "Company"),** we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in **band E1.**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **January 17, 2022** at **9:00 A.M** at the following address**, Noida SEZ-Tower2-U1-All Floors .** Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in the company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be INR 2,75,000 per annum outlined in Annexure I.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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Signature of Employee:

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You need to have cleared all the subjects & should be a pass out of **2021** batch for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL Technologies Ltd.-IOMC** will stand withdrawn without any liability.

Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL TECH LTD. - IOMC

Amrita Das

Vice President, Head-Global Rewards

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Annexure 1

COMPENSATION PLAN	
Name	**KISMAT SUDHAKAR SHERE**
Band	E1
Designation	Graduate Engineer Trainee
City	**Noida**
Monthly Components (in INR)	
Basic Salary	13,750
House Rent Allowance	4,281
Advance Statutory Bonus	1,989
Holiday Allowance	-
Food Wallet	-
Flexi Basket*	-
Compensatory Allowance	-
TOTAL: Monthly	20,020
TOTAL: Monthly Components : Annualized	**240,240**
Retirals & Other Benefits (in INR)	
Provident Fund	19,800
Medical Insurance Premium/ESIC	7,032
Gratuity	7,933
TOTAL : Retirals	**34,765**
Variable Components (in INR)	
Performance Bonus (in Rs.)	-
Engagement PB (paid monthly) @ 100% achievement levels	-
TOTAL: Variable Components	**-**
COST TO COMPANY	**275,005**
Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-
Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual	
Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	-
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:
1. Bserv E0.1 and E0.2 employees are to be considered under Semi-skilled Category. All other employees are under Skilled category
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as per act

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Annexure II

Welcome aboard…

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee.** This is to be read in conjunction with the offer & appointment letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

This Annexure lays down the general terms and conditions of employment to **HCL Technologies Ltd.-IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

1. **Location:**

   Your place of work will be located at **Noida.**

2. **Commencement of Employment:**

   Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

3. **Medical Checkup:**

   Your employment is subject to you being declared medically fit by the company doctor.

4. **Probation**

a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, without assigning any reason.

5. **HCL Training Program:**

   Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

6. **Notice Period/ Separation:**

   Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period

Signature of Employee:

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would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

7. Increments and Promotions

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

8. Agreements:

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

9. Background and Reference Check:

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

10. Working Hours:

Signature of Employee:

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This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

11. Mobility:

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

12. Deputation/ Transfer:

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

13. Retirement:

You will retire from service on attaining superannuation at the age of 55 years.

14. Other benefits:

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

15. Transport Facility

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

16. IP, Copyright, Inventions and Patents

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

17. Data Protection:

Signature of Employee:

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a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

18. Exclusivity of service

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL Technologies Ltd.-IOMC** The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

19. Confidentiality & Non-Disclosure:

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.

You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.
www.hcltech.com
www.hcl.com

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

20. Rules, Policies, Procedures:

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes therein from time to time.

21. Correctness of the Details Furnished:

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

22. Warranty and Undertaking:

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

Signature of Employee:

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23. Changes to the terms & conditions:

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

For HCL TECH LTD. - IOMC



Amrita Das

Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.

Signature of Employee:

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2. Information provided in background verification form must be accurate.

3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)		
S. No	**Document Name**	**Number of Photocopies**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10th Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

Signature of Employee:

HCL TECHNOLOGIES LTD.
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S. No	Location	Address
1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, KNMA Tower, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) **Tuesdays, Wednesdays and Fridays:** Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

BASIC SALARY

Signature of Employee:

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The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).
.

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

Signature of Employee:

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- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: YAVATMAL
YAVATMAL, YAVATMAL,
Maharashtra, India, 445302
Email ID: SHEREKISMAT96@GMAIL.COM
Telephone Number: +91 9158305573

HCL Confidential

Signature of Employee:

HCL TECHNOLOGIES LTD.
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Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
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www.hcl.com

HCL Confidential

Signature of Employee:

TAP/2019/M/37

HYSTER-YALE

GROUP

12



BINDIYA JANBANDHU

Contractor

Blood Group: O+ve

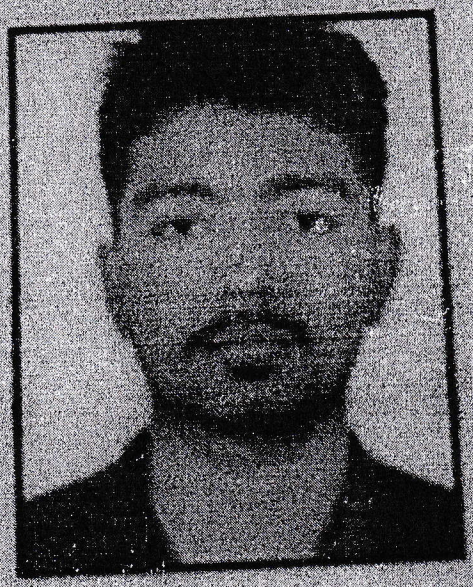
Hyster-Yale Lift Trucks India Pvt. Ltd.

Registered Office: 501A, 508-509, 5th Floor,
A-Wing, Pride Silicon Plaza,
Senapati Bapat Road, Pune - 411 016.

THP/2019/M/38

HYSTER-YALE

GROUP



Laxmikant Kamdi

Emp. No. 242

Blood Group - B+

Hyster-Yale Lift Trucks India Pvt. Ltd.
5th Floor, Office No. 508-509, Pride Silicon
Plaza, SB Road, Shivajinagar, Pune - 411016
(India) Tel.: 020 66086998

TAP/201910158

IndiaFIRST® ROBOTICS

Date 5th June 2019

Dear Ms. Aboli Vibhute,

Greetings **IndiaFIRST Robotics...!!!!**

With reference to your application and the interview you had with us, we have pleasure in offering you the position of *"**Technical Associate**" *in our organization. Your Date of Joining will be on * **10th June 2019**. *

Your Cost to Company remuneration would be *Rs. 1,44,000 lakh per annum * comprising of Fixed & Variable components.

You are requested to submit the following documents on or before date of joining:

- 2 nos. passport size photographs
- Relieving / Experience Letter from your existing / last employer
- Resignation letter duly accepted
- Last 3 months Salary Slips
- Qualification Certificates (Original)
- ID proof & Address Proof

A formal Letter of Appointment will be handed over to you within 7 days of joining the Company.

This offer is valid only till the offered date of joining.

Kindly acknowledge a copy of the letter as a token of your acceptance of the offer by return mail.

Looking forward for your joining at the earliest, as discussed / agreed.

We are happy to have you join our team! If you have any questions, please feel free to reach out at any time.

Thanks & Regards,
Monika Samrutwar
HR Executive
9921996813/9595828696
IndiaFIRST Robotics
www.indiafirstrobotics.com

India FIRST®
ROBOTICS

Date 5th June 2019

Dear Ms. Jayashri Ingole,

Greetings **IndiaFIRST Robotics...!!!!**

With reference to your application and the interview you had with us, we have pleasure in offering you the position of *"**Technical Associate**" *in our organization. Your Date of Joining will be on * **10th June 2019**. *

Your Cost to Company remuneration would be *Rs. 1,44,000 lakh per annum * comprising of Fixed & Variable components.

You are requested to submit the following documents on or before date of joining:

- 2 nos. passport size photographs
- Relieving / Experience Letter from your existing / last employer
- Resignation letter duly accepted
- Last 3 months Salary Slips
- Qualification Certificates (Original)
- ID proof & Address Proof

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Kindly acknowledge a copy of the letter as a token of your acceptance of the offer by return mail.

Looking forward for your joining at the earliest, as discussed / agreed.

We are happy to have you join our team! If you have any questions, please feel free to reach out at any time.

Thanks & Regards,
Monika Samrutwar
HR Executive
9921996813/9595828696
IndiaFIRST Robotics
www.indiafirstrobotics.com

IndiaFIRST® Robotics

IndiaFIRST House, Sr. No.149/1A, Plot No. 4,
Opposite to Indira Kids, Behind Mr. Veg,
ITI Road, Parihar Chowk, Aundh,
Pune - 411007, MH. India.

+91-8446630300

vinay@indiafirstrobotics.com
www.indiafirstrobotics.com
www.ftcindia.org.in
www.buyrobo.in

TAP/2019/U/60

IF-3

India FIRST® ROBOTICS

Date 5th June 2019

Dear Ms. Sapana Gavande,

Greetings **IndiaFIRST Robotics...!!!!**

With reference to your application and the interview you had with us, we have pleasure in offering you the position of *"**Technical Associate**" *in our organization. Your Date of Joining will be on * **10th June 2019**. *

Your Cost to Company remuneration would be *Rs. 1,44,000 lakh per annum * comprising of Fixed & Variable components.

You are requested to submit the following documents on or before date of joining:

- 2 nos. passport size photographs
- Relieving / Experience Letter from your existing / last employer
- Resignation letter duly accepted
- Last 3 months Salary Slips
- Qualification Certificates (Original)
- ID proof & Address Proof

A formal Letter of Appointment will be handed over to you within 7 days of joining the Company.

This offer is valid only till the offered date of joining.

Kindly acknowledge a copy of the letter as a token of your acceptance of the offer by return mail.

Looking forward for your joining at the earliest, as discussed / agreed.

We are happy to have you join our team! If you have any questions, please feel free to reach out at any time.

Thanks & Regards,
Monika Samrutwar
HR Executive
9921996813/9595828696
IndiaFIRST Robotics
www.indiafirstrobotics.com

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Navigate your next

18-19.
37

HRD/3T/20-21/1000680787

August 10, 2020

Ms. Akshada Rajendra Tiwari
Candidate ID: 1000680787
B-86
Vrundawan Nagar
Malkapur - 443101
Maharashtra
India
Ph: (91) 91128 18365

Dear Akshada,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **August 24, 2020.**

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Infosys®
Navigate your next

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date:_____, 20_____

_____
Sign your name

_____ _____
Print your name Location

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

jade GLOBAL

33

January 18, 2019

To,
Akshay Sute
India

Dear Akshay,

We are pleased to offer you employment with Jade Global Software Pvt. Ltd. as a **"Trainee"**. Based on our discussions, your date of Joining is **July 22, 2019**. In case you have not joined by this date, this offer stands cancelled unless otherwise extended in writing by the undersigned.

You will earn a gross salary (CTC) of **INR 300,300 per annum**.

This offer has been made based on the information furnished by you at the time of our interaction. If there is any discrepancy in the documents furnished by you, we retain the right to withdraw this offer made to you. This offer is subject to a reference check done by us as provided by you at the time of joining.

You shall be issued an appointment letter with detailed terms of service on the date of joining. You will be governed by the rules and regulations of the company applicable to you. On the date of your joining you are requested to meet the HR at 9:00 a.m. to complete the joining formalities and to obtain a detailed understanding of the rules and regulations of the company. Upon joining, you will be assigned a Supervisor who will discuss with you your Roles and Responsibilities and the Key Result Areas for your job.

Please bring originals and photocopies of the following documents at the time of joining:

1) Photo copy of your education certificates (SSC, HSC, Graduation, other relevant certificates if any)
2) Passport Size Photographs, Permanent & Current Address Proofs
3) Photo copy of PAN Card, Passport and Blood Group details

It is with great pleasure that we welcome you to Jade Global Software Pvt. Ltd. India. If the above is agreeable, please sign below where indicated, and keep a duplicate copy of this letter for your records or reply through email or phone in token of acceptance of this offer and also indicate the exact date of your joining. Please note that this offer is valid for three days form the date of receipt. You will need to formally accept the offer within this time period.

Sincerely,

For Jade Global Software Pvt. Ltd.

I accept the Offer. I will join on July 22, 2019.

Signature: _____ Printed Name: AKSHAY SUTE

Date: 20-01-19

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Salary Break Up

SALARY BREAK-UP
Name : Akshay Sute
Title : Trainee
Effective Date : July 22, 2019

jade GLOBAL

Annual Gross Salary (CTC)		**3,00,300.00**
Breakup for Annual Fixed CTC :	**22,750.00**	**2,73,000.00**
1) Earnings	**Monthly**	**Annually**
Basic	10,500.00	1,26,000.00
HRA	4,200.00	50,400.00
Special Allowance	2,497.00	29,964.00
Transport Allowance	1,600.00	19,200.00
Education Allowance	200.00	2,400.00
Medical Allowance	1,250.00	15,000.00
Statutory Bonus	738.00	8,856.00
Employer's Contribution to PF	1,260.00	15,120.00
Gratuity	505.00	6,060.00
Gross Fixed CTC	**22,750.00**	**2,73,000.00**
2) Variable Pay - Annual		**27,300.00**

TAP/2019/12/03

jade GLOBAL

January 18, 2019

To,
Anushree Paralikar
India

Dear Anushree,

We are pleased to offer you employment with Jade Global Software Pvt. Ltd. as a **"Trainee"**. Based on our discussions, your date of Joining is **July 22, 2019**. In case you have not joined by this date, this offer stands cancelled unless otherwise extended in writing by the undersigned.

You will earn a gross salary (CTC) of **INR 300,300 per annum**.

This offer has been made based on the information furnished by you at the time of our interaction. If there is any discrepancy in the documents furnished by you, we retain the right to withdraw this offer made to you. This offer is subject to a reference check done by us as provided by you at the time of joining.

You shall be issued an appointment letter with detailed terms of service on the date of joining. You will be governed by the rules and regulations of the company applicable to you. On the date of your joining you are requested to meet the HR at 9:00 a.m. to complete the joining formalities and to obtain a detailed understanding of the rules and regulations of the company. Upon joining, you will be assigned a Supervisor who will discuss with you your Roles and Responsibilities and the Key Result Areas for your job.

Please bring originals and photocopies of the following documents at the time of joining:

1) Photo copy of your education certificates (SSC, HSC, Graduation, other relevant certificates if any)
2) Passport Size Photographs, Permanent & Current Address Proofs
3) Photo copy of PAN Card, Passport and Blood Group details

It is with great pleasure that we welcome you to Jade Global Software Pvt. Ltd. India. If the above is agreeable, please sign below where indicated, and keep a duplicate copy of this letter for your records or reply through email or phone in token of acceptance of this offer and also indicate the exact date of your joining. Please note that this offer is valid for three days form the date of receipt. You will need to formally accept the offer within this time period.

Sincerely,

For Jade Global Software Pvt. Ltd.

I accept the Offer. I will join on July 22, 2019.

Signature: _____

Printed Name: Anushree P. Paralikar

Date: 19/01/2019

jade GLOBAL

Salary Break Up

SALARY BREAK-UP
Name : Anushree Paralikar
Title : Trainee
Effective Date : July 22, 2019

jade GLOBAL

Annual Gross Salary (CTC)		**3,00,300.00**
Breakup for Annual Fixed CTC :	**22,750.00**	**2,73,000.00**
1) Earnings	**Monthly**	**Annually**
Basic	10,500.00	1,26,000.00
HRA	4,200.00	50,400.00
Special Allowance	2,497.00	29,964.00
Transport Allowance	1,600.00	19,200.00
Education Allowance	200.00	2,400.00
Medical Allowance	1,250.00	15,000.00
Statutory Bonus	738.00	8,856.00
Employer's Contribution to PF	1,260.00	15,120.00
Gratuity	505.00	6,060.00
Gross Fixed CTC	**22,750.00**	**2,73,000.00**
2) Variable Pay - Annual		**27,300.00**
3) Annual Gross TOTAL Earnings (CTC)		**3,00,300.00**

jade
GLOBAL

January 18, 2019

To,
Falgun Atara
India

Dear Falgun,

We are pleased to offer you employment with Jade Global Software Pvt. Ltd. as a **"Trainee"**. Based on our discussions, your date of Joining is **July 22, 2019**. In case you have not joined by this date, this offer stands cancelled unless otherwise extended in writing by the undersigned.

You will earn a gross salary (CTC) of **INR 300,300 per annum**.

This offer has been made based on the information furnished by you at the time of our interaction. If there is any discrepancy in the documents furnished by you, we retain the right to withdraw this offer made to you. This offer is subject to a reference check done by us as provided by you at the time of joining.

You shall be issued an appointment letter with detailed terms of service on the date of joining. You will be governed by the rules and regulations of the company applicable to you. On the date of your joining you are requested to meet the HR at 9:00 a.m. to complete the joining formalities and to obtain a detailed understanding of the rules and regulations of the company. Upon joining, you will be assigned a Supervisor who will discuss with you your Roles and Responsibilities and the Key Result Areas for your job.

Please bring originals and photocopies of the following documents at the time of joining:

1) Photo copy of your education certificates (SSC, HSC, Graduation, other relevant certificates if any)
2) Passport Size Photographs, Permanent & Current Address Proofs
3) Photo copy of PAN Card, Passport and Blood Group details

It is with great pleasure that we welcome you to Jade Global Software Pvt. Ltd. India. If the above is agreeable, please sign below where indicated, and keep a duplicate copy of this letter for your records or reply through email or phone in token of acceptance of this offer and also indicate the exact date of your joining. Please note that this offer is valid for three days form the date of receipt. You will need to formally accept the offer within this time period.

Sincerely,

For Jade Global Software Pvt. Ltd.

I accept the Offer. I will join on July 22, 2019.

Signature: Atara

Printed Name: FALGUN ATARA

Date: January 20, 2019

jade GLOBAL

Salary Break Up

SALARY BREAK-UP
Name : Falgun Atara
Title : Trainee
Effective Date : July 22, 2019

jade GLOBAL

Annual Gross Salary (CTC)		**3,00,300.00**
Breakup for Annual Fixed CTC :	**22,750.00**	**2,73,000.00**
1) Earnings	**Monthly**	**Annually**
Basic	10,500.00	1,26,000.00
HRA	4,200.00	50,400.00
Special Allowance	2,497.00	29,964.00
Transport Allowance	1,600.00	19,200.00
Education Allowance	200.00	2,400.00
Medical Allowance	1,250.00	15,000.00
Statutory Bonus	738.00	8,856.00
Employer's Contribution to PF	1,260.00	15,120.00
Gratuity	505.00	6,060.00
Gross Fixed CTC	**22,750.00**	**2,73,000.00**
2) Variable Pay - Annual		**27,300.00**
3) Annual Gross TOTAL Earnings (CTC)		**3,00,300.00**

TAP/2019/12/08

jade GLOBAL

January 18, 2019

To,
Madhura Patwardhan
India

Dear Madhura,

We are pleased to offer you employment with Jade Global Software Pvt. Ltd. as a **"Trainee"**. Based on our discussions, your date of Joining is **July 22, 2019**. In case you have not joined by this date, this offer stands cancelled unless otherwise extended in writing by the undersigned.

You will earn a gross salary (CTC) of **INR 300,300 per annum**.

This offer has been made based on the information furnished by you at the time of our interaction. If there is any discrepancy in the documents furnished by you, we retain the right to withdraw this offer made to you. This offer is subject to a reference check done by us as provided by you at the time of joining.

You shall be issued an appointment letter with detailed terms of service on the date of joining. You will be governed by the rules and regulations of the company applicable to you. On the date of your joining you are requested to meet the HR at 9:00 a.m. to complete the joining formalities and to obtain a detailed understanding of the rules and regulations of the company. Upon joining, you will be assigned a Supervisor who will discuss with you your Roles and Responsibilities and the Key Result Areas for your job.

Please bring originals and photocopies of the following documents at the time of joining:

1) Photo copy of your education certificates (SSC, HSC, Graduation, other relevant certificates if any)
2) Passport Size Photographs, Permanent & Current Address Proofs
3) Photo copy of PAN Card, Passport and Blood Group details

It is with great pleasure that we welcome you to Jade Global Software Pvt. Ltd. India. If the above is agreeable, please sign below where indicated, and keep a duplicate copy of this letter for your records or reply through email or phone in token of acceptance of this offer and also indicate the exact date of your joining. Please note that this offer is valid for three days form the date of receipt. You will need to formally accept the offer within this time period.

Sincerely,

For Jade Global Software Pvt. Ltd.

I accept the Offer. I will join on July 22, 2019.

Signature: Patwardhan

Printed Name: MADHURA PATWARDHAN

Date: 20-01-2019

jade GLOBAL

Salary Break Up

SALARY BREAK-UP
Name : Madhura Patwardhan
Title : Trainee
Effective Date : July 22, 2019

jade GLOBAL

Annual Gross Salary (CTC)		**3,00,300.00**
Breakup for Annual Fixed CTC :	**22,750.00**	**2,73,000.00**
1) Earnings	**Monthly**	**Annually**
Basic	10,500.00	1,26,000.00
HRA	4,200.00	50,400.00
Special Allowance	2,497.00	29,964.00
Transport Allowance	1,600.00	19,200.00
Education Allowance	200.00	2,400.00
Medical Allowance	1,250.00	15,000.00
Statutory Bonus	738.00	8,856.00
Employer's Contribution to PF	1,260.00	15,120.00
Gratuity	505.00	6,060.00
Gross Fixed CTC	**22,750.00**	**2,73,000.00**
2) Variable Pay - Annual		**27,300.00**
3) Annual Gross TOTAL Earnings (CTC)		**3,00,300.00**

TAP/2019/R/16

jade GLOBAL

January 18, 2019

To,
Pavan Raut
India

Dear Pavan,

We are pleased to offer you employment with Jade Global Software Pvt. Ltd. as a **"Trainee"**. Based on our discussions, your date of Joining is **July 22, 2019**. In case you have not joined by this date, this offer stands cancelled unless otherwise extended in writing by the undersigned.

You will earn a gross salary (CTC) of **INR 300,300 per annum**.

This offer has been made based on the information furnished by you at the time of our interaction. If there is any discrepancy in the documents furnished by you, we retain the right to withdraw this offer made to you. This offer is subject to a reference check done by us as provided by you at the time of joining.

You shall be issued an appointment letter with detailed terms of service on the date of joining. You will be governed by the rules and regulations of the company applicable to you. On the date of your joining you are requested to meet the HR at 9:00 a.m. to complete the joining formalities and to obtain a detailed understanding of the rules and regulations of the company. Upon joining, you will be assigned a Supervisor who will discuss with you your Roles and Responsibilities and the Key Result Areas for your job.

Please bring originals and photocopies of the following documents at the time of joining:

1) Photo copy of your education certificates (SSC, HSC, Graduation, other relevant certificates if any)
2) Passport Size Photographs, Permanent & Current Address Proofs
3) Photo copy of PAN Card, Passport and Blood Group details

It is with great pleasure that we welcome you to Jade Global Software Pvt. Ltd. India. If the above is agreeable, please sign below where indicated, and keep a duplicate copy of this letter for your records or reply through email or phone in token of acceptance of this offer and also indicate the exact date of your joining. Please note that this offer is valid for three days form the date of receipt. You will need to formally accept the offer within this time period.

Sincerely,

For Jade Global Software Pvt. Ltd.

I accept the Offer. I will join on July 22, 2019.

Signature: _____ Printed Name: Pavan Raut

Date: 25/01/2019

jade GLOBAL

Salary Break Up

SALARY BREAK-UP
Name : Pavan Raut
Title : Trainee
Effective Date : July 22, 2019

jade GLOBAL

Annual Gross Salary (CTC)		**3,00,300.00**
Breakup for Annual Fixed CTC :	**22,750.00**	**2,73,000.00**
1) Earnings	**Monthly**	**Annually**
Basic	10,500.00	1,26,000.00
HRA	4,200.00	50,400.00
Special Allowance	2,497.00	29,964.00
Transport Allowance	1,600.00	19,200.00
Education Allowance	200.00	2,400.00
Medical Allowance	1,250.00	15,000.00
Statutory Bonus	738.00	8,856.00
Employer's Contribution to PF	1,260.00	15,120.00
Gratuity	505.00	6,060.00
Gross Fixed CTC	**22,750.00**	**2,73,000.00**
2) Variable Pay - Annual		**27,300.00**
3) Annual Gross TOTAL Earnings (CTC)		**3,00,300.00**

25

jade
GLOBAL

January 18, 2019

To,
Shravani Jawalkar
India

Dear Shravani,

We are pleased to offer you employment with Jade Global Software Pvt. Ltd. as a **"Trainee"**. Based on our discussions, your date of Joining is **July 22, 2019**. In case you have not joined by this date, this offer stands cancelled unless otherwise extended in writing by the undersigned.

You will earn a gross salary (CTC) of **INR 300,300 per annum**.

This offer has been made based on the information furnished by you at the time of our interaction. If there is any discrepancy in the documents furnished by you, we retain the right to withdraw this offer made to you. This offer is subject to a reference check done by us as provided by you at the time of joining.

You shall be issued an appointment letter with detailed terms of service on the date of joining. You will be governed by the rules and regulations of the company applicable to you. On the date of your joining you are requested to meet the HR at 9:00 a.m. to complete the joining formalities and to obtain a detailed understanding of the rules and regulations of the company. Upon joining, you will be assigned a Supervisor who will discuss with you your Roles and Responsibilities and the Key Result Areas for your job.

Please bring originals and photocopies of the following documents at the time of joining:

1) Photo copy of your education certificates (SSC, HSC, Graduation, other relevant certificates if any)
2) Passport Size Photographs, Permanent & Current Address Proofs
3) Photo copy of PAN Card, Passport and Blood Group details

It is with great pleasure that we welcome you to Jade Global Software Pvt. Ltd. India. If the above is agreeable, please sign below where indicated, and keep a duplicate copy of this letter for your records or reply through email or phone in token of acceptance of this offer and also indicate the exact date of your joining. Please note that this offer is valid for three days form the date of receipt. You will need to formally accept the offer within this time period.

Sincerely,

For Jade Global Software Pvt. Ltd.

I accept the Offer. I will join on July 22, 2019.

Signature: S. P. Jawalkar

Printed Name: S. P. Jawalkar

Date: 13/02/19

jade GLOBAL

Salary Break Up

SALARY BREAK-UP
Name : Shravani Jawalkar
Title : Trainee
Effective Date : July 22, 2019

jade GLOBAL

Annual Gross Salary (CTC)		3,00,300.00
Breakup for Annual Fixed CTC :	22,750.00	2,73,000.00
1) Earnings	Monthly	Annually
Basic	10,500.00	1,26,000.00
HRA	4,200.00	50,400.00
Special Allowance	2,497.00	29,964.00
Transport Allowance	1,600.00	19,200.00
Education Allowance	200.00	2,400.00
Medical Allowance	1,250.00	15,000.00
Statutory Bonus	738.00	8,856.00
Employer's Contribution to PF	1,260.00	15,120.00
Gratuity	505.00	6,060.00
Gross Fixed CTC	22,750.00	2,73,000.00
2) Variable Pay - Annual		27,300.00
3) Annual Gross TOTAL Earnings (CTC)		3,00,300.00

TAP/2019IR/21

jade GLOBAL

January 18, 2019

To,
Trupti Kotak
India

Dear Trupti,

We are pleased to offer you employment with Jade Global Software Pvt. Ltd. as a **"Trainee"**. Based on our discussions, your date of Joining is **July 22, 2019**. In case you have not joined by this date, this offer stands cancelled unless otherwise extended in writing by the undersigned.

You will earn a gross salary (CTC) of **INR 300,300 per annum**.

This offer has been made based on the information furnished by you at the time of our interaction. If there is any discrepancy in the documents furnished by you, we retain the right to withdraw this offer made to you. This offer is subject to a reference check done by us as provided by you at the time of joining.

You shall be issued an appointment letter with detailed terms of service on the date of joining. You will be governed by the rules and regulations of the company applicable to you. On the date of your joining you are requested to meet the HR at 9:00 a.m. to complete the joining formalities and to obtain a detailed understanding of the rules and regulations of the company. Upon joining, you will be assigned a Supervisor who will discuss with you your Roles and Responsibilities and the Key Result Areas for your job.

Please bring originals and photocopies of the following documents at the time of joining:

1) Photo copy of your education certificates (SSC, HSC, Graduation, other relevant certificates if any)
2) Passport Size Photographs, Permanent & Current Address Proofs
3) Photo copy of PAN Card, Passport and Blood Group details

It is with great pleasure that we welcome you to Jade Global Software Pvt. Ltd. India. If the above is agreeable, please sign below where indicated, and keep a duplicate copy of this letter for your records or reply through email or phone in token of acceptance of this offer and also indicate the exact date of your joining. Please note that this offer is valid for three days form the date of receipt. You will need to formally accept the offer within this time period.

Sincerely,

For Jade Global Software Pvt. Ltd.

I accept the Offer. I will join on July 22, 2019.

Signature: Kotak

Printed Name: TRUPTI T. KOTAK

Date: 20-01-2019

jade GLOBAL

Salary Break Up

SALARY BREAK-UP
Name : Trupti Kotak
Title : Trainee
Effective Date : July 22, 2019

jade GLOBAL

Annual Gross Salary (CTC)		**3,00,300.00**
Breakup for Annual Fixed CTC :	**22,750.00**	**2,73,000.00**
1) Earnings	**Monthly**	**Annually**
Basic	10,500.00	1,26,000.00
HRA	4,200.00	50,400.00
Special Allowance	2,497.00	29,964.00
Transport Allowance	1,600.00	19,200.00
Education Allowance	200.00	2,400.00
Medical Allowance	1,250.00	15,000.00
Statutory Bonus	738.00	8,856.00
Employer's Contribution to PF	1,260.00	15,120.00
Gratuity	505.00	6,060.00
Gross Fixed CTC	**22,750.00**	**2,73,000.00**
2) Variable Pay - Annual		**27,300.00**
3) Annual Gross TOTAL Earnings (CTC)		**3,00,300.00**

TAP/2019/3/30(A)

KINETIC TAIGENE ELECTRICAL CO. PVT. LTD.
Gat No. 436-A/2, Kanhe Takwe Road, At Post Takwe (BK),
Taluka Maval, Dist. Pune - 412 106.

KINETIC

23230

KT/HR/2019
Date: 15.07.2019

Mr. Abhishek Anil Chaudhari.
Khadki road, Doctor Colony
Malkapur, Akola
Pin code-444004.

Appointment as Trainee

Dear Mr. Chaudhari,

With reference to your application dated **15.07.2019** and subsequent interview you had with us, we are pleased to offer you training as **"Trainee"** in **Production dept** in Grade T4, for a period of **Six Months** from your date of joining i.e. **16.07.2019** and your service will automatically come to an end on **15.01.2020** without any notice.

Your remuneration will be as under -

a)	Basic salary	: Rs.	2700.00	pm
b)	House rent allowance	: Rs.	1080.00	pm
c)	Education allowance	: Rs.	300.00	pm
d)	Performance allowance	: Rs.	4296.00	pm
e)	Other allowance	: Rs.	550.00	pm
f)	Conveyance allowance	: Rs.	150.00	pm
g)	Incentive Allowance(in Lieu of Bonus)	: Rs.	1460.00	pm
	TOTAL	: **Rs.**	**10536.00**	**pm**
	Co's Contribution to PF	: Rs.	324.00	pm
	Bonus	: Rs.	540.00	pm
	TOTAL	: **Rs.**	**11400.00**	**pm**
	Incentive(Variable as per Plan)	: Rs.	600.00	pm
	TOTAL C.T.C	: **Rs.**	**12000.00**	**pm**

You will also be eligible for Provident fund as per statutory regulations & company policies.
On completion of your training period, your appointment will get automatically terminated without any notice. This order does not best on any right of employment upon you.

The Company's terms and conditions are explained in Annexure 1, which will form an integral part of this appointment letter.
Kindly sign the duplicate copy of this letter as a taken of acceptance and return the same to us within 7 days of receipt; else this appointment letter stands cancelled automatically.
You will be required to handover to HR at the time of joining itself the following documents –
1) Medical fitness Certificate from any MBBS doctor (2) Copies of certificate & testimonials pertaining to age and qualification (3) Recent identity size 3 color photo.
We welcome you and look forward to your active participation in the business growth of the Company.

Thanking you,

Yours faithfully,
For **KINETIC TAIGENE ELECTRICAL CO.PVT.LTD.**

AUTHORISED SIGNATORY

KINETIC TAIGENE ELECTRICAL COMPANY PRIVATE LIMITED
Gat No. 436-A/2, Kanhe Takwe Road, At Post Takwe (BK), Tal.Maval, Dist.Pune-412 106

ANNEXURE- 1

Terms & conditions

1) Transfer : During your services, you may be transferred from one place to another and/or from department to another and/or from one unit to another, either existing or to be setup in future or sister organization anywhere in India or abroad purely at the discretion of the management.

2) Medical fitness: This appointment and its continuance will be subject to your being found medically fit and remaining so during the employment. You may be required at any time during your services period to appear before a Medical Officer specified by the Company, whose findings shall be final and binding on you.

3) Misconduct: During your services with the Company, if you are involved or found guilty of dishonesty, negligence, indiscipline, or involved in criminal cases/activities, or of any conduct considered by us as detrimental to interests of the Company or of violation of one or more terms of your services, it would amount to breach of this agreement and you will be liable for disciplinary action including termination of your services with the Company, without notice.

4) Performance: During the services period if your performance is not found satisfactory you will be liable for termination of your services without any notice.

5) Confidentially: You will treat all information received by you during the course of your services with us as confidential. You shall not either during your services with the Company or thereafter, divulge of any unauthorized person, any ideas or any other information concerning the business and affairs of the Company, or and of its dealings, transactions or trade affairs or trade secrets, which come to your knowledge during the course of your own benefit.

6) Safe keeping of Company's property: You will be responsible for safe keeping and return in good condition and order all Company's property such as tools, equipments, instruments, books etc. which may be in your possession, use, custody or charge. The Company shall have the right to deduct the money value of all such goods from your dues/salary and take such other action, as it deem proper in the event of your failure to account for such property to its satisfaction.

7) General: (a) You will not, without the Company's prior written permission carry on any work for remuneration during your spare time. (b) You will be governed & will abide by the Model Standing Orders & Company's rules & regulations applicable to you, which are in force for the time being or that may be framed from time to time. (c) You shall carry out all other lawful orders/ instructions/ directions of your superiors as are given to you in connection with the day to day discharge of your duties while in services.

8) Leave: You will be entitled for leave as per Company Leave policy, as may be revised from time to time.

AUTHORISED SIGNATORY

I hereby accept your offer for services as per the terms & conditions and I shall be joining on _____

Sign

Name_____ Date _____

TAP/2019/S/30

from **SKADA Technology Solution Private Limited**<sushant.sktechnology@gmail.com>

to hrd@kinetic-taigene.com

Mehboob Saiyyad <offshore1989@gmail.com>

bcc tpossgmce@gmail.com

date Apr 27, 2019, 9:27 AM

subject Regarding Campus Drive at Shegao

mailed-by gmail.com

signed-by gmail.com

Dear Sir,

Greetings of the day...

As per our discussion, we had successfully conducted campus drive at SGMCOE Shegao as per your requirement.

Herewith I have attached selected student list by us on behlaf of your requirement. During interview we have shared complete Job Description and all facilities.

Kindly send us confirmation for the same and also share us the joining schedule.

--

Thanks & Regards ,

Sushant Kerimani
Director
9545506968/8657879502

SKADA Technology Solution Private Limited
SKADA Technology Research & Training
Head Office : Ground Floor, Bafna Heights ,
Opposite to Mamata Sweets , Near Ramkrishna Mangal Karyalay,
Pimple Gurav , Pune - 411061, Maharashtra, INDIA

PLC ,SCADAII LabView II Embedded II Robotics II IoT II MATLAB II Workshops II Industrial Training II Lab Development II Engineering Projects II Application Development II Research

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON
TRAINING AND PLACEMENT DEPARTMENT

No. T&P/SSDP/06/19

Date: 16/07/2019

SOFT SKILL DEVELOPMENT PROGRAMME FOR B.E. THIRD YEAR STUDENTS BY M/s. S & K ASSOCIATES, NASHIK

1) All B.E. Third Year Students are hereby informed **to attend the SOFT SKILL DEVELOPMENT PROGRAMME, Module-I- "EPS Module-III with video mirroring"** on **25th, 26th & 27th JULY 2019** in the **Swadhyay Kaksha, Sports Complex Building without fail.**

2) It is a **basic eligibility criteria for the Placement process** conducted by T&P Department.

3) All the students must report at **8.00 AM, 12.00 PM & 4:30 PM sharp** to the respective venue.

4) The Batch-wise list of students will be displayed on the T&P Notice Board.

Venue: Swadhyay Kaksha, Sports Complex Building.

T&P Officer
SSGMCE, Shegaon

Copy to: 1) All Departmental Notice Boards (Third Year).
2) T&P Notice Board.

SN	NAME	BRANCH	SELCTED COMPANY	SALARY
1	Anushri Borkar	E&TC	DHOOT TRANSMISSION	9,000
2	Bhagyashree Pahanptte	E&TC	DHOOT TRANSMISSION	9,000
3	Mayuri Kathole	E&TC	DHOOT TRANSMISSION	9,000
4	Savita Nikhade	E&TC	DHOOT TRANSMISSION	9,000
5	Snehal Damdhar	E&TC	DHOOT TRANSMISSION	9,000
6	Apeksha Mali	E&TC	DHOOT TRANSMISSION	9,000
7	Chaitalee Hedau	E&TC	DHOOT TRANSMISSION	9,000
8	Gauri Narwade	E&TC	DHOOT TRANSMISSION	9,000
9	Aarti Gohatre	E&TC	DHOOT TRANSMISSION	9,000
10	Puja Bajhele	EEE	DHOOT TRANSMISSION	9,000
11	Neha Waege	EEE	DHOOT TRANSMISSION	9,000
12	Tejaswini Nikole	EEE	DHOOT TRANSMISSION	9,000
13	Trusha Dhage	EEE	DHOOT TRANSMISSION	9,000
14	~~Mayuri Pokale~~	E&TC	KINETIC HYUNDAI	9,000
15	Namrata Patil	E&TC	KINETIC HYUNDAI	9,000
16	Anuja Dhokane	E&TC	KINETIC HYUNDAI	9,000
17	Shivani Nema	E&TC	KINETIC HYUNDAI	9,000
18	Manisha Vadode	E&TC	KINETIC HYUNDAI	9,000
19	Pallavi Ingale	E&TC	KINETIC HYUNDAI	9,000
20	Priyanka Wakode	E&TC	KINETIC HYUNDAI	9,000
21	Diksha kale	E&TC	KINETIC HYUNDAI	9,000
22	Bumika Akade	EEE	KINETIC HYUNDAI	9,000
23	Priya Pawar	EEE	KINETIC HYUNDAI	9,000
24	Nikita Satao	EEE	KINETIC HYUNDAI	9,000
25	~~Pranoti Barde~~	~~EEE~~	KINETIC HYUNDAI	9,000
26	Monali Polakhare	EEE	KINETIC HYUNDAI	9,000
27	Aakanksha Waghmare	EEE	KINETIC HYUNDAI	9,000
28	Shubhangi Madke	EEE	KINETIC HYUNDAI	9,000
29	Megha Malwande	EEE	KINETIC HYUNDAI	9,000
30	~~Nikita Bhagat~~	~~EEE~~ EXTC	KINETIC HYUNDAI	9,000
31	~~Pragati Langote~~	EXTC	KINETIC HYUNDAI	9,000
32	Shraddha Deshmukh	EEE	KINETIC HYUNDAI	9,000
33	~~Dilip Patil~~	E&TC	KINETIC TAIGINE	12,000
34	~~Aniket Nishchal~~	E&TC	KINETIC TAIGINE	12,000
35	~~Kunal Isal~~	E&TC	KINETIC TAIGINE	12,000
36	Vaibhav Bhutada	ELPO	KINETIC TAIGINE	12,000
37	~~Narendra Chandak~~	E&TC	KINETIC TAIGINE	12,000
38	~~Venkatesh Ramilla~~	E&TC	KINETIC TAIGINE	12,000
39	~~Vishal Magar~~	E&TC	KINETIC TAIGINE	12,000
40	~~Vishal Keshavwar~~	E&TC	KINETIC TAIGINE	12,000
41	Rameshwar Shrinath	ELPO	KINETIC TAIGINE	12,000
42	Abhishek Chaudhari	EEE	KINETIC TAIGINE	12,000
43	Vaibhav Kale	EEE	KINETIC TAIGINE	12,000
44	Ajay Khadse	EEE	KINETIC TAIGINE	12,000
45	Akshay Gavande	EEE	KINETIC TAIGINE	12,000
46	Nagesh Gaikwad	EEE	KINETIC TAIGINE	12,000

SN	NAME	BRANCH	SELCTED COMPANY	SALARY
47	Kaushubh Badhe	EEE	KINETIC TAIGINE	12,000
48	Chetan Ambalkar	EEE	KINETIC TAIGINE	12,000
49	Omkesh Nawalkar	EEE	KINETIC TAIGINE	12,000
50	Parikshit Patil	EEE	KINETIC TAIGINE	12,000
51	Shweta Tiwari	E&TC	SOURABH FLEXI PACK	12,000
52	Shweta Raut	EEE	SOURABH FLEXI PACK	12,000

SN	COMPANY NA	NO OF STUDENTS
1	DHOOT TRANS	13
2	SOURABH FLEX	2
3	KINETIC HYUN	19
4	KINETIC TAIGI	18
	TOTAL SHORT	52

TAP/2019/0108

KPIT

Offer Letter and Terms of Employment
Date: 23.02.2019

Dear **Gaurav Prabhu Makde**,

At the outset, we would like to extend our sincere thanks for exploring career opportunities with KPIT. Further to our discussions, we are delighted to extend you an offer of employment.

This offer is based on your profile, relevant work experience and performance in the selection process.

- Role: **Trainee**
- Designation: **Trainee**
- Grade: **A**

Your Total Target Compensation including all benefits will be Rs. 3,25,000/- (Three Lakh Twenty Five Thousand) per annum; upon Successful Completion of KPIT Elective (If Applicable). Annexure A provides a detailed break-up of the compensation package.

You shall be governed by the terms and conditions of service during your employment with KPIT as per existing policies and those that may be amended from time to time.

Kindly confirm your acceptance through the system generated email within 7 days from the date of this offer beyond which this offer is considered null and void. Your offer is subject to a positive background check and in case the background check comes out negative, company reserves the right to terminate your services with immediate effect.

You will be eligible for Gratuity, Mediclaim and Group Personal Accident Insurance benefits as per the company policy. The duly signed appointment letter will be issued to you on the first day of your joining at KPIT only upon submitting your valid testimonials and related joining formalities.

A new assignment, work place and colleagues, await you to jump start to achieve the company's vision of building a global Mobility Organization. Work life at KPIT is all about mobility, enabling our customers by accelerating implementation of next generation mobility technologies. We value fun as an integral part of our culture.

As a token of your acceptance of the above terms and conditions of the offer, please sign the duplicate copy of this letter and indicate the date on which you can begin your employment with us.

Yours Sincerely,
For: KPIT Engineering Limited*

K.N.Acharya

KNS Acharya
Vice President
Talent Acquisition Group (TAG)
Education & Competency Development (ECoDe)

KPIT

COMPENSATION & BENEFITS

The details of your compensation and benefits are given below:

Basic Salary

- Your Basic Salary will be **INR 16,500/-** per month.

House Rent Allowance

- Your HRA will be **INR 825/-** per month.

Monthly Bonus

- You will be eligible for monthly bonus of **INR 3,300/-**.

Employer's contribution to 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 KPIT will contribute 12% of your basic salary every month towards Provident Fund, as per the provisions of the said Act
- You are required to submit your Universal Account Number (UAN), if any, issued by your previous employer on the Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account

India Allowance

- You will be paid **INR 3,042/-** per month

Total Targeted Compensation (TTC)

- TTC is the sum of all components namely - Basic salary, HRA, Conveyance allowance, monthly bonus, employer PF contribution, India allowance and FB.

Gratuity

- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

Employer's contribution to Insurance Premium

- Amount mentioned is an indicative average cost incurred by Company towards Group Mediclaim, Group Personal Accident and Group Term Life Insurance premium

Other benefits

- It's a sum of gratuity and employer's contribution to insurance premium

Cost to Company (CTC)

- CTC is the sum of all components namely - Basic salary, HRA, Conveyance allowance, monthly bonus, employer PF contribution, India allowance, FBP, gratuity and employer's contribution to insurance premium.

OTHER BENEFITS

Annual Leave

- You will be eligible for Annual Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion. You can refer to the Leave Policy on the "myWorld",KPIT's internal portal

Holidays

- You are entitled to Public Holidays applicable at India every year at the regular rate of pay. If placed at a customer site, you must follow holidays observed by customer.

Transport Service

- You can opt for the transportation service provided by KPIT based on the availability of seats and the present standard routes. The cost of transportation will be borne by you, cost and the route details would be as per the KPIT Policy.

Benefits Coverage

- Group Medical Insurance cover of **INR 6,00,000.00/-**
- Group Term Life Insurance cover of **INR 10,05,000.00/-**
- Group Personal Accident Insurance cover of **INR 10,00,000/-**

* The above Plan however can be modified on yearly basis at Employer's discretion

KPIT

ANNEXURE A

Components	Monthly [Amount (in INR)]	Yearly [Amount (in INR)]
Basic Salary	16,500.00	198,000.00
House Rent Allowance	825.00	9,900.00
Monthly Bonus	3,300.00	39,600.00
Employer's contribution to Provident Fund	1,980.00	23,760.00
India Allowance	3,042.00	36,500.00
Flexi Basket*	0.00	0.00
Additional Allowance	1,437.00	17,240.00
Fixed Compensation**	**0.00**	**325,000.00**
Skill Allowance	0.00	0.00
Other Compensation	0.00	0.00
Variable Performance Incentive***	0.00	0.00
Incentive and Bonus	0.00	0.00
Monthly Total	27,084.00	0.00
Total Target Compensation	**0.00**	**325,000.00**
Notional Provision for Statutory Gratuity	0.00	9,524.00
Employer's contribution to Insurance Premium	0.00	4,700.00
Other Benefits	0.00	**14,224.00**
Cost to Company	0.00	**339,224.00**

- Fixed compensation is payable subject to adherence of all applicable policies of the organization.
- ** The amount mentioned under Variable Performance Incentive is fully variable and payable on the performance as per Company Policy.
- *** As per Payment of Gratuity Act.
- **** The amount mentioned is an indicative average cost incurred by Company towards Group Mediclaim, Group Personal Accident and Group Term Life Insurance premium.

Kindly note -

- The above salary break-up is per annum and is provided based on the existing company policies and may undergo change from time to time.
- As per the company policy you are required to maintain total confidentiality of your compensation details.
- Certain figures mentioned in this Letter of Offer, including financial information have been subject to rounding-off adjustments. In certain instances,
  - The sum change of such numbers may not match exactly to the total figure given; and
  - The sum of the numbers in a column or row in certain tables may not match exactly to the total figure given for that column or row.

Terms of Employment -

Bond

- You will also be required to sign a Bond of 24 months prior to your appointment. This covers the cost of training that we will provide to you. In the event of breaching the bond, there will be a penalty of INR 2,00,000 payable to the company in lieu of training costs.

Probation Period

- You will be on probation for 6 Months. Your confirmation will be communicated to you in writing. KPIT reserves the right to terminate your employment in case your performance, behavior and / or conduct during the probation period is found unsatisfactory.

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.

Mobility

- KPIT reserves the right to transfer / utilize your services at any of its offices, work sites, or outside India, on the terms and conditions as applicable to you at the time of transfer.

Salary Review, Increments and Promotions

- Your performance and contribution to the company will be an important consideration for salary Review,increments and promotions
- You will be considered for salary review and promotions as per the company's policies effective from time to time.

Alternative Employment

- As a full-time employee of KPIT, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of KPIT

Confidentiality Agreement

- As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of KPIT and its clients

Overseas Agreement / International Assignment Agreement

- If you are on international assignment, you will be covered by the KPIT International Assignment policy from the date of deputation, accordingly, you will be required to sign the applicable Overseas Deputation / International Assignment Agreement(s).
- In case of every international assignment that exceeds 30 days, you will be required to serve notice period KPIT as per the policy. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to KPIT and its associates. This transfer of knowledge and information is essential for KPIT 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 KPIT for a minimum period of 12 months on completion of training

KPIT Code of Conduct

- You are required to sign the KPITs Code of Conduct and follow the same in your day to day conduct as an employee of KPIT

Conditional Offer:

- The Offer is valid subject to :
    a. Passing of KPIT PACE Assessment (if applicable)
    b. Your joining in the organization is subject to: Â Completion of degree in stipulated time frame, without keeping any terms/backlog and is eligible for award of degree certificate by the respective University.

Notice Period

- During your employment with KPIT, including probation / training, either you or KPIT can terminate the appointment by giving
    - 30 days' notice during the probation period and
    - 90 calendar day's written notice or 3 month's basic salary in lieu of the notice after confirmation of services.
- The Company reserves the right to release the employee prior to the notice period taking into consideration business needs and work exigencies and the Company will not be liable to make any payment to the employee in lieu of the notice period. If you are covered under Deputation Agreement / International Assignment Agreement, either you or KPIT can terminate the appointment by giving 90 calendar days' written notice as set out in the Separation Policy of KPIT
- KPIT reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned vacation or basic salary in lieu of notice period may be adjusted against the entire or partial notice period.

- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- The company retains the right to recover from you any expenses incurred by it about your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- The company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members.
- The Company also reserves the right to recover the period costs of any specific expenditure incurred, either on processing a visa/ work permit or for any specific training given for an assignment and where you are unable, for any reason, to fulfil your part of the obligation, either to travel or to complete the assignment.

Retirement

- You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

Employment in India

- 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 for permanent employment with KPIT. Keeping your permit / permission up to date during the course of employment with KPIT and submitting a valid copy of that to KPIT is your responsibility

Letter of Appointment

- You will be issued a letter of appointment at the time of your joining and completing joining formalities as per KPITs policy

Terms and Conditions

- The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment

Rules and Regulations of the Company

- Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of KPIT as applicable to you and the changes therein from time to time.

Compliance to all clauses

- You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle KPIT in withdrawing this offer letter at its sole discretion.

Validity:

- This offer is valid for a period of 7 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.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- the company retains the right to recover from you any expenses incurred by it in connection with your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- the company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members

Arbitration

- Any dispute concerning the subject matter of the present appointment letter or Confidentiality & IPR Assignment Undertaking or the breach, termination or validity thereof which shall include but not limited to issue as to the interpretation, operation, or effect of any clause contained in it or any other difference arising (a 'Dispute') shall be first attempted to be settled mutually, failing in which, the dispute shall be referred to the sole arbitrator to be appointed mutually.
- In case the Arbitrator is not appointed mutually, the dispute shall be referred to the arbitrator thatÂ shall be appointed by the High Court of Judicature of Bombay on an application in that behalf by either of the party as per the provisions of the Arbitration and Conciliation Act 1996.
- The place of arbitration shall be city of Pune, Maharashtra. The language of proceedings shall be English.The dispute shall be subject to and governed by the laws prevalent in India. However, in case of any difference on provisions of law in State Law and Central Law on a particular subject, state laws applicable in state of Maharashtra shall prevail.

TAP/20191/0114

KPIT

Offer Letter and Terms of Employment
Date: 22.02.2019

Dear **Nitesh Suresh Pidurkar**,

At the outset, we would like to extend our sincere thanks for exploring career opportunities with KPIT. Further to our discussions, we are delighted to extend you an offer of employment.

This offer is based on your profile, relevant work experience and performance in the selection process.

- Role: **Trainee**
- Designation: **Trainee**
- Grade: **A**

Your Total Target Compensation including all benefits will be Rs. 3,25,000/- (Three Lakh Twenty Five Thousand) per annum; upon Successful Completion of KPIT Elective (If Applicable). Annexure A provides a detailed break-up of the compensation package.

You shall be governed by the terms and conditions of service during your employment with KPIT as per existing policies and those that may be amended from time to time.

Kindly confirm your acceptance through the system generated email within 7 days from the date of this offer beyond which this offer is considered null and void. Your offer is subject to a positive background check and in case the background check comes out negative, company reserves the right to terminate your services with immediate effect.

You will be eligible for Gratuity, Mediclaim and Group Personal Accident Insurance benefits as per the company policy. The duly signed appointment letter will be issued to you on the first day of your joining at KPIT only upon submitting your valid testimonials and related joining formalities.

A new assignment, work place and colleagues, await you to jump start to achieve the company's vision of building a global Mobility Organization. Work life at KPIT is all about mobility, enabling our customers by accelerating implementation of next generation mobility technologies. We value fun as an integral part of our culture.

As a token of your acceptance of the above terms and conditions of the offer, please sign the duplicate copy of this letter and indicate the date on which you can begin your employment with us.

Yours Sincerely,
For: KPIT Engineering Limited*

KNS Acharya
Vice President
Talent Acquisition Group (TAG)
Education & Competency Development (ECoDe)

COMPENSATION & BENEFITS

The details of your compensation and benefits are given below:

Basic Salary

- Your Basic Salary will be **INR 16,500/-** per month.

House Rent Allowance

- Your HRA will be **INR 825/-** per month.

Monthly Bonus

- You will be eligible for monthly bonus of **INR 3,300/-.**

Employer's contribution to 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 KPIT will contribute 12% of your basic salary every month towards Provident Fund, as per the provisions of the said Act
- You are required to submit your Universal Account Number (UAN), if any, issued by your previous employer on the Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account

India Allowance

- You will be paid **INR 3,042/-** per month

Total Targeted Compensation (TTC)

- TTC is the sum of all components namely - Basic salary, HRA, Conveyance allowance, monthly bonus, employer PF contribution, India allowance and FB.

Gratuity

- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

Employer's contribution to Insurance Premium

- Amount mentioned is an indicative average cost incurred by Company towards Group Mediclaim, Group Personal Accident and Group Term Life Insurance premium

Other benefits

- It's a sum of gratuity and employer's contribution to insurance premium

Cost to Company (CTC)

- CTC is the sum of all components namely - Basic salary, HRA, Conveyance allowance, monthly bonus, employer PF contribution, India allowance, FBP, gratuity and employer's contribution to insurance premium.

OTHER BENEFITS

Annual Leave

- You will be eligible for Annual Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion. You can refer to the Leave Policy on the "myWorld",KPIT's internal portal

Holidays

- You are entitled to Public Holidays applicable at India every year at the regular rate of pay. If placed at a customer site, you must follow holidays observed by customer.

Transport Service

- You can opt for the transportation service provided by KPIT based on the availability of seats and the present standard routes. The cost of transportation will be borne by you, cost and the route details would be as per the KPIT Policy.

Benefits Coverage

- Group Medical Insurance cover of **INR 6,00,000.00/-**
- Group Term Life Insurance cover of **INR 10,05,000.00/-**
- Group Personal Accident Insurance cover of **INR 10,00,000/-**

* The above Plan however can be modified on yearly basis at Employer's discretion

KPIT

ANNEXURE A

Components	Monthly [Amount (in INR)]	Yearly [Amount (in INR)]
Basic Salary	16,500.00	198,000.00
House Rent Allowance	825.00	9,900.00
Monthly Bonus	3,300.00	39,600.00
Employer's contribution to Provident Fund	1,980.00	23,760.00
India Allowance	3,042.00	36,500.00
Flexi Basket*	0.00	0.00
Additional Allowance	1,437.00	17,240.00
Fixed Compensation**	**0.00**	**325,000.00**
Skill Allowance	0.00	0.00
Other Compensation	0.00	0.00
Variable Performance Incentive***	0.00	0.00
Incentive and Bonus	0.00	0.00
Monthly Total	27,084.00	0.00
Total Target Compensation	**0.00**	**325,000.00**
Notional Provision for Statutory Gratuity	0.00	9,524.00
Employer's contribution to Insurance Premium	0.00	4,700.00
Other Benefits	0.00	**14,224.00**
Cost to Company	0.00	**339,224.00**

- Fixed compensation is payable subject to adherence of all applicable policies of the organization.
- ** The amount mentioned under Variable Performance Incentive is fully variable and payable on the performance as per Company Policy.
- *** As per Payment of Gratuity Act.
- **** The amount mentioned is an indicative average cost incurred by Company towards Group Mediclaim, Group Personal Accident and Group Term Life Insurance premium.

Kindly note -

- The above salary break-up is per annum and is provided based on the existing company policies and may undergo change from time to time.
- As per the company policy you are required to maintain total confidentiality of your compensation details.
- Certain figures mentioned in this Letter of Offer, including financial information have been subject to rounding-off adjustments. In certain instances,
  - The sum change of such numbers may not match exactly to the total figure given; and
  - The sum of the numbers in a column or row in certain tables may not match exactly to the total figure given for that column or row.

KPIT

Terms of Employment -

Bond

- You will also be required to sign a Bond of 24 months prior to your appointment. This covers the cost of training that we will provide to you. In the event of breaching the bond, there will be a penalty of INR 2,00,000 payable to the company in lieu of training costs.

Probation Period

- You will be on probation for 6 Months. Your confirmation will be communicated to you in writing. KPIT reserves the right to terminate your employment in case your performance, behavior and / or conduct during the probation period is found unsatisfactory.

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.

Mobility

- KPIT reserves the right to transfer / utilize your services at any of its offices, work sites, or outside India, on the terms and conditions as applicable to you at the time of transfer.

Salary Review, Increments and Promotions

- Your performance and contribution to the company will be an important consideration for salary Review,increments and promotions
- You will be considered for salary review and promotions as per the company's policies effective from time to time.

Alternative Employment

- As a full-time employee of KPIT, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of KPIT

Confidentiality Agreement

- As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of KPIT and its clients

Overseas Agreement / International Assignment Agreement

- If you are on international assignment, you will be covered by the KPIT International Assignment policy from the date of deputation, accordingly, you will be required to sign the applicable Overseas Deputation / International Assignment Agreement(s).
- In case of every international assignment that exceeds 30 days, you will be required to serve notice period KPIT as per the policy. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to KPIT and its associates. This transfer of knowledge and information is essential for KPIT 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 KPIT for a minimum period of 12 months on completion of training

KPIT Code of Conduct

- You are required to sign the KPITs Code of Conduct and follow the same in your day to day conduct as an employee of KPIT

Conditional Offer:

- The Offer is valid subject to :
  a. Passing of KPIT PACE Assessment (if applicable)
  b. Your joining in the organization is subject to: Completion of degree in stipulated time frame, without keeping any terms/backlog and is eligible for award of degree certificate by the respective University.

Notice Period

- During your employment with KPIT, including probation / training, either you or KPIT can terminate the appointment by giving
  - 30 days' notice during the probation period and
  - 90 calendar day's written notice or 3 month's basic salary in lieu of the notice after confirmation of services.
- The Company reserves the right to release the employee prior to the notice period taking into consideration business needs and work exigencies and the Company will not be liable to make any payment to the employee in lieu of the notice period. If you are covered under Deputation Agreement / International Assignment Agreement, either you or KPIT can terminate the appointment by giving 90 calendar days' written notice as set out in the Separation Policy of KPIT
- KPIT reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned vacation or basic salary in lieu of notice period may be adjusted against the entire or partial notice period.

- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- The company retains the right to recover from you any expenses incurred by it about your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- The company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members.
- The Company also reserves the right to recover the period costs of any specific expenditure incurred, either on processing a visa/ work permit or for any specific training given for an assignment and where you are unable, for any reason, to fulfil your part of the obligation, either to travel or to complete the assignment.

Retirement

- You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

Employment in India

- 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 for permanent employment with KPIT. Keeping your permit / permission up to date during the course of employment with KPIT and submitting a valid copy of that to KPIT is your responsibility

Letter of Appointment

- You will be issued a letter of appointment at the time of your joining and completing joining formalities as per KPITs policy

Terms and Conditions

- The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment

Rules and Regulations of the Company

- Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of KPIT as applicable to you and the changes therein from time to time.

Compliance to all clauses

- You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle KPIT in withdrawing this offer letter at its sole discretion.

Validity:

- This offer is valid for a period of 7 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.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- the company retains the right to recover from you any expenses incurred by it in connection with your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- the company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members

Arbitration

- Any dispute concerning the subject matter of the present appointment letter or Confidentiality & IPR Assignment Undertaking or the breach, termination or validity thereof which shall include but not limited to issue as to the interpretation, operation, or effect of any clause contained in it or any other difference arising (a 'Dispute') shall be first attempted to be settled mutually, failing in which, the dispute shall be referred to the sole arbitrator to be appointed mutually.
- In case the Arbitrator is not appointed mutually, the dispute shall be referred to the arbitrator that shall be appointed by the High Court of Judicature of Bombay on an application in that behalf by either of the party as per the provisions of the Arbitration and Conciliation Act 1996.
- The place of arbitration shall be city of Pune, Maharashtra. The language of proceedings shall be English.The dispute shall be subject to and governed by the laws prevalent in India. However, in case of any difference on provisions of law in Stale Law and Central Law on a particular subject, state laws applicable in state of Maharashtra shall prevail.

LTI
Let's Solve

10

Date: March 11, 2019

Ref: LTI/HR/Campus/2019

Name: Gunjan Kotak

College: Shri Sant Gajanan Maharaj College of Engineering, Shegaon

OFFER OF EMPLOYMENT

Dear Gunjan Kotak,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.3,50,000/-** as per the details mentioned in **'Annexure-1'.**

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in **'Annexure-2'**.

The date of commencement of training and venue for reporting will be intimated to you in advance.

Upon joining and during the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to complete the LTI training which will be communicated to you separately. LTI has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings will be used to allocate you on various projects and the results would also impact your date of joining. If you do not get the minimum score required, you will be asked to reappear for the training assessments prior to your date of joining.

TERMS AND CONDITIONS

1. Increments and Promotions
   Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment
   It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.
   Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents
   Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

LTI
Let's Solve

4. **Background Verification**
As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. **Service Agreement**
You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. **Letter Acceptance**
If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **'Offer of Employment'** on the **CampBuzz Portal** (*https:\\campbuzz.lntinfotech.com*) and register your credentials therein within seven (7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.
According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.

N Govekar

Nikhil Govekar
Sr. Manager - Campus Recruitment

I have read the letter and accept the same.

17/03/19

Signature and Date

LTI
Let's Solve

ANNEXURE-1

Name	: Gunjan Kotak	Date	: March 11, 2019
Salary Grade	: GET(I)		

Component	Amount Rs./Per Annum	Amount Rs. /Per Month
MONTHLY REMUNERATION		
Basic		13,000
House Rent Allowance (H.R.A.)		6,500
Conveyance Allowance		1,600
Medical Allowance		1,250
Adhoc Allowance		3,076
Meal Allowance		1,210
Sub- Total (A)	319,636	26,636
DEFERRED BENEFITS		
Provident Fund (P.F.)		1560
Gratuity		625
Sub- Total (B)	26,224	2,185
Total (A+B)	345,860	28,822
Mediclaim Premium	4,140	
Grand Total	350,000	

Notes:
- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- H.R.A. will be deducted for accommodation (if any) provided by the Company.
- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution
- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

Medical Insurance:
The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

LTI
Let's Solve

ANNEXURE-2

Eligibility Criteria for Engineering & MCA Candidates- 2019 Batch		
Qualification	B.E./B.Tech.	MCA
Branches:	All Branches	Computer Application
Age Criteria: As on 1st July of Passing year (2019)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed only after the completion of the entire course i.e after SSC/after HSC or Diploma/after Graduation. No Year drop allowed.	
Course must complete in:	4 years	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, final semester should have cleared in FIRST ATTEMPT only. • For candidates pursuing HSC and Diploma (both), marks scored in the Diploma course will be taken into consideration.	
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above OR Equivalent CGPA	
	Aggregate of all semesters AND all appeared subjects(irrespective of the University rule)	
	Provisional/Passing Certificate(of all courses) must state First class	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	• No active/live backlogs allowed at the time of the interview process. • Backlogs includes Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re-attempt/ATKT/Backlog/Arrear.	
	• No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course. • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared with the final semester examinations	
Nature of Course:	All Full Time courses Only	
Year of Passing:	2019 SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	

Self-Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/work shift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Signature: Gkotak

Name: GUNJAN TEJESH KOTAK

Mobile No: 9561394101

College Name : SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON

Today's Date: 17/03/19

LTI
Let's Solve

10

Date: March 11, 2019

Ref: LTI/HR/Campus/2019

Name: Gunjan Kotak

College: Shri Sant Gajanan Maharaj College of Engineering, Shegaon

OFFER OF EMPLOYMENT

Dear Gunjan Kotak,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.3,50,000/-** as per the details mentioned in **'Annexure-1'.**

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in **'Annexure-2'**.

The date of commencement of training and venue for reporting will be intimated to you in advance.

Upon joining and during the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to complete the LTI training which will be communicated to you separately. LTI has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings will be used to allocate you on various projects and the results would also impact your date of joining. If you do not get the minimum score required, you will be asked to reappear for the training assessments prior to your date of joining.

TERMS AND CONDITIONS

1. **Increments and Promotions**
   Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. **Overseas Deputation/International Assignment**
   It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.
   Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. **Documents**
   Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

Let's Solve

22

Date: March 11, 2019

Ref: LTI/HR/Campus/2019

Name: Shefali Baghel

College: Shri Sant Gajanan Maharaj College of Engineering, Shegaon

OFFER OF EMPLOYMENT

Dear Shefali Baghel,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.3,50,000/-** as per the details mentioned in **'Annexure-1'.**

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

Upon joining and during the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to complete the LTI training which will be communicated to you separately. LTI has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings will be used to allocate you on various projects and the results would also impact your date of joining. If you do not get the minimum score required, you will be asked to reappear for the training assessments prior to your date of joining.

TERMS AND CONDITIONS

1. **Increments and Promotions**
   Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. **Overseas Deputation/International Assignment**
   It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.
   Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. **Documents**
   Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

Name : Shefali Baghel Date : March 11, 2019

Salary Grade : GET(I)

Component	Amount Rs./Per Annum	Amount Rs. /Per Month
MONTHLY REMUNERATION		
Basic		13,000
House Rent Allowance (H.R.A.)		6,500
Conveyance Allowance		1,600
Medical Allowance		1,250
Adhoc Allowance		3,076
Meal Allowance		1,210
Sub- Total (A)	**319,636**	**26,636**
DEFERRED BENEFITS		
Provident Fund (P.F.)		1560
Gratuity		625
Sub- Total (B)	**26,224**	**2,185**
Total (A+B)	**345,860**	**28,822**
Mediclaim Premium	4,140	
Grand Total	**350,000**	

Notes:

- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- H.R.A. will be deducted for accommodation (if any) provided by the Company.
- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution
- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

Medical Insurance:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. **Service Agreement**
You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. **Letter Acceptance**
If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this '**Offer of Employment**' on the **CampBuzz Portal** (*https:\\campbuzz.ltinfotech.com*) and register your credentials therein within seven (7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.
According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Sr. Manager - Campus Recruitment

I have read the letter and accept the same.

Signature and Date

Qualification	**B.E./B.Tech.**	**MCA**
Branches:	All Branches	Computer Application
Age Criteria: As on 1st July of Passing year (2019)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed only after the completion of the entire course i.e after SSC/after HSC or Diploma/after Graduation. **No Year drop allowed.**	
Course must complete in:	4 years	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, final semester should have cleared in FIRST ATTEMPT only. • For candidates pursuing HSC and Diploma (both), marks scored in the Diploma course will be taken into consideration.	
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above OR Equivalent CGPA	
	Aggregate of all semesters AND all appeared subjects(irrespective of the University rule)	
	Provisional/Passing Certificate(of all courses) must state First class	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	• No active/live backlogs allowed at the time of the interview process. • Backlogs includes Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re-attempt/ATKT/Backlog/Arrear.	
	• No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course. • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared with the final semester examinations	
Nature of Course:	All Full Time courses Only	
Year of Passing:	2019 SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	

Self-Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/work shift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Signature: _____

Name: _____

Mobile No: _____

College Name : _____

Today's Date: _____

2018-19 (JMP)

39

LocationGuru

Date: 10.06.2019

To,
Mr. Shubham Wankhade
Ward No.- 8, Krushna Nagar,
Buldana Road, Nandura, Buldhana,
Maharashtra- 443404

Subject: Letter of Employment

Dear Shubham,

Ability alone does not lead to achievement. Enthusiasm, Knowledge, Perseverance, Unity and a sense of purpose promote success. Because you possess these characteristics, LocationGuru Solutions Pvt. Ltd. is pleased to offer you employment in the position of "**Software Engineer**".

Your appointment will commence on **10-Jun-2019**. Your current work location would be Nagpur. Your employment with us will be governed by the **Terms & Conditions** as described in **Annexure –1**. You are requested to bring original documents for proof as mentioned in the **Annexure –3** at the time of joining & submit the photocopies.

You will be entitled to compensation of **Rs. 2,81,400/- (Rupees Two Lacs Eighty-One Thousand and Four Hundred only)**per annum as detailed in **Annexure –2**.

We look forward to your acceptance of the appointment on the above terms and conditions. Please sign the duplicate copy of this appointment letter as an acknowledgement of your acceptance and return to the HRD cell.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. Assuring you of our support for your professional development and growth, "We welcome you to our innovative and dynamic team."

Thanking you.

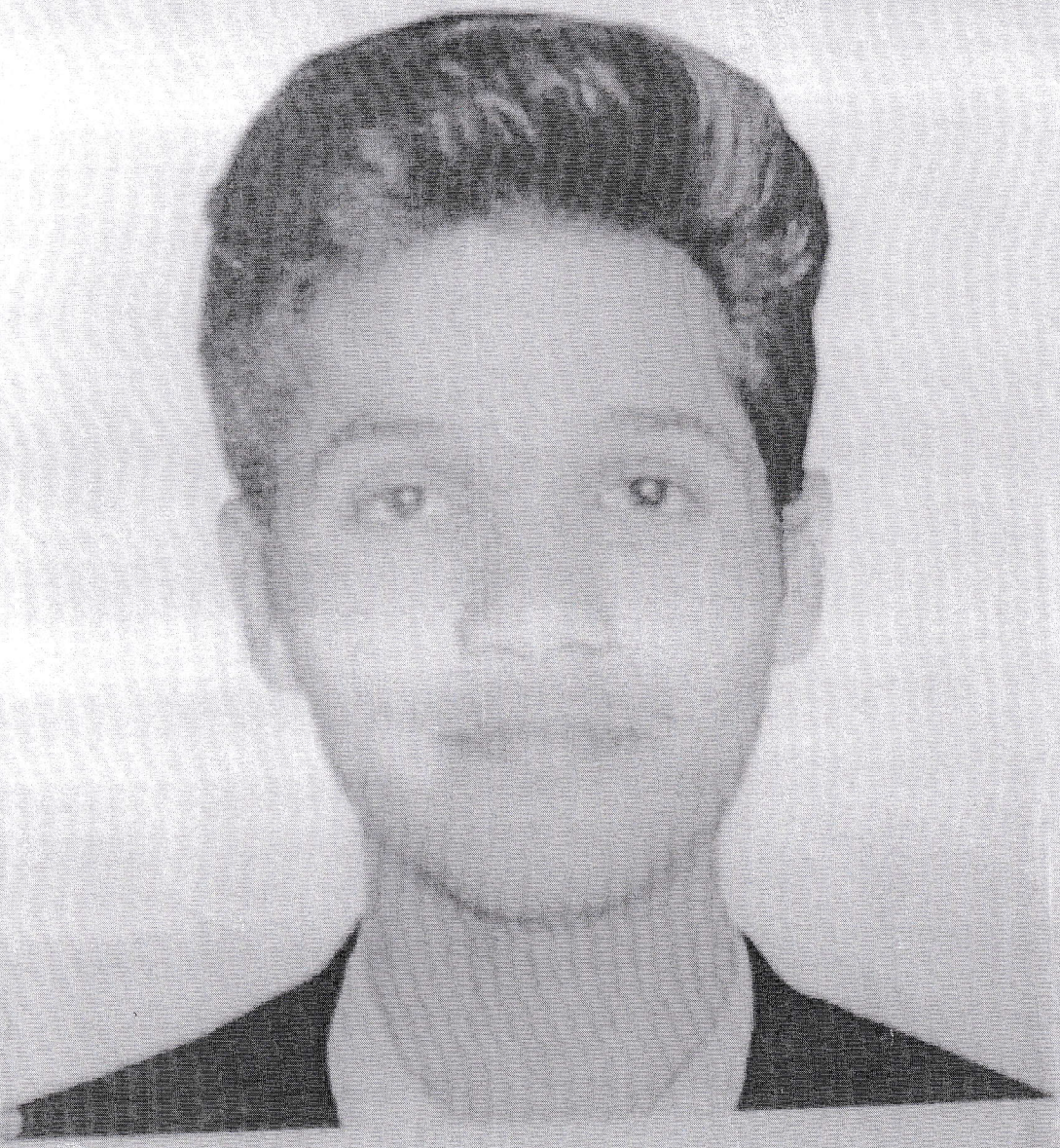
Yours Sincerely,

A.S. Chaudhari

Mr. Abhay Chaudhary
(VP Engineering)

LocationGuru Solutions Pvt. Ltd. NAGPUR

Lambert IT Park 46-48, Hanfar Nagar, Besa, PO Pipla, Nagpur-440034, INDIA
Ph: 712-6604712 | Website - www.locationguru.com



LocationGuru

SHUBHAM WANKHADE

Emp ID LG/252

DOB 27 Sep 1997

47

Sable
today at 2:28 pm

18-19 ?



18/19

JTAP/2019/M/24

Gmail

TPO SSGMCE Shegaon <tpossgmce@gmail.com>

Selected Students in Campus drive on 16-03-2019

2 messages

Raju Bhagyawant <rjbhagyawant@luminaz.in> Wed, Mar 20, 2019 at 12:27 PM
To: tpossgmce@gmail.com

Respected Sir,

With immense pleasure we would like to inform you that Following students are selected from your college in campus interview

1) Saurabh S. Kulkarni (Selected)
2) Shubham Anil Kadam (Pending for final process)
3)Prashant sunil lande (Pending for final process)

We do have the data of some more candidates from your institute to whom we may give a call for another interview if we need some more potential candidates in future,

Selected students are requested to inform Mr. Ajay Butwani once they have received their final year result without any backlogs. We will call them within 2 weeks after their results

Offer letter will be issued to only those students who have cleared their final exam once they reach here and complete the joining formalities.

With warm Regards
(Luminaz Safety Glass Pvt.Ltd)

TPO SSGMCE Shegaon <tpossgmce@gmail.com> Tue, Jun 18, 2019 at 6:02 PM
To: Raju Bhagyawant <rjbhagyawant@luminaz.in>

Dear Mr. Raju Sir,

Greetings from SSGMCE, Shegaon!!!

During the placement drive of your esteem company held at our college, Shri Sant Gajanan Maharaj College of Engineering, Shegaon, one of the B.E Mechanical Engineering student Mr. Saurabh Kulkarni had got selected in your company.

Kindly send the date of joining/joining letter at your earliest. The candidate is eagerly waiting for the joining date.

Thanking you,

With regards,

Vinay Thute
Training and Placement Officer
SSGMCE, Shegaon
Mob: 9422926420
7020802702
[Quoted text hidden]
--
Vinay Thute
Training and Placement Officer,
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon-444203
Dist: Buldana(M.S.)India
Cell : +91 94229 26420

JAP/2019/S/11

From: **Samir Shanbhag -Marico India -HR -WEST DIVISION** <samir.shanbhag1@marico.com>
Date: Thu 26 Sep, 2019 8:24 pm
Subject: Compensation Proposal | Graduate Engineer Trainee| Marico|
To: sbujade97@gmail.com <sbujade97@gmail.com>

Dear Shubham,

We're pleased to confirm your selection for the position of Graduate Engineer Trainee (GET) in our Jalgaon Plant.

Please find attached the compensation offer structured for this position. I would like to share with you our philosophy that helps determine the remuneration of an individual. Articulating the principles will help establish a common understanding. I also want to share components of our offer so that you have a better understanding of the same.

Marico remuneration philosophy is based on 3 principles:

a) Extrinsic worth of the Role (determined based on market salary surveys every year)
b) Intrinsic Value of the person i.e. Role Holder (determined based on the Annual Personal Development Planning or Recruitment Assessment)
c) Employee Cost should support business competitiveness. i.e. the employee cost should be well balanced in regard to the overall business.

Offer
Cost to Company (CTC) - Includes Basic, company's contribution to PF and a other components amount.

Subsequent to your acceptance of the same, we shall send you a scanned copy of the offer letter. Do feel free to reach out to me for any queries or clarifications.

Thank You & Regards,
Samir Shanbhag
HR Team
Handphone - 9930138894

2018-19(JMP)

Registered office

4th Floor, Pride Accord,
547 Baner Road,
Baner, Pune-411045
Corporate Identification Number (CIN):
U72900PN2014PTC152205

microlise 48

Microlise Telematics Pvt. Ltd
Email: enquiries@microlise.com
Website: www.microlise.com

06 October 2021

Dear,

Rahul Ashok Rajabhoj.

Subject: Completion of Probation Period

As you are aware, your appointment with the Company was subject to a probationary period of 3 months. Following regular reviews throughout your probation period, I am delighted to inform you that you have successfully completed this probationary period and your employment will now continue with the Company.

Your probationary period counts towards your continuous service with the organization.

I would like to take the opportunity to congratulate you on your hard-work to date and I look forward to working with you over the coming months and years.

Sincerely

For Microlise Telematics Pvt Ltd

MICROLISE TELEMATICS PVT. LTD. PUNE-411045

Archana Sarda

Senior Manager- HR

Mindtree

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, Mayank Vyas, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	MAYANK VYAS

Annexure 1

Compensation stack during the Orchard Learning Program **(from the date of joining till the date of confirmation)**

Name	**: Mayank Vyas**
Competency	**: C1**
Designation	**: ENGINEER**
Stipend	**: INR 22,000 per month.**

Payment will be after deduction of below amount from the monthly stipend:

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance which is **INR 500 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2019 - 2020 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 400,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Mindtree

Annexure 2

Compensation stack effective from the date of confirmation

Name : **Mayank Vyas**

Competency : **C1**

Designation : **ENGINEER**

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	90,000
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,000
Allowance in Lieu of Reimbursement	1,764
Annual Gross	**308,004**
Bonus**	42,000
Annual Cost to Company	**350,004**

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Mindtree

To

Date:03-Jul-2019

Mayank Vyas
SHEVGAON

Dear Mayank Vyas,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an ENGINEER in the competency Level C1 subject to the following terms and conditions.

2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 65% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme are provided separately.

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent mails.

Mindtree

2.4. Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time

2.6. You shall also execute a Service Agreement along with a surety undertaking to serve the Company for a minimum period of 24 months. Please go through the terms and conditions enclosed in Annexure A and also the terms and conditions stated in the specimen of the Service Agreement.

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneshwar, for completing the joining formalities.

- Signed Service Agreement in originals
- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus@mindtree.com.

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you,
For Mindtree Limited

Pankaj Khanna

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TECHNOLOGIES

Ms. Revati Deshmukh
Plot No.21,Mukti Nagar,
SBI Colony,
Shegaon, Amravati

15th Oct 2018

Offer Confirmation

Dear Revati,

With reference to your Resume and subsequent interview you had with us, we are pleased to appoint you as a **"Software Engineer"** in our organisation on the following terms and conditions:

Date of Joining: You are expected to join duty on **1st July 2019**

Joining Location: Mumbai

During your training period for the first three months from the date of Joining, you will get stipend of 10,000 INR

Remuneration: Your Annual Total Employment Cost to the company after 3months would be **Rs.3,00,000/- Per Annum (Three Lacs Rupees Only).** This comprises of your salary and Performance Linked incentives and the details of which is been given in the **Annexure A** attached below.

Please note that the salary will be on the basis of lump sum and taxes applicable will be deducted from your salary every month.

You will execute an agreement of confirmed employment with us for a period of **27 months** including the period of probation executing a bond to that effect.

We welcome you to The **NeoSOFT** family and look forward to a fruitful collaboration.

We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

Yours Sincerely,
For NeoSOFT Technologies
Rohan Ghure
HR Manager

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ANNEXURE A
SALARY DISTRIBUTION

Salary Details (A)	Entitlement Per Month (INR)	Entitlement Per Annum (INR)
Basic	15,500	186,000
House Rent Allowance	4,154	49,853
Conveyance	1,600	19,200
Total	**21,254**	**255,053**
Statutory Benefits (B) #		
Gratuity		8,947
Total Fixed Compensation (A) + (B)	**25,000**	**264,000**
Performance Bonus*	**3,000**	**36,000**
Total Cost To Company	**25,000**	**300,000**
Deductions (C)		
PT	200	2,400
Net Salary (Before Tax) (A)-(C)	**21,054**	**252,653**

Note:

1. Any tax liability arising out of your compensation shall be borne by you and it will be as per Income Tax rules.
2. The salary structure is liable for modification from time to time.
3. Performance Linked Incentive will be payable at end of year based on your performance rating.
   @ PR 3 - Rs.12,000/-
   @ PR 4 - Rs.24,000/-
   @ PR 5 - Rs.36,000/-
4. Next annual increment will be based on these performance ratings as follow:
   @ PR 3 - 5% on current CTC
   @ PR 4 - 10% on current CTC
   @ PR 5 - 15% on current CTC

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Notes:

1. For claiming tax benefits in case of admissible allowance, you will have to submit supporting documents to the Company's satisfaction and within the timeline stipulated by the Company. In case of any under-withholding you shall be responsible to pay the necessary tax and any interest/penalty thereon.
2. In case where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
3. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

* Performance Bonus will be disbursed annually.

\# These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you.

++ Employee's contribution towards PF and Employee's contribution towards ESIC will be made from monthly salary (if applicable).

++ For employees who are not covered under the PF Act and wish to opt for PF or in the event it becomes obligatory on the company to cover you under the Provident Fund Act or any other relevant acts or rules, as amended from time to time, the Provident Fund being paid to you will be adjusted against Special Allowance or Provident Fund contribution.

A. The following statutory elements are included in the compensation package stated above: (If applicable)

1. **Provident Fund** – You will be covered under the Employee's Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by government from time to time. Your contribution and Company's contribution have been included as a part of the above mentioned compensation.

2. **Gratuity** – Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for the gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above mentioned compensation.

3. **ESIC** – As per compensation mentioned above if you are eligible for ESIC then, you will be covered under Employee's State Insurance Act wherein, the Company will contribute towards statutory rate. Your contribution and Company's contribution have been included as a part of the above mentioned compensation.

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B. As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. **Group Medical Insurance** – In accordance with the Company policy you shall be covered under the Medical Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.

2. **Group Personal Accident Insurance** – In accordance with the Company policy you shall be covered under the Personal Accident Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.

3. **Annual Leave/Public Holidays** – You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

You are required to treat this letter and its contents as strictly confidential and should not disclose same to any person or entity without our written consent.

Acceptance:

I have read and understood the contents of this Offer Letter and accept all the terms and conditions of this Letter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

_____

Name:

Date:

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You are requested to be present in our office at **10:00 a.m.** on the day of your joining along with complete set of documents as specified below.

Documents Required (1 Copy)

1. Relieving letter & Resignation Acceptance letter from immediate previous organisation.
2. Experience Letter from all previous organisation
3. Previous all organisation salary details (Appointment letter, Last increment letter, Payslips)
4. All educational qualification certificates
5. Pan Card Copy - MANDATORY
6. Aadhar Card Copy - MANDATORY
7. Passport Size Photos (4 nos)
8. Form 12B from immediate previous organisation. (if applicable)

Please carry all original documents we will return it to you on the same day after verification.

Regards,
Human Resource
For NeoSOFT Technologies

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Background Check(BGC)

On the day of your joining, please bring following documents for Background Check (BGC),

BGC Documents List

Sr. No.	Particulars	No. Of Copies
1	Passport Size Photographs (with RED background only)	4
2	All Previous Company Reliving Letters	1-1 Copy
3	Current Company Salary Slips of Last 3 months	1-1 Copy
4	SSC Mark-sheet & Passing Certificate	1-1 Copy
5	HSC Mark-sheet & Passing Certificate	1-1 Copy
6	Graduation - All Semesters Mark-sheets & Passing Certificate	1-1 Copy
7	Post Graduation - All Semesters Mark-sheets & Passing Certificate	1-1 Copy
8	Diploma OR Any additional course done - Mark-sheets & Certificates	1-1 Copy
9	Pan Card	1 Copy
10	Adhar card	1 Copy
11	Passport	1 Copy
12	DOB Proof	1 Copy
13	Address Proof for Present & Permanent address	1 proof for each Address
14	Light Bill / Landline Telephone Bill / Original Society Maintenance Bill	1 Copy

Note:

1) Candidate need to submit all these documents on first day of joining, if due to any reason, candidate is not able to bring some documents on first day then he/she will have to submit pending documents within 10 working days (2 weeks time).

2) Candidate need to bring all *ORIGINAL* (for verification purpose only) or need to submit attested photo copy of each documents whichever is feasible.

We welcome you to NeoSOFT and look forward to a long and mutually beneficial association.

For any queries,
please contact Mr. Rohan Ghure at M: +91-8879699964 OR E: rohan.ghure@neosofttech.com.

Scanned with ACE Scanner

13th September 2020

Paradiso Software Pvt. Ltd.

Pune, India

RE: LETTER OF OFFER OF EMPLOYMENT – **Business Development Executive**

Dear Ms. **Krutika Prakash Jaysingpure**,

Following our recent discussions, we are delighted to offer you the position of **Business Development Executive** with Paradiso Software Pvt. Ltd. Our Organization is a Silicon Valley- based e-learning product and services company dedicated to providing end-to-end solutions for small, medium and large businesses and educational institutions. If you join Paradiso Software Pvt. Ltd., you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Paradiso Software Pvt. Ltd. team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

Our offer is strictly contingent upon your positive background verification report from various channels including but not limited to your past employer, court, police etc. These verifications may take many months and results may come after you start working with us. Once the final results from background due-diligence comes, we reserve the right to terminate your employment if the results are not satisfactory.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title:	Business Development Executive
Start Date:	September 14th 2020
Fixed CTC:	INR 01.80 lacs per annum
Time Doctor	Min 40 hours/ week Mandatory
Shift Timing:	11:00 am IST to 08:00 pm IST

Mandatory Probation: You will be on probation for the initial 6 months of the job. During this period, if your performance is not deemed to be satisfactory, your employment may be terminated, without any notice. However, if you decide to terminate the employment by resignation, you shall be liable to serve a notice of 30 days during this period or one month's salary in lieu thereof.

On successful completion of probation period, this arrangement may be terminated by either party upon notice in writing to either party with notice of 60 days.

A progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

HR & Administration Manager

Paradiso Software Pvt. Ltd.

Pune

With the signature below, I accept this offer for employment.

Name _____ Date _____

Offer Letter Body

Reference: Persistent/Campus/568566/3.0

Confidential

December 16, 2020

Mr Harshit Turkar
Chandrasekhar Azad Ward , New Laxmi Nagar, Teacher Colony Road, Gondia
Gondia

Dear Harshit,

Subject:**Your Appointment as Software Engineer**

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

Persistent follows a career structure consisting of attributes such Grade, Job Family (Caree
per the offered position, your Job Family is **Engineering - Development**. During your tenu
are expected to perform role(s) as may be deemed fit by the organization and business need

Your scheduled date of joining will be December 17, 2020. However, in case of any change
communicate the revised date of joining.

The terms and conditions of this offer for employment are:

Salary -
Your Annual Cost To Company will b[illegible]. Your Annual Gross Salary will be[illegible]
of your salary is given in 'Annexure-A'.

Statutory Bonus / Ex-Gratia Payment
You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at
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
basis.
- In case of change in any existing statute or introduction of new statute which requires any p
Company reserves the right to adjust the salary components given within your Annual G
ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned
gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the ba
reserved for adjusting against liabilities of the Company arising out of statutory modification w

PRIME CONSULTANCY

Office: E-5, Navnamrata Society, Opp. Vanaz Corner, Paud Road, Kothrud, Pune - 411058 Mobile No. 8308820388 / 9922945587
Email: mho@prime-techno.com , mktg@prime-techno.com

To,

Mr. Bhushan Patankar
A/P Warud, Tq-Warud
Dist-Amravati - 444906
Mobile: +91-7499119031

Date : 20.12.2020

Subject: Joining Letter

Dear Sir,

We are pleased to appoint you as 'Jr. Engineer- Design cum Project Coordinator' based on the interview given on 11.12.2020

We hereby confirm the following.

- **CTC Per year Rs. 2, 25,000/- (Rs. Two Lakh Twenty Five Thousand Only)**

- **Probationer Period 12 Months**

- **Responsibilities:**

  Proposal drawings wherever necessary
  Design & Manufacturing of drawings along with assembly drawings.
  Supervising the site at customer's end during Erection & commissioning.
  Co-ordination with vendors
  Co-ordination with factory

Please note that in case of leaving of the job the relieving period will be two months from the date of resignation.

Date of joining : 21.12.2020

For PRIME CONSULTANCY

Pratish Aphale

PRIME CONSULTANCY ★ PUNE-38 ★

Noted and accepted

Bhushan Patankar

JAP/2019/M/36

S. P. ENGINEERS

Add. : Gut No. 73 (1), Plot No. 17, Behind Pisoni Forge Ltd.,
Near Sonawane Wasti, Talawade, Tal. Haveli, Pune - 412 114
Maharashtra (India), Phone : (020) 66116000
e-mail : sp_engineers@yahoo.co.in / www.spengineerspune.com

Format No. SPE/HR/01

Date: 13th November 2021

Appointment Letter

To,
Mr. Parikshit Vishweshwar Trikal
Address: Happy Home Society, Near Spine City Mall, Spine Road,
Moshi Pradhikaran, Pune 412105
Email: parikshittrikal@gmail.com
Mobile: 9359970617/9011216109

Subject: Appointment Letter

Dear Parikshit,

The Management is very glad to inform you that you have been appointed as **"Production Engineer"** in our organization **w.e.f 24th August 2021** presently posted at Pune. Your Appointment shall be subject to the following terms and conditions.

1. **PROBATION PERIOD**: You will be on probation for a period of **6 months** from the date of your appointment. During this period your work, attendance & conduct will be under scrutiny. During this period your services can be terminated without assigning any reason or notice thereof. Your probation period can be extended in case the management is not satisfied with your performance.

2. **SALARY**: You will receive **Total Package of Rs. 3.09 lakhs per annum** as per mentioned in **attached Annexure A**. Tax deduction and other statutory deductions will be made at the source. You have to pay income tax or other government levies independently by your own. (If you fall to that Category). **Note:** We will deduct only Professional tax & TDS as per given Rules. The management is further empowered to re-structured your salary at any time in future at its sole discretion. Please do not disclose your salary details nor ask to others.

3. **INCREMENT:** On the successful completion of Probation Period, you will be liable for an appraisal based upon your performance which will be held by annually. Your annual increment will be based upon your overall performance during the year, based upon your professional efficiency, profitability of the establishment, your integrity, cost effectiveness, discipline, punctuality, personal grooming, guest/customer handling, staff handling etc. However, in case of your poor performance the annual increment can be withheld also at the sole discretion of the management. Increment are neither automatic or nor a right.

4. **LEAVE:** You will be eligible for leave **@ 12 Days per annum** after completion of year period. The responsible administrator approves the leaves of employee's reques

submit Leave card to their supervisor for Personal Leave of Absence, including the anticipated leave starting and ending dates.

5. **TRANSPORT:** You will make your own transport arrangements for reporting to work according to the timings stipulated from time to time.

6. **CONFIDENTIAL INFORMATIONS:** You shall not give out any reason-a, particulars or details of any research process, any trade secret, administrative and or organizational matters of confidential nature etc.

7. **PHYSICAL FITNESS:** Your continuance in service is subject to your remaining physically and mentally fit. As and when required by Management you will submit yourself to medical examination by physician of the choice of the management.

8. **ABSENCE FROM DUTIES:** Your absence for a continuous period of **10 days** (including absence when leave though applied but not granted) or overstay for a period of 10 days would make you to loose your lien on the job and your services automatically come to an end without any notice in intimation from the side of the Management.

9. **NOTICE PERIOD:** If you want to resign from the services, you will have to give a one-month notice in writing.

10. **ON TERMINATION:** In case of termination, you will immediately give up the company all correspondence, specifications, formulae, books, documents, market data, literature, cost data, drawings, effect or records, etc. belongings to the company or relating to its business and shall not make or retain any copies of these items. If the performance is not found to be satisfactory, the management shall be liberty to terminate this Appointment Letter by giving **One Month notice period.**

11. **EXPERIENCE CERTIFICATE:** Experience certificate will be given only on completion of minimum One years of service with the organization.

12. **EMPLOYEE BOND:** **2 years Bond** will be Signed for the both the parties at the time of employment accepted.

13. **CONTRACT/BOND WITH PREVIOUS EMPLOYERS:** It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

14. **GENERAL:** The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

15. DUTIES AND RESPONSIBILITIES: (Note – AS PER POST)

(a) – Knowledge of setting components on SPM machines, CNC turning, VMC Conventional machines & programming.

(b) – Should have exposure to engineering fabrication Company.

(c) – Conducting Tool life study & implementation of new tooling and inserts.

(d) – Exposure to CNC machine such as VMC, Lathe, SPM and HBM, VTL & Drilling Machines ETC.

(e) – Managing overall operations with a view to endure timely accomplishment of production target within the time and cost parameters. (f) - Execute quality checks at every stage of production.

(g) – Analyzing existing processes and scheduling meetings to discuss improvement initiatives.

(h) - Supervising the manufacturing processes, ensuring quality work is done in a safe, efficient manner.

(i) - Liaising with other engineers to develop plans that improve production, costs, and labour required.

(j) - Organize workflow by assigning responsibilities and preparing schedules.

(k) - Assist with shop floor layout and cell designs.

(l) - Design fixtures and tooling for assembly tasks.

(m) - Generating production documentation such as assembly instructions.

(n) - Reduce variability in manufacturing by providing standard work methods and work instructions.

(o) - Ensure product and process quality meets specifications required.

(p) - Practical experience with CAD software.

S. P. ENGINEERS PUNE 412 114 TALAWADE

Employee Sign. HR Dept. Sign. Proprietor Sign.

(14)

SADDLES

Saddles International Automotive and Aviation Interiors Pvt. Ltd.

Gat No. 417, Nighoje – Kurali Road, Near Om Sai Ram Logistics, Pune – 410 501

Date : 24 July 2021

Ms. Kalyani Nandane

Mob. 8688515745

Dear Ms, Kalyani

Hearty Congratulations!

Further to the discussion you had with us, we are pleased to offer you the position of "Quality Engineer " at Saddles International. Your Monthly Income will be Rs. /- (17,000).

The position will be based at "Chakan-Pune"

1. You are required to join on or before "26th July, 2021". The offer would stand withdrawn on"26th July, 2021" unless the date is extended by us and communicated to you in writing.
2. You will be issued a detailed appointment letter post to your successful on boarding.
3. Please sign the duplicate copy of this letter and return to us as a token of acceptance.
4. At the time of reporting, please bring the documents as per Annexure - C.

We welcome you to Saddles International and look forward to a long and mutually beneficial association.

For Saddles International Automotive & Aviation Interiors Pvt Ltd.,

Plant-Head

Read and Accepted:

TAP/2019/M/03

SHUBHA SYSTEMS

Date: - 11/07/2019

To,

Ms. Bindiya Janbandhu,

Sub: - Offer letter

Dear Bindiya,

With reference to your application and subsequent interview, we are pleased to offer you the position of **"Global RFQ Engineer"** in our organization. Your compensation would be INR 26,667/- per month including employer's PF, leave encashment and gratuity contribution.

You are requested to confirm your date of joining. Formal letter of appointment will be issued after joining.

We look forward to your joining us and grow with us.

Thanking you,

For Shubha Systems

Authorized Signatory

Date: - 11/07/2019

Accepted and Agreed,

Signature:

Name

SHUBHA SYSTEMS

Annexure 1

Date: - 11/07/2019

Break up of your monthly & annual salary package is as under-

Name: Ms. Bindiya Janbandhu **Designation: Global RFQ Engineer**		
Location: Pune		
Salary Heads	Per Month	Per Annum
Basic + DA	15000.00	180000.00
HRA	1500.00	18000.00
Conveyance	1600.00	19200.00
Education Allowance	200.00	2400.00
Medical Allowance	1500.00	18000.00
Books & Periodicals	2000.00	24000.00
Other Allowance	1624.00	19488.00
Gross Earning (A)	**23424.00**	**281088.00**
Deferred Benefits		
PF (Employer Contribution @ 12% of Basic + DA)	1800.00	21600.00
Leave Encashment (4.81% on Basic+DA)	722.00	8658.00
Gratuity (4.81% on Basic+DA)	722.00	8658.00
Total Deferred Benefits (B)	**3243.00**	**38916.00**
Benefits to Employee (A+B)	**26667.00**	**320004.00**
Net Salary Calculation		
Earnings	**23424.00**	**281088.00**
PF (Employee's contribution)	1800.00	21600.00
Professional Tax	200.00	2500.00
Net Pay	**21424.00**	**256988.00**

For Shubha Systems,

Authorized Signatory

Date: 11/07/2019

Accepted and Agreed,

Signature:

Name

TAP/2019/R/36,39,40

from: **Sthapatya Consultants Pvt Ltd Pune**<sthapatyaconsultants@gmail.com>

to: TPO SSGMCE Shegaon <tpossgmce@gmail.com>

date: May 18, 2019, 12:26 PM

subject: Re: Shortlisted Candidates

mailed-by: gmail.com

signed-by: gmail.com

To,
T & P Department,
Shri Sant Gajanan Maharaj College Of Engineering, Shegaon.
Reference: Campus Interview Shortlisted.

We are pleased to inform you that we have selected candidates from the second campus interview held on April 2019
The list of the selected candidates is as under:

Sr. No.	Name Of Student	Dept
1	Lankesh R. Meshram	IT
2	Paresh V. Kamble	IT
3	Sakshi S Hajare	IT R
4	Rajat G. Sadiwala	O&M R
5	Balaji M. Thite	O&M
6	Digvijay R. Bargir	O&M
7	Mahesh V. Rathi	O&M R

Kindly make it convenient to communicate this message to your placement cell so that the selected candidates shoul

The selected candidates are requested to meet me on 15th June 2019 to complete the Other formalities at our Amra
Thanking You

STHAPATYA CONSULTANTS (I) PVT. LTD.
Timely tested & heartily trusted...
An ISO-9001:2008, ISO-27001:2005 certified company.
Tel/Off/Fax: 0721-2970300, 0721-2550365,
Pune Office : 020-46700861
Contact: 9850331363.

from: **Sthapatya Consultants Pvt Ltd Pune**<sthapatyaconsultants@gmail.com>

to: TPO SSGMCE Shegaon <tpossgmce@gmail.com>

date: May 18, 2019, 12:26 PM

subject: Re: Shortlisted Candidates

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7	Mahesh V. Rathi	O&M

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Thanking You

STHAPATYA CONSULTANTS (I) PVT. LTD.
Timely tested & heartily trusted...
An ISO-9001:2008, ISO-27001:2005 certified company.
Tel/Off/Fax: 0721-2970300, 0721-2550365,
Pune Office : 020-46700861
Contact: 9850331363.

TAP12019101101

Offer: Computer Consultancy
Ref: TCSL/CT20172187595/Pune
Date: 21/06/2019

Ms. Aarti Babaraoji Gohatre
Ward No:01,Surwadi(Bu)Surwadi(Bu),
Surwadi(Bu),
Tiosa-4[illegible]4903,
Maharashtra.
Tel# 91-9764252131

Dear Aarti Babaraoji Gohatre,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

TCS Confidential
TCSL/CT20172187595

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 **₹10,200/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

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   Your HRA will be **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

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TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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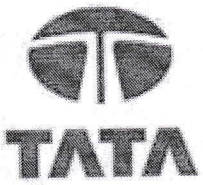

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

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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.

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Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Aarti Babaraoji Gohatre**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TAP/2019/R/02

Offer: Computer Consultancy
Ref: TCSL/CT20172187536/Pune
Date: 28/09/2018

Mr. Abhiram Shrikant Pande
Tar Colony,BuldhanaKhamgaon Road,
Near Satyam Shivam Sundaram Apartment,
Buldhana-443001,
Maharashtra.
Tel# 91-9975093058

Dear Abhiram Shrikant Pande,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

Tata Consultancy Services Limited

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**10,200/-** 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 ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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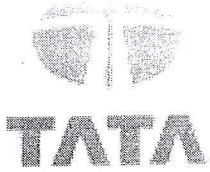

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

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Tata Consultancy Services Limited

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Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

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Tata Consultancy Services Limited

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For TATA Consultancy Services Limited

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Global Head Talent Acquisition & AIP

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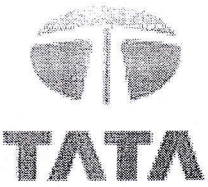

GROSS SALARY SHEET

Annexure 1

Name	**Abhiram Shrikant Pande**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

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Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
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Monthly Performance Pay	1,700	20,400
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Food Card	500	6,000
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GROSS BOUQUET OF BENEFITS	13,000	1,56,000

Tata Consultancy Services Limited

Offer: Computer Consultancy
Ref: TCSL/CT20172187025/Pune
Date: 26/07/2019

Ms. Aditi Pramod Panpalia
Behind Lions School,Udasi Baba Layout,
Near Lions School,
Khamgaon-444303,
Maharashtra.
Tel# 91-7719918736

Dear Aditi Pramod Panpalia,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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For TATA Consultancy Services Limited

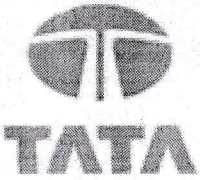
K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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

R-18-19



GROSS SALARY SHEET **Annexure 1**

Name	**Aditi Pramod Panpalia**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TAP/20191512 8

Offer: Computer Consultancy
Ref: TCSL/CT20172187337/Pune
Date: 26/07/2019

Mr. Aditya Sudhir Khedkar
76/5 Type-2O.F.Estate,
Jawaharnagar,
Bhandara-441906,
Maharashtra.
Tel# 91-9420619481

Dear Aditya Sudhir Khedkar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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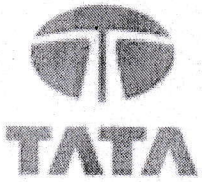
TATA



GROSS SALARY SHEET

Annexure 1

Name	Aditya Sudhir Khedkar
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	10,200	1,22,400
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Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

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TAP/201915102

Offer: Computer Consultancy
Ref: TCSL/CT20172187283/Pune
Date: 21/06/2019

Mr. Akshay Laxman Ingle
766Anand Sagar Visawa Road,
Dasra Nagar,
Shegaon-444203,
Maharashtra.
Tel# 91-7972174688

Dear Akshay Laxman Ingle,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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1. **House Rent Allowance (HRA)**
   Your HRA will be **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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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.

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Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

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We look forward to having you in our global team

Yours Sincerely,

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Global Head Talent Acquisition & AIP

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S-18-19.

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GROSS SALARY SHEET **Annexure 1**

Name	**Akshay Laxman Ingle**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

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**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

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TAP/2019/M/45

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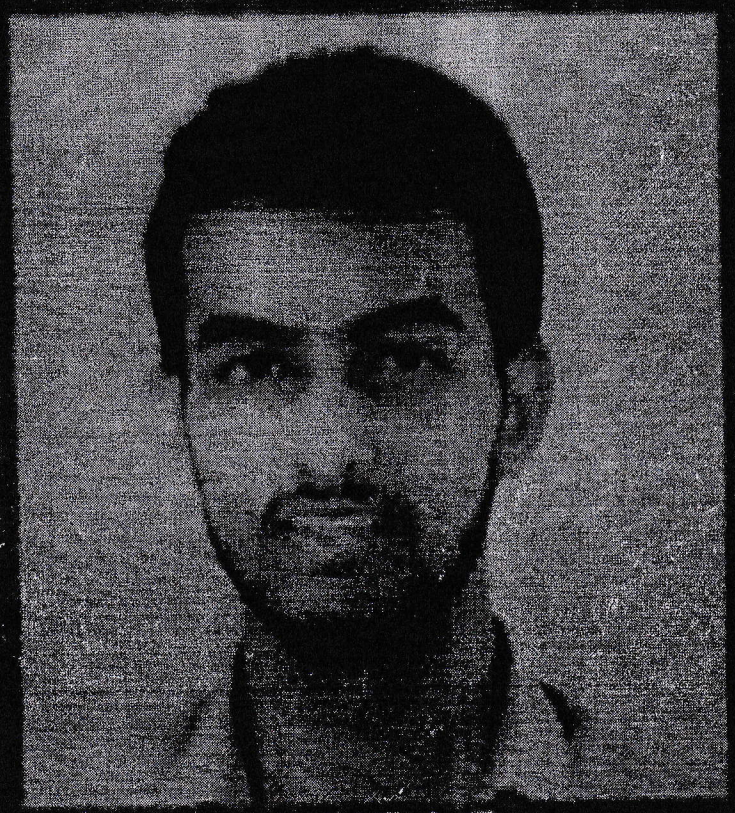

ANURAG
MISHRA

Card No 898667
Associate No 1818865

Tata Consultancy Services Ltd.
TCS House Raveline Street Fort
Mumbai-400001 India

TAP/2019/R/23

Offer: Computer Consultancy
Ref: TCSL/CT20172187019/Pune
Date: 21/06/2019

Ms. Anushree Pradip Paralikar
"Aashirwad" State Bank ColonyRokadiya Nagar,
State Bank Colony,
Shegaon-444203,
Maharashtra.
Tel# -9423445941

Dear Anushree Pradip Paralikar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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 **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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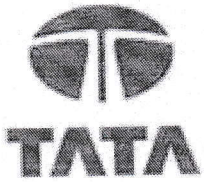

GROSS SALARY SHEET

Annexure 1

Name	**Anushree Pradip Paralikar**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

TCS Confidential
TCSL/CT20172187019

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TAP/2019/U188

TATA

21-6



Offer: Computer Consultancy
Ref: TCSL/CT20182511217/Pune
Date: 26/07/2019

Ms. Arati Chhaganlalji Tawari
At.Post Jamod Tql.Jalgaon(Jamod) Dist.BuldhanaSuryawanshi Chowk,
Malikhel,
Jamod-443402,
Maharashtra.
Tel# 91-9767456427

Dear Arati Chhaganlalji Tawari,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

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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.

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You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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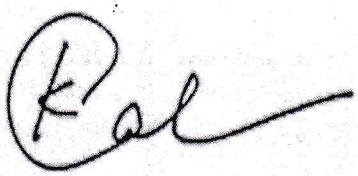
We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

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 TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET

Annexure 1

Name	Arati Chhaganlalji Tawari
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

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TAP/2019/R/04

Offer: Computer Consultancy
Ref: TCSL/CT20172192197/Pune
Date: 28/09/2018

Ms. Arpita Ashok Gonnade
321, Meerabai HostelSbi Colony,
Shri Sant Gajanan Maharaj Coe,
Shegaon-444203,
Maharashtra.
Tel# 91-8805128497

Dear Arpita Ashok Gonnade,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET

Annexure 1

Name	Arpita Ashok Gonnade
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TAP/2019/R/26

Offer: Computer Consultancy
Ref: TCSL/CT20172187487/Pune
Date: 26/07/2019

Ms. Aruna Gajanan Sambare
At Post Belad , Tq. Malkapur , Dist. BuldanaNh6,
Nh6,
Malkapur-443102,
Maharashtra.
Tel# 91-8788091620

Dear Aruna Gajanan Sambare,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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TCS Careers Servicelline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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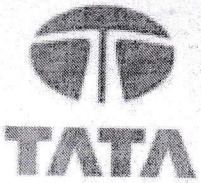

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Withdrawal of Offer

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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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R-18-19

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Aruna Gajanan Sambare**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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37

Offer: Computer Consultancy
Ref: TCSL/CT20172187234/Pune
Date: 28/09/2018

Mr. Ashwin Shailendra Pare
109 AKalani Nagar,
Aerodram Road Infront Of Kids Kemp,
Indore-452005,
Madhya Pradesh.
Tel# 91-8962665381

Dear Ashwin Shailendra Pare,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**10,200/-** 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 ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

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You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Disclaimer**
   Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

   This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found

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unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This

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Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving

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notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
  You are required to submit a copy of your PAN card along with other joining forms,immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a

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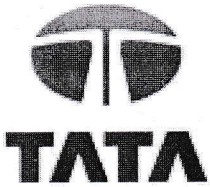

Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
-An affidavit/notarised undertaking stating:
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university
*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

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.

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23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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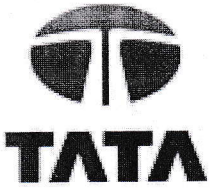

GROSS SALARY SHEET

Annexure 1

Name	**Ashwin Shailendra Pare**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	[illegible]	[illegible]

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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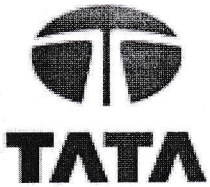

Annexure 2

Regional Offices

Ahmedabad **Lead -Talent Acquisition** Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601	**Bangalore** **Lead -Talent Acquisition** Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114
Chennai **Lead- Talent Acquisition** Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555	**Delhi** **Lead-Talent Acquisition** Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735
Hyderabad **Lead-Talent Acquisition** Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222	**Kolkata** **Lead-Talent Acquisition** TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003
Lucknow **Lead -Talent Acquisition** Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001	**Mumbai** **Lead-Talent Acquisition** Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190
Pune **Lead-Talent Acquisition** Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107	Thiruvananthapuram **Lead - Talent Acquisition** Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499

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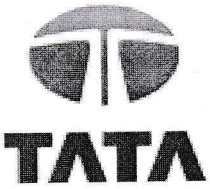

Annexure 3

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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.

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2. **Retainer/Consultant's Obligations**
Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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**
The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-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 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
The Retainer/Consultant 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. The Retainer/Consultant 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**
The Retainer/Consultant 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**
The Retainer/Consultant 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 Retainer/Consultant's Rights**
The Retainer/Consultant 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 engagement 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 the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.

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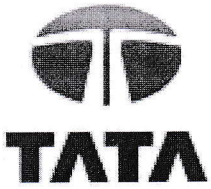

9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant 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. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

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Offer: Computer Consultancy
Ref: TCSL/CT20172196513/Pune
Date: 28/09/2018

Mr. Bhushan Atmaram Jangle
Ssgmce,Campus Shegaon. A.S.Hostel Room No:207,
Shegaon,
Buldhana-444203,
Maharashtra.
Tel# 91-8600983368

Dear Bhushan Atmaram Jangle,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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 **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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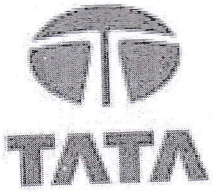

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Bhushan Atmaram Jangle**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Brajesh Kumar TCS - 2018-19 (7)

Ref: TCSL/DT20184538882/1365679/Pune
Date: 05 March 2020

MR. BRAJESH KUMAR
S/O-Haricharan Prasad, Village-Khudhanu, Postoffice-Alampur, District-Rohtas null,
Khudhanu, SASARAM,
BIHAR-821113.
Tel# 919284116286

Sub: Joining Letter

Dear Mr. Brajesh Kumar,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **02nd April 2020** and your training location is **Pune** . On completion of training, the work location and stream assigned to you are **Pune** and **IT** respectively. This has been provided considering your preference and business requirements.

Kindly report at the address given below by **08:30 AM** on the mentioned date.

Tata Consultancy Services
Plot No. 2 & 3, MIDC-SEZ,,
Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Maharastra, India,
Pune, Maharashtra-411057.
(Route map to the training location can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Ms. Sanyukta Ambedkar
Phone: 02067945042
Email Id: sanyukta.ambedkar@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

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Tata Consultancy Services Limited
Akruti Business Port Gateway Park Road NO. 13 MIDC Andheri Mumbai 400 093 India
Tel 91 22 6779 6868 Fax 91 22 6779 6855 Website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

TAP/2014/R/05

Offer: Computer Consultancy
Ref: TCSL/CT20172187024/Pune
Date: 28/09/2018

Ms. Chanchal Mahendra Dhanuka
Dhanuka Compound,Shegaon,
Dhanuka Compound,
Shegaon-444203,
Maharashtra.
Tel# -

Dear Chanchal Mahendra Dhanuka,

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 **ECM (Enterprise Content Management)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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COMPENSATION AND BENEFITS

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The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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Monthly Performance Pay
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This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

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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,

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Tata Consultancy Services Limited
Yerwada, Pune 411 006 India

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

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Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

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You will be eligible for loans, as per TCSL's loan policy.

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You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Withdrawal of Offer
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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
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GROSS SALARY SHEET

Annexure 1

Name	Chanchal Mahendra Dhanuka
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
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4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
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Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

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(7)

Offer: Computer Consultancy
Ref: TCSL/CT20172187438/Pune
Date: 28/09/2018

Ms. Dipali Anant Raut
LonkhelLonkhel,
Jamod,
Jalgaon Jamod-443402,
Maharashtra.
Tel# 91-9637231406

Dear Dipali Anant Raut,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

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This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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Tata Consultancy Services Limited
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicelline: 1800 209 3111 Email: careers@tcs.com

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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TATA

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Disclaimer**
   Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

   This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found

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(2) 18-19

Payslip
DEC 2021

TATA CONSULTANCY SERVICES

MS. DIPALI BHASKAR DESHMANE

Employee Details				Payment & Leave Details							Location Details	
Emp No.	1817123			**Bank Name**	HDFC Bank						**Location**	Nyati Tiara
Grade	C1Y	**UAN**	XXXXXXX5686	**Acc No.**	XXXXXXX4551						**Base Br.**	TCS - PUNE
PAN	XXXXXXX552K			**Days paid**	31						**Depute Br.**	TCS - Pune
				Leave Balance	**EL**	X	**SL**	X	**CL**	X	**WON/SWON**	20192166

Earnings	Arrears (INR)	Current (INR)	Deductions	Amount (INR)
Basic Salary		14,800.00	Provident Fund	1,776.00
House Rent Allowance		7,400.00	Professional Tax	200.00
Leave Travel Allowance		1,233.00	Labour Welfare	12.00
Miscellaneous		910.00		
City Allowance		1,100.00		
Performance Pay		1,900.00		
Total Earnings (Current + Arrears)		27,343.00	Total Deductions	1,988.00

Net Pay (INR)	25,355.00

Projected Annual Tax Information				Chapter VIA Relief	
Annual Income*	3,11,674.00	Net Tax Income r/o	2,36,914.00	80C	21,298.00
Deductions under Sec 16	52,400.00	Total Tax Payable		80D	1,062.00
Chapter VIA relief	22,360.00	Tax Deducted till date			
		Balance Tax			

* Please Note, Annual Income is after considering the exemption - if any.

Payslip generated on : 11 Jan 2022,14:14:11

TAP/2019/0189



Offer: Computer Consultancy
Ref: TCSL/CT20172187824/Pune
Date: 26/07/2019

Mr. Gaurav Prabhu Makde
W. C. L Colony Qtr.No :121Tadoba Road,
Shaktinagar Gate,
Chandrapur-442404,
Maharashtra.
Tel# 91-9423643489

Dear Gaurav Prabhu Makde,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

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Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

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You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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You will be eligible for loans, as per TCSL's loan policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	**Gaurav Prabhu Makde**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TAP/2019/0/09

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TATA

Offer: Computer Consultancy
Ref: TCSL/CT20172197030/Pune
Date: 28/09/2018

Mr. Hardik Mahesh Sanganeria
C/O. Ashish R. Goenka , Near New Water Tank, Ramakrushna Layout, Beside Radhakrupa Appt.,Keshav Water Tank,
Akola-444004,
Maharashtra.
Tel# 91-7507220509

Dear Hardik Mahesh Sanganeria,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

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   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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TATA

GROSS SALARY SHEET

Annexure 1

Name	**Hardik Mahesh Sanganeria**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

44

Offer: Computer Consultancy
Ref: TCSL/CT20172187333/Pune
Date: 08/10/2018

Mr. Harvindersingh Gopalsingh Chavan
Lohiya Building,
Lakkad Ganj,
Khamgaon-444303,
Maharashtra.
Tel# 91-9834085833

Dear Harvindersingh Gopalsingh Chavan,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL).You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be INR **7,00,024/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter indicating your date of joining and the initial place of posting will be issued upon your successful completion of your academic course, meeting the TCS eligibility criteria & completing the mandatory pre-joining learning curriculum called TCS Xplore (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 INR **13,000/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be INR **6,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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 INR **500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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4. **Personal Allowance**
You will be eligible for a monthly personal allowance of INR **21,175/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of INR **4,000/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be INR **3,000/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

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OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for INR **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 INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 70% or above in the first attempt in your highest qualification and a minimum aggregate marks of 60% or above in each of your academic courses, like Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination, which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET

Annexure 1

Name	Harvindersingh Gopalsingh Chavan
Designation	Systems Engineer
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	13,000	1,56,000
Bouquet Of Benefits #	29,258	3,51,100
2) Performance Pay		
Monthly Performance Pay	4,000	48,000
Performance Bonus*	3,000	36,000
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,560	18,720
Gratuity	625	7,504
Total of Annual Components & Retirals	2,185	34,124
Retention Incentive	NA	70,000
TOTAL GROSS	51,843	7,00,024

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	6,500	78,000
Leave Travel Assistance	1,083	13,000
Food Card	500	6,000
Personal Allowance	21,175	2,54,100
GROSS BOUQUET OF BENEFITS	29,258	3,51,100

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TAP/2019/R/27

Offer: Computer Consultancy
Ref: TCSL/CT20172190905/Pune
Date: 26/07/2019

Ms. Hrutuja Vinod Mankar
Near Kathora Naka,Behind Rangoli Mangalam,Gajanan Colony,AmravatiGajanan Colony,
Maharashtra,
Amravati-444601,
Maharashtra.
Tel# -7036364922

Dear Hrutuja Vinod Mankar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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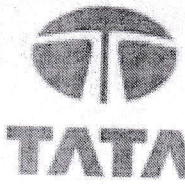

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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R-1819

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Hrutuja Vinod Mankar**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
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Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

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**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

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Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TAP/20191504

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20172198197/Pune
Date: 28/09/2018

Ms. Jayshree Suresh Mali
E-98/1, C.T.P.S. Colony,
Urjanar,
Chandrapur-442404,
Maharashtra.
Tel# -

Dear Jayshree Suresh Mali,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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 [illegible] Fax: 91 20 6608 [illegible]

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**10,200/-** 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 ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S.No.103/A/1/1/20, CTS 1005, Nagar Road, Yerwada, Pune 411 006 India

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S.No.103/A/1/129, CTS 1995, Nagar Road, Yerwada,

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

TATA

GROSS SALARY SHEET

Annexure 1

Name	Jayshree Suresh Mali
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

TAP/2019/S/44

Ref: TCSL/CT20172187292/1336077/Pune
Date: 09 January 2020

MR. KRUSHNA SUDHAKARRAO KOKATE
Ssgmce College Hostel Sk-110 Khamgaon Road,
Sbi Colony, Shegaon,
Maharashtra-444203.
Tel# 917218742594

Sub: Joining Letter

Dear Mr. Krushna Sudhakarrao Kokate,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **23rd January 2020** and your training location is **Pune** . We are pleased to inform you that your work location is **Pune** and your stream is **IT** . This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services
Plot No. 2 & 3, MIDC-SEZ,,
Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Maharastra, India,
Pune, Maharashtra-411057.
(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Ms. Sanyukta Ambedkar
Phone: 02067945042
Email Id: sanyukta.ambedkar@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

Tata Consultancy Services Limited
Akruti Business Port Gateway Park Road NO. 13 MIDC Andheri Mumbai 400 093 India
Tel 91 22 6779 6868 Fax 91 22 6779 6855 Website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Your TCS Xperience Program location would be the same as your base branch and hence the program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by the University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and better opportunities.



TATA

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development

Click here or use a QR code scanner from your mobile to validate the joining letter

TATA CONSULTANCY SERVICES
Consultancy Services Limited
MIDC Andheri Mumbai 400 093
www.tcs.com

TAP/20191506

Offer: Computer Consultancy
Ref: TCSL/CT20172184146/Pune
Date: 28/09/2018

Mr. Laxmikant Dilip Ghode
As Hostel, Ssgmce, Shegaon,
Sbi Colony,
Shegaon-444203,
Maharashtra.
Tel# -

Dear Laxmikant Dilip Ghode,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

TATA CONSULTANCY SERVICES
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Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**10,200/-** 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 ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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Tata Consultancy Services Limited
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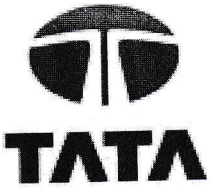
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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 3737 Fax: 91 20 6608 3107 Website: www.tcs.com

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Laxmikant Dilip Ghode**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS		

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Nivati Tiara, Ground Floor, S.No.103/A/1/1/29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

18-19, (8)

Ref: TCSL/DT20217610261/1465832/Pune
Date: 15 April 2021

MR. MAHESH VITTHALDAS RATHI
Vyankatesh Nagar null,
Near Sai Baba Mandir, Shegaon,
Maharashtra-444203.
Tel# 917798931783

Sub: Joining Letter

Dear Mr. Mahesh Vitthaldas Rathi,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **29th April 2021** , your joining location is **Ahmedabad** , work location is **Ahmedabad** and your stream is **IT** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

TAPI 20191 01 11

Offer: Computer Consultancy
Ref: TCSL/CT20172194007/Pune
Date: 21/06/2019

Ms. Manisha Santosh Vadode
At Post Matargaon BkMatargaon Bk,
Z P High School Matargaon Bk,
Shegaon-444304,
Maharashtra.
Tel# 91-8669523044

Dear Manisha Santosh Vadode,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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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 **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Withdrawal of Offer
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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Manisha Santosh Vadode**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

** The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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(14)

Offer: Computer Consultancy
Ref: TCSL/CT20172187263/Pune
Date: 28/09/2018

Ms. Mansi Krushnakumar Dammani
Sant Meerabai Hostel,Shegaon,
Shri Sant Gajanan Maharaj College Of Engineering ,Shegaon,
Shegaon-444203,
Maharashtra.
Tel# -

Dear Mansi Krushnakumar Dammani,

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 **ECM (Enterprise Content Management)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Disclaimer**
   Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

   This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found

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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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Annexure 1

GROSS SALARY SHEET

Name	Mansi Krushnakumar Dammani
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	[illegible]	[illegible]

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	[illegible]	[illegible]

TCS Confidential
TCSL/CT20172187263

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TAPI20191 0183

21-11

Offer: Computer Consultancy
Ref: TCSL/CT20182504860/Pune
Date: 26/07/2019

Ms. Mitheela Sunilrao Ghawade
Sant Meerabai Girls Hostel Ssgmc Campus ShegaonKhamgaon Road,
Shegaon,
Shegaon-444023,
Maharastra.
Tel# -9284312347

Dear Mitheela Sunilrao Ghawade,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

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   Your HRA will be **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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Performance Pay will be effective upon successful completion of the Initial Learning Programme.

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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,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

TATA CONSULTANCY SERVICES
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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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 TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET

Annexure 1

Name	**Mitheela Sunilrao Ghawade**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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2018-19

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Ref: TCSL/CT20172187450/1476428/Kolkata
Date: 23 March 2021

MS. MUKTA PRAKASH TAYADE
43 Mukta Mandir Road,
Gm Temple, Shegaon,
Maharashtra-444203.
Tel# 919373309161

Sub: Joining Letter

Dear Ms. Mukta Prakash Tayade,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **05th April 2021** , your joining location is **Pune** , work location is **Pune** and your stream is **EIS & IOT** . This has been provided considering your preference and business requirements.

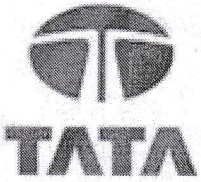
Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India
Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : www.tcs.com
Registered Office : Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021
Corporate Identification Number (CIN): L22210MH1995PLC084781

TAP/20191013



Offer: Computer Consultancy
Ref: TCSL/CT20172187542/Pune
Date: 21/06/2019

Ms. Namrata Ajay Patil
At.Post Chandur Biswa, Tq.Nandura ,Dist.Buldhana,Maharastra IndiaStation Road,
Ambika Krushikendra,
Chandur Biswa-443401,
Maharastra.
Tel# 91-8668870134

Dear Namrata Ajay Patil,

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 **IT Infrastructure Services (ITIS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

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Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

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Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

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We look forward to having you in our global team

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For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA



GROSS SALARY SHEET

Annexure 1

Name	**Namrata Ajay Patil**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
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Food Card	500	6,000
Personal Allowance	7,570	90,840
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(16)

Offer: Computer Consultancy
Ref: TCSL/CT20172187380/Pune
Date: 28/09/2018

Ms. Nikita Kamalakar Chaudhary
Sm 2 Hostel , Ssgmce ,ShegaonKhamgaon Road,
Khamgaon Road,
Shegaon-444203,
Mahrashtra.
Tel# 91-9604457246

Dear Nikita Kamalakar Chaudhary,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

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   Your HRA will be ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL.

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

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You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Disclaimer**
   Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

   This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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 TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET

Annexure 1

Name	Nikita Kamalakar Chaudhary
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentic ed amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TAP/2019/R/11

Offer: Computer Consultancy
Ref: TCSL/CT20182558966/Pune
Date: 28/09/2018

Ms. Payal Krushnarao Kale
Ward No.3 ,At Post.Manabha, Ta.Karanja Dist.WashimManabha,
Manabha,
Manabha-444105,
Maharashtra.
Tel# 91-9834432655

Dear Payal Krushnarao Kale,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**10,200/-** 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 ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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 TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Payal Krushnarao Kale**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

TAP/20191S129

Offer: Computer Consultancy
Ref: TCSL/CT20172187443/Pune
Date: 26/07/2019

Mr. Piyush Sanjaykumar Satal
Near Madan Mohan TempleFarshi,
Sarafa ,Khamgaon,
Khamgaon-444303,
Maharashtra.
Tel# 91-9422182608

Dear Piyush Sanjaykumar Satal,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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Monthly Performance Pay
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Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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Performance Pay will be effective upon successful completion of the Initial Learning Programme.

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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,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
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Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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TAP/20191512

Withdrawal of Offer

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We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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Encl: Annexure 1: Benefits and Gross Salary
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S-18-19

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Piyush Sanjaykumar Satal**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
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Health Insurance***	NA	7,900
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Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
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Food Card	500	6,000
Personal Allowance	7,570	90,840
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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer: Computer Consultancy
Ref: TCSL/CT20172187600/Pune
Date: 26/07/2019

Ms. Prajkta Shankarrao Yawle
Ward No:16,Lumbini NagarTeachers Colony,
Tearchers Colony,
Teosa-444903,
Maharashtra.
Tel# 91-7798598145

Dear Prajkta Shankarrao Yawle,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S No 103/A/1/129, CTS 1985, 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 ₹**10,200/-** 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 ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TCS Confidential
TCSL/CT20172187600

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Prajkta Shankarrao Yawle**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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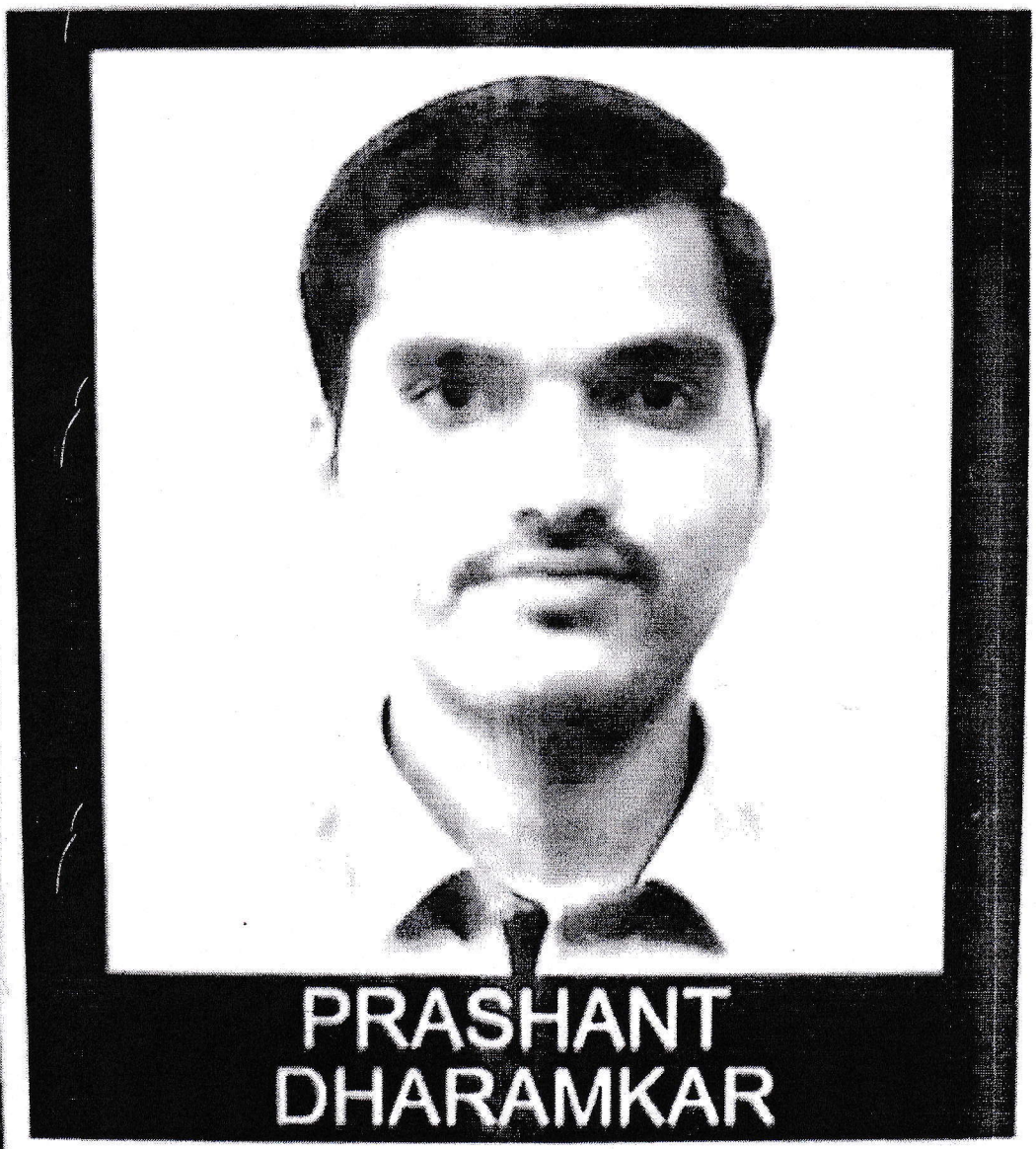
TATA CONSULTANCY SERVICES



PRASHANT DHARAMKAR

Card No 1027614

Associate No 1820998

Tata Consultancy Services Ltd.

TCS House,Raveline Street,Fort

Mumbai 400001,India

Scanned by CamScanner

TAP/2019/5/08

Offer: Computer Consultancy
Ref: TCSL/CT20172187389/Pune
Date: 21/06/2019

Ms. Puja Bhumeshwar Baghele
Sant Meerabai Hostel, ShegaonSant Gajanan Maharaj College Of Engineering,
Khamgaon Road,
Shegaon-444203,
Maharashtra.
Tel# 91-9172499873

Dear Puja Bhumeshwar Baghele,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

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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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Loans
You will be eligible for loans, as per TCSL's loan policy.

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You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

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Gratuity

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We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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 TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TSS-18-19

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GROSS SALARY SHEET **Annexure 1**

Name	**Puja Bhumeshwar Baghele**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
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4) Annual Components/Retirals		
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TOTAL GROSS	27,415	3,36,875

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Ref: TCSL/CT20172187459/1272362/Pune
Date: 09 August 2019

MR. RADHESHAM SURESH RATHI
At Post Undri Tq Chikhli Dist Buldana Undri,
Undri, Undri,
Maharashtra-444307.
Tel# 919112114703

Sub: Joining Letter

Dear Mr. Radhesham Suresh Rathi,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **26th August 2019** and your training location is **Ahmedabad** . This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services
IT/ITES SEZ,,
PLOT # 41,Gandhinagar,Gujarat,
Ahemdabad, Gujrat-382009.
(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Vineet Yogeshbhai Kakkad
Phone: 07961707188
Email Id: vineet.kakkad@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

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Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is designed to nurture professionalism and inculcate a process mindset. This program gives a thorough understanding about the vision, mission, values and processes of TCSL and builds the necessary skills required for globally competent professionals.

The duration of your TCS Xperience Program is based on business requirements.

The program will have assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Your TCS Xperience Program location would be the same as your base branch and hence this program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

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We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development

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TATA CONSULTANCY SERVICES

MR. RAJAT GIRISH SADIWALA

Employee Details				Payment & Leave Details							Location Details	
Emp No.	1815594			**Bank Name**	AXIS Bank						**Location**	Ahmedabad-Kalpak-Non S
Grade	C1Y	**UAN**	XXXXXXX3158	**Acc No.**	XXXXXXX7323						**Base Br.**	TCS - AHMEDABAD
PAN	XXXXXXX675B			**Days paid**	31						**Depute Br.**	TCS - Ahmedabad
				Leave Balance	**EL**	X	**SL**	X	**CL**	X	**WON/SWON**	2899037

Earnings	Arrears (INR)	Current (INR)	Deductions	Amount (INR)
Basic Salary		14,620.00	Provident Fund	1,754.00
BoB Kitty Allowance		-3,972.00	Professional Tax	200.00
House Rent Allowance		4,080.00	Labour Welfare	6.00
Leave Travel Allowance		1,350.00		
Personal Allowance		7,570.00		
Miscellaneous		410.00		
City Allowance		300.00		
Performance Pay		1,900.00		
Total Earnings (Current + Arrears)		26,258.00	Total Deductions	1,960.00

Net Pay (INR)	24,298.00

Projected Annual Tax Information				Chapter VIA Relief	
Annual Income*	3,19,776.00	Net Tax Income r/o	2,45,270.00	80C	21,048.00
Deductions under Sec 16	52,400.00	Total Tax Payable		80D	1,062.00
Chapter VIA relief	22,110.00	Tax Deducted till date			
		Balance Tax			

Offer: Computer Consultancy
Ref: TCSL/CT20182545849/Pune
Date: 26/07/2019

Ms. Revati Sanjay Deshmukh
21Muktai Nagar,
Sbi Colony,
Shegaon-444203,
Maharashtra.
Tel# 91-8275943644

Dear Revati Sanjay Deshmukh,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

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2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
[illegible] Yerwada, Pune 411 006 India
[illegible] www.tcs.com
Registered Office: [illegible] Nariman Point, Mumbai 400 021
TCS Care [illegible] Servicelines [illegible] Email: careers@tcs.com

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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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

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor 5 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 Servicelinc 1800 209 3111 Email careers@tcs.com

TATA

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET

Annexure 1

Name	**Revati Sanjay Deshmukh**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

TCS Confidential

TCSL/CT20182545849

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Nirvana Tata, Ground Floor, S No 103/A/1/1/2, CTS 8057, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 66 68 7777 Fax: 91 20 6606 7107 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Services: 1 800 209 3111 Email: careers@tcs.com

TAP/2019/R/14

Offer: Computer Consultancy
Ref: TCSL/CT20172187015/Pune
Date: 28/09/2018

Ms. Rucha Naresh Rathi
B-5,Mahesh ApptShegaon Road,
Opposite To Government Hospital,
Khamgaon-444303,
Maharashtra.
Tel# 91-9422323558

Dear Rucha Naresh Rathi,

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 **ECM (Enterprise Content Management)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**10,200/-** 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 ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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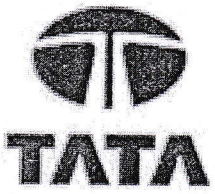

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No #03/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

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET Annexure 1

Name	Rucha Naresh Rathi
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

18-19

26

Ref: TCSL/CT20172187041/1153891/Pune
Date: 01 June 2019

MS. RUPALI RAMESH MOHURLE
Mq-221,Sunder Nagar,Neeljay Sunder Nagar,
Wani, Wani,
Maharashtra-445304.
Tel# 917387680656

Sub: Joining Letter

Dear Ms. Rupali Ramesh Mohurle,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **10th June 2019** and your training location is **Trivandrum** . We are pleased to inform you that your work location is **Hyderabad** and your stream is **EIS** . This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services Ltd.
Peepul Park,Technopark Campus,
Kariyavattom P.O.,
Trivandrum, Kerala-695581.
(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Paul Joseph Fernandez
Phone: 914716629400
Email Id: paul.f@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Akruti Business Port Gateway Park Road NO.13 MIDC Andheri Mumbai 400 093 India
Tel 91 22 6779 6868 Fax 91 22 6779 6855 Website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Accommodation will be arranged by TCSL at the training location of TCS Xperience Program and any expenses towards the same would be deducted from your HRA. Details of the accommodation will be sent to you in a separate mail before your program start date. Travel expenses to the location of will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

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Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development

Click here or use a QR code scanner from your mobile to validate the joining letter

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Tel 91 22 6779 6868 Fax 91 22 6779 6855 Website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

TAP/2019/R/15

Offer: Computer Consultancy
Ref: TCSL/CT20172187041/Pune
Date: 28/09/2018

Ms. Rupali Ramesh Mohurle
Mq-221,Sunder Nagar,NeeljaySunder Nagar,
Wani,
Wani-445304,
Maharashtra.
Tel# 91-7218839580

Dear Rupali Ramesh Mohurle,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

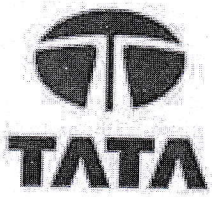
For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

TATA



GROSS SALARY SHEET

Annexure 1

Name	**Rupali Ramesh Mohurle**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TAP/20191019

Offer: Computer Consultancy
Ref: TCSL/CT20172187526/Pune
Date: 28/09/2018

Ms. Sakshi Sanjay Bhise
C/O. Milind KhandekarNandura Road,
Near Civil Court,
Khamgaon-444303,
Maharashtra.
Tel# -9922409068

Dear Sakshi Sanjay Bhise,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Sakshi Sanjay Bhise
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TAPI2019|U120

TATA

Offer: Computer Consultancy
Ref: TCSL/CT20182539842/Pune
Date: 21/06/2019

Mr. Sanket Ashok Turiley
As Hostel Ssgmce,Shegaon,
Ssgmce,
Shegaon-444201,
Maharastra.
Tel# 91-7387333069

Dear Sanket Ashok Turiley,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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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 ₹**10,200/-** 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 ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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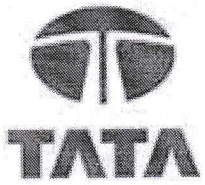

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Sanket Ashok Turiley**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TAP/2019/12/17

Offer: Computer Consultancy
Ref: TCSL/CT20182542367/Pune
Date: 28/09/2018

Ms. Shivani Mohan Deshmukh
At. Post Rahit Tq. Barshitakli Dist. AkolaBarshitakali Road,
Near Grampanchayat,
Rahit-444001,
Maharashtra.
Tel# 91-9423368702

Dear Shivani Mohan Deshmukh,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance
   You will be eligible for a monthly personal allowance of of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL.

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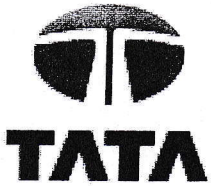

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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Nivati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Shivani Mohan Deshmukh**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

TCS Confidential
TCSL/CT20182542367

TAP/2019/S/31

Offer: Computer Consultancy
Ref: TCSL/CT20182562398/Pune
Date: 26/07/2019

Ms. Shraddha Dhananjayrao Deshmukh
Sant Meera Bai HostelShri Sant Gajanan Maharaj Collage Of Engineering,Shegaon.,
Maharashtra,
Shegaon-444203,
Maharashtra.
Tel# -7218241398

Dear Shraddha Dhananjayrao Deshmukh,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company *rolls on the date of announcement of Quarterly Variable Allowance.*

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹***200/-*** *per month. This is specific to India and is* linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

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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 expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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 TCSL Centres
Annexure 3: Confidentiality and IP Terms

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S-18-14

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Shraddha Dhananjayrao Deshmukh**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

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*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer: Computer Consultancy
Ref: TCSL/CT20172187150/Pune
Date: 21/06/2019

Ms. Shravani Pramod Jawalkar
Santa Mirabai Hostel, Shri Sant Gajanan College Of Engineering, Shegaon,
Ssgmce Shegaon,
Shegaon-444203,
Maharashtra.
Tel# 91-8087725381

Dear Shravani Pramod Jawalkar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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BASIC SALARY

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1. **House Rent Allowance (HRA)**
   Your HRA will be **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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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.

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RETIRALS

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You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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 TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA



GROSS SALARY SHEET **Annexure 1**

Name	**Shravani Pramod Jawalkar**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
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Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
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Food Card	500	6,000
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GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TAP1201910185

21-9

Offer: Computer Consultancy
Ref: TCSL/CT20172192831/Pune
Date: 26/07/2019

Ms. Shreya Manohar Bharapte
Dipak Nagar Buldhana Road MalkapurBuldhana Road Malkapur,
Near Muktai Dalan Kendra,
Malkapur-443101,
Maharashtra.
Tel# 91-9545800709

Dear Shreya Manohar Bharapte,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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 **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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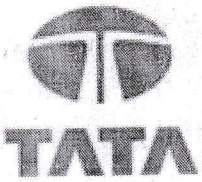

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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 TCSL Centres
Annexure 3: Confidentiality and IP Terms

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4-18-19

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GROSS SALARY SHEET **Annexure 1**

Name	**Shreya Manohar Bharapte**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TCSL/CT20172192831

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TAP/2019/R/18

Offer: Computer Consultancy
Ref: TCSL/CT20172187108/Pune
Date: 28/09/2018

Ms. Shrikala Jagannath Sant
3427Malkapur Road,Shikshak Colony,
Khadki B.K.,
Akola-444004,
Maharashtra.
Tel# 91-7083224206

Dear Shrikala Jagannath Sant,

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 **ECM (Enterprise Content Management)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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TATA

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

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1. **House Rent Allowance (HRA)**
   Your HRA will be **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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Registered Office Nirmal Building, 9th Floor, Nariman

ERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
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HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

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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 expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax 91 20 6608 7165

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Shrikala Jagannath Sant**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
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Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

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**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

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Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

TAP/2019/R/19

Offer: Computer Consultancy
Ref: TCSL/CT20172187038/Pune
Date: 28/09/2018

Ms. Sneha Shaligram Raut
Sant Meerabai Hostel ,Shegaon,
Shri Sant Gajanan Maharaj College Of Engineering,Shegaon.,
Shegaon-444203,
Maharashtra.
Tel# -

Dear Sneha Shaligram Raut,

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 **ECM (Enterprise Content Management)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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COMPENSATION AND BENEFITS

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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Tel: 91 20 6608 7777 Fax: 91 20 6608 7707 Website: www.tcs.com

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Sneha Shaligram Raut**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS		

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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18-19

48

Ref: TCSL/DT20217599671/1486313/Pune
Date: 08 June 2021

MS. SUPRIYYA SUNIL SATAO
Near Savta Mali Bhavan, Nandura Buldhana Road,
Shivaji Chowk, Nandura,
Maharashtra-443404.
Tel# 919552072402

Sub: Joining Letter

Dear Ms. Supriyya Sunil Satao,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **01st July 2021** , your joining location is **Pune** , work location is **Pune** and your stream is **EIS & IOT** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd
Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India
Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : www.tcs.com
Registered Office : Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021
Corporate Identification Number (CIN): L22210MH1995PLC084781

TAP/2019/R/20

Offer: Computer Consultancy
Ref: TCSL/CT20172187226/Pune
Date: 28/09/2018

Mr. Swapnil Ravindra Murkute
Maharana Pratap Chowk, Old City, Telhara, Dis.Akola , Tq. TelharaMaharana Pratap Chowk,
Durga Mata Mandir,
Telhara-444108,
Maharashtra.
Tel# -

Dear Swapnil Ravindra Murkute,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**10,200/-** 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 ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Withdrawal of Offer

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For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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TATA

GROSS SALARY SHEET

Annexure 1

Name	**Swapnil Ravindra Murkute**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

TAP/2019/U/90

Offer: Computer Consultancy
Ref: TCSL/CT20182534631/Pune
Date: 26/07/2019

Ms. Swati Chandrashekhar Boabade
304,
Near Ram Mandir,
Paratwada-444806,
Maharashtra.
Tel# 91-3956096295

Dear Swati Chandrashekhar Boabade,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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TCS Careers Servicelline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

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1. **House Rent Allowance (HRA)**
   Your HRA will be **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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Performance Pay will be effective upon successful completion of the Initial Learning Programme.

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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,

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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.

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RETIRALS

Provident Fund
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For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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18-19-4

TATA



GROSS SALARY SHEET

Annexure 1

Name	Swati Chandrashekhar Boabade
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
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Bouquet Of Benefits #	13,000	1,56,000
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Table 2: TCSL defined structure for BoB (All Components in INR)

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Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

TCS Confidential
TCSL/CT20182534631

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Offer: Computer Consultancy
Ref: TCSL/DT20195322263/Pune
Date: 18/10/2019

Ms. Swati Prabhakar Nichat
Plot No 71,Raut Nagar Lohara Yavatmal,
Gajanan Maharaj Mandir,
Yavatmal-445001,
Maharashtra.
Tel# -

Dear Swati Prabhakar Nichat,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

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14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on

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the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

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20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Swati Prabhakar Nichat**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**
   "Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

   (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

   (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

   (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

   (d) Customer and prospective customer lists, and

   (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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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

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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TAP/2019/M/44

(17)

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20217622287/Pune
Date: 06/04/2021

Mr. Vaibhav Dilip Khemot
Near Ganga Bhawan , Balaji Plot Khamgaon,
Agressn Chouk,
Khamgaon-444303,
Maharashtra.
Tel# 91-8928621747

Dear Vaibhav Dilip Khemot,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TAP/2019/0196

21-7

Offer: Computer Consultancy
Ref: TCSL/CT20172197389/Pune
Date: 26/07/2019

Ms. Vaishnavi Bandu Vyawahare
Near Raja Tower,Chikhli,
Saraf Market,
Chikhli-443201,
Maharashtra.
Tel# 91-9860213330

Dear Vaishnavi Bandu Vyawahare,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TCSL/CT20172197389

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET

Annexure 1

Name	**Vaishnavi Bandu Vyawahare**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TAP/2019/R/22

Offer: Computer Consultancy
Ref: TCSL/CT20172187071/Pune
Date: 28/09/2018

Ms. Veena Dinesh Rathi
212, Sant Meerabai HostelShri Sant Gajanan Maharaj College Of Engineering,
Sbi Colony,
Buldhana-444203,
Maharashtra.
Tel# 91-9422160507

Dear Veena Dinesh Rathi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**10,200/-** 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 ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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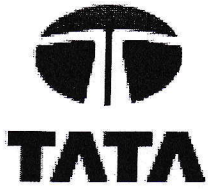

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
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You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Tata Consultancy Services Limited
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Tel: 91 20 6608 //// Fax: 91 20 6608 /107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET

Annexure 1

Name	**Veena Dinesh Rathi**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Shri Sant Gajanan Maharaj Coe - Shegaon**

Table 1: Compensation Details (All Components in INR)

1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Aliowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240

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Offer: Computer Consultancy
Ref: TCSL/CT20182384417/Pune
Date: 28/09/2018

Mr. Vishal Jitendra Nechwani
Sbi Colony ShegaonSbi Colony,
Sbi Colony,
Shegaon-444203,
Maharashtra.
Tel# 91-7030515591

Dear Vishal Jitendra Nechwani,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**10,200/-** 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 ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Disclaimer**
   Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

   This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found

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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	**Vishal Jitendra Nechwani**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,715	3,36,863

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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18-19.
45

Ref: TCSL/CT20192833332/1365347/Pune
Date: 30 August 2020

MR. VISHAL SANTOSH ZADE
Malipura Dobalewesh Near Old Mahadev Temple, Shegaon null,
Near Old Mahadev Temple, Shegaon,
Maharashtra-444203.
Tel# 919860909268

Sub: Joining Letter

Dear Mr. Vishal Santosh Zade,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **14th September 2020** and your training location is **Pune** . We are pleased to inform you that your work location is **PUNE** and your stream is **IT** . This has been provided considering your preference and business requirements.

Kindly report at the address shared below by 08:30 **AM** on the date mentioned above.

Tata Consultancy Services
Plot No. 2 & 3, MIDC-SEZ,,
Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Maharashtra, India,
Pune, Maharashtra-411057.
(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Ms. Swathi Vittal Shetty
Phone: 02267781608
Email Id: swathi.shetty1@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

TAP/2019/0193

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

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Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Tech Mahindra

23-2

Ref: 706425/1723753/ELTP **01-AUG-2019**

Ms. Sandhya Sunil Solanke
Pune (Mah) - 411052
Mobile: 8308588403

Subject: Offer of Appointment

Dear **Ms. Sandhya Sunil Solanke**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme.**

2. You will be on probation for a period of **6 months** from the date of joining the Company during which you will be on training. The training program called **"Entry Level Integrated Training and Enablement"(ELITE)** will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A.** Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only).** Please refer **Annexure B** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following:-

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

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CIN L64200MH1986PLC041370

7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.

9. You are required to join on **08-AUG-2019** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **Chitrangda Parihar** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD,PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE,SPECIAL ECONOMIC ZONE,PUNE-411057(MAHARASHTRA),INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **08-AUG-2019.**

For Tech Mahindra Limited

Pushkaleswara Rao

Venkat Paturi
Head - Resource Management Group

Encl: **Annexure-A & B**(Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** – General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:
Sandhya Sunil Solanke

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ANNEXURE - A

NAME	**Ms Sandhya Sunil Solanke**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**PUNE**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67,712
HRA (@50% OF BASIC)	33,856
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8,125
FLEXIBLE COMPONENTS OF TFP	92,013
TOTAL FIXED PAY..... (A)	**2,25,706**
TOTAL VARIABLE PAY (TVP)..... (B)	**25,079**
ADDITIONAL BENEFITS..... (C)	**9,215**
GRATUITY	3,257
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,958
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**260,000**

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 Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12, 000
Meal Card	26,400

(Contd...)

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Fax: +91 40 2311 7011

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ANNEXURE - B

NAME	**Ms Sandhya Sunil Solanke**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**PUNE**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	85,037
HRA (@50% OF BASIC)	42,519
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10,204
FLEXIBLE COMPONENTS OF TFP	1,21,695
TOTAL FIXED PAY.....(A)	**2,83,455**
TOTAL VARIABLE PAY (TVP)..... (B)	**31,496**
ADDITIONAL BENEFITS..... (C)	**10,049**
GRATUITY	4,091
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,958
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325,000**

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 Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

Component	Max Limit
Leave Travel Assistance	12, 000
Meal Card	26,400

(Contd...)

TAP/2019/U192

Tech Mahindra

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Mumbai 400001, India
CIN L64200MH1986PLC041370

Ref: 706425/1723783/ELTP

01-AUG-2019

Mr. Suraj Rajendra Pohekar
Pune (Mah) - 411021
Mobile: 9850661947

Subject: Offer of Appointment

Dear **Mr. Suraj Rajendra Pohekar**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme.**

2. You will be on probation for a period of **6 months** from the date of joining the Company during which you will be on training. The training program called **"Entry Level Integrated Training and Enablement"(ELITE)** will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A.** Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only).** Please refer **Annexure B** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following:-

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.

9. You are required to join on **08-AUG-2019** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **Chitrangda Parihar** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD,PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE,SPECIAL ECONOMIC ZONE,PUNE-411057(MAHARASHTRA),INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **08-AUG-2019.**

For Tech Mahindra Limited

Pusakitaswara Rao

Venkat Paturi
Head - Resource Management Group

Encl: **Annexure-A & B**(Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** – General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:
Suraj Rajendra Pohekar

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE - A

NAME	**Mr Suraj Rajendra Pohekar**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**PUNE**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67,712
HRA (@50% OF BASIC)	33,856
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8,125
FLEXIBLE COMPONENTS OF TFP	92,013
TOTAL FIXED PAY..... (A)	**2,25,706**
TOTAL VARIABLE PAY (TVP)..... (B)	**25,079**
ADDITIONAL BENEFITS..... (C)	**9,215**
GRATUITY	3,257
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,958
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**260,000**

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 Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12, 000
Meal Card	26,400

(Contd...)

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE - B

NAME	**Mr Suraj Rajendra Pohekar**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**PUNE**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	85,037
HRA (@50% OF BASIC)	42,519
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10,204
FLEXIBLE COMPONENTS OF TFP	1,21,695
TOTAL FIXED PAY.....(A)	**2,83,455**
TOTAL VARIABLE PAY (TVP)..... (B)	**31,496**
ADDITIONAL BENEFITS..... (C)	**10,049**
GRATUITY	4,091
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,958
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325,000**

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 Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

Component	Max Limit
Leave Travel Assistance	12, 000
Meal Card	26,400

(Contd...)

TAP/2019/S/11

Gmail

TPO SSGMCE Shegaon <tpossgmce@gmail.com>

SSGMCE Shegaon students interested to join THREEH Systems

8 messages

TPO SSGMCE Shegaon <tpossgmce@gmail.com> Tue, May 21, 2019 at 12:53 PM
To: Amol Hadke <amol@threehsystems.com>, 3H ThreeH Systems <threehsystems@gmail.com>, priyanka <priyanka@threehsystems.com>

Dear Mr. Amol,

Greetings from SSGMCE, Shegaon!!!

We received an email from THREEH selected students from SSGMCE, Shegaon. Forwarding the same to you for consideration.

==========
==========

Respected Vinay Thute Sir,

We are the students of Ssgmce ,Shegaon and we are selected students as a trainee engineer in ThreeH system private limited.

The following students are willing to join the ThreeH system pvt ltd.so please kindly arrange to send the offer letter.

1)Vinayak Boratwar(extc)
2)Rushikesh Pachgade (extc)
3)Vaibhav Dikshit(extc)
4)Jay Thakur(mech)
5)Lakshmikant kamli(mech)
6)Akshay Shamsundar(mech)
7)Ashwini Sawkare(electrical) TAP/2019/S/11
8)Harshal Jaiswal (extc)

Yours Faithfully,

All the above students
==========
==========
With reference to the above mail received from students, we request you to kindly release the offer letter/joining letter.

Thanks with Regards,

Vinay Thute
Training and Placement Officer,
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon-444203
Dist: Buldana(M.S.)India
Cell : +91 94229 26420

TPO SSGMCE Shegaon <tpossgmce@gmail.com> Sat, May 25, 2019 at 7:52 PM
To: 3H ThreeH Systems <threehsystems@gmail.com>, priyanka <priyanka@threehsystems.com>, Amol Hadke

 TAP/2019/M/8,14,16

Gmail

TPO SSGMCE Shegaon <tpossgmce@gmail.com>

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2)Rushikesh Pachgade (extc) TAP/2019/U/
3)Vaibhav Dikshit(extc) TAP/2019/U/
4)Jay Thakur(mech) TAP/2019/M/12
5)Lakshmikant kamli(mech) TAP-2019/M/16
6)Akshay Shamsundar(mech) - TAP-2019/M/08
7)Ashwini Sawkare(electrical)
8)Harshal Jaiswal (extc) - TAP-2019/5/
TAP/2019/U/

Yours Faithfully,

All the above students

==========
==========

With reference to the above mail received from students, we request you to kindly release the offer letter/joining letter.

Thanks with Regards,

Vinay Thute
Training and Placement Officer,
Shri Sant Gajanan Maharaj College of Engineering,
Shegaon-444203
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TAP/2019/M

(1)

Gmail

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The following students are willing to join the ThreeH system pvt ltd.so please kindly arrange to send the offer letter.

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3)Vaibhav Dikshit(extc)
4)Jay Thakur(mech)
5)Lakshmikant kamli(mech)
6)Akshay Shamsundar(mech)
7)Ashwini Sawkare(electrical)
8)Harshal Jaiswal (extc)

Yours Faithfully,

All the above students
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With reference to the above mail received from students, we request you to kindly release the offer letter/joining letter.

Thanks with Regards.

Vinay Thute
Training and Placement Officer,
Shri Sant Gajanan Maharaj College of Engineering,
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Dist: Buldana(M.S.)India
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To: 3H ThreeH Systems <threehsystems@gmail.com>, priyanka <priyanka@threehsystems.com>, Amol Hadke <amol@threehsystems.com>

[Quoted text hidden]

[Quoted text hidden]

Amol Hadke <amol@threehsystems.com> Sat, May 25, 2019 at 7:52 PM
To: tpossgmce@gmail.com

Thanks & regards

Amol Hadke

Group Director - 3H Group Of Companies

Team Operations |+91 9867235504 , +91 9960643502 + | amol@threehsystems.com |

3H ThreeH Systems Pvt. Limited working in the Area of Software, IT ,ITES ,SAP ERP, Engineering Design & Industrial Automation, CAD CAM CAE, FEA FEM CFD.

3H ThreeH International Tours Company (South Asia Pacific, Europe , North America , Canada, Japan)

3H Media, Technology Channel & Mass Infotainment Cluster

3H Elibom Technologies Private Limited (Mobile Accessories Manufacturing Business)

Corporate Identity Number : U72900PN2012PTC145125 YR 2012 - 2013

TAP/20191/5103

TPL/BHR/372
06th May, 2019

Mr. Chetan Ambalkar
At Post Matargaon B K,
Tq Shegaon, Buldhana 444304

Dear Chetan,

Sub: Offer of facility of Training as Graduate Engineer Trainee – 2019

This has reference to your application and the subsequent interview you had with us recently. We are pleased to offer you the facility of on the job training as **"Graduate Engineer Trainee"** on stipend equivalent to Rs. 3,25,000/- (Rupees Three Lakh Twenty Five Thousand Only) (Cost to Company) Per Annum.

The terms and conditions of the offer are as follows:

1. This offer of training is for a fixed term of one year from the date of your joining. You shall note that this facility for training and / or your appointment on regular basis shall be co-terminus in accordance with Distribution Franchisee Agreement (DFA) which has been executed between the Company and Maharashtra State Electricity Distribution Co. Ltd. (MSEDCL) for a period of ten years i.e upto 25/01/2027.

2. On successful completion of the training for a period of one year as stated in clause 1 above, you may be communicated in writing of confirmation of your employment in the position of **"Executive".** The same shall not be automatic and shall be subject to your successful completion of training.

3. The offer of training is provisional and subject to your passing in the final examination (B.E Electrical) and obtaining an Engineering degree with First Class or its equivalent. This offer of training and / or your appointment is further subject to you been found medically fit by our Chief Medical Officer.

4. You will be given a detailed appointment letter on your joining and the terms and conditions set out there in shall be applicable and binding upon you.

5. Notice period for resignation from training facility is one month.

6. You will be governed by the rules and regulations of the Company.

7. Please note that during the period of facility for training you are liable to transferred to any unit / undertaking or establishment / division / department / branch / office of the company or to any other Company of Torrent Group.

Please sign and return the copy of this letter as a token of acceptance of our offer.

You are required to report on **03rd June, 2019** at **9:30am** as per the address mentioned in Annexure-A

With best wishes for a fruitful career in Torrent Power Limited.

Yours faithfully
For Torrent Power Limited

Prakash Sajnani
Vice President – HR

Accepted Ambalkar
Date 10/05/2019

TAP/20191505

TPL/BHR/373
06th May, 2019

torrent POWER

Mr. Kaustubh Badhe
At Post Alampur,
Tq Nandura, Buldhana 443404

Dear Kaustubh,

Sub: Offer of facility of Training as Graduate Engineer Trainee – 2019

This has reference to your application and the subsequent interview you had with us recently. We are pleased to offer you the facility of on the job training as **"Graduate Engineer Trainee"** on stipend equivalent to Rs. 3,25,000/- (Rupees Three Lakh Twenty Five Thousand Only) (Cost to Company) Per Annum.

The terms and conditions of the offer are as follows:

1. This offer of training is for a fixed term of one year from the date of your joining. You shall note that this facility for training and / or your appointment on regular basis shall be co-terminus in accordance with Distribution Franchisee Agreement (DFA) which has been executed between the Company and Maharashtra State Electricity Distribution Co. Ltd. (MSEDCL) for a period of ten years i.e upto 25/01/2027.

2. On successful completion of the training for a period of one year as stated in clause 1 above, you may be communicated in writing of confirmation of your employment in the position of **"Executive"**. The same shall not be automatic and shall be subject to your successful completion of training.

3. The offer of training is provisional and subject to your passing in the final examination (B.E Electrical) and obtaining an Engineering degree with First Class or its equivalent. This offer of training and / or your appointment is further subject to you been found medically fit by our Chief Medical Officer.

4. You will be given a detailed appointment letter on your joining and the terms and conditions set out there in shall be applicable and binding upon you.

5. Notice period for resignation from training facility is one month.

6. You will be governed by the rules and regulations of the Company.

7. Please note that during the period of facility for training you are liable to transferred to any unit / undertaking or establishment / division / department / branch / office of the company or to any other Company of Torrent Group.

Please sign and return the copy of this letter as a token of acceptance of our offer.

You are required to report on **03rd June, 2019** at **9:30am** as per the address mentioned in Annexure-A

With best wishes for a fruitful career in Torrent Power Limited.

Yours faithfully
For Torrent Power Limited

Prakash Sajnani
Vice President – HR

Accepted
Date 10/05/2019

TAP/20191511O

TPL/BHR/371
06th May, 2019

Mr. Rahman Shaikh
Qureshi Nagar, Parpeth,
Malkapur, Buldhana 443101

Dear Rahman,

Sub: Offer of facility of Training as Graduate Engineer Trainee – 2019

This has reference to your application and the subsequent interview you had with us recently. We are pleased to offer you the facility of on the job training as **"Graduate Engineer Trainee"** on stipend equivalent to Rs. 3,25,000/- (Rupees Three Lakh Twenty Five Thousand Only) (Cost to Company) Per Annum.

The terms and conditions of the offer are as follows:

1. This offer of training is for a fixed term of one year from the date of your joining. You shall note that this facility for training and / or your appointment on regular basis shall be co-terminus in accordance with Distribution Franchisee Agreement (DFA) which has been executed between the Company and Maharashtra State Electricity Distribution Co. Ltd. (MSEDCL) for a period of ten years i.e upto 25/01/2027.

2. On successful completion of the training for a period of one year as stated in clause 1 above, you may be communicated in writing of confirmation of your employment in the position of **"Executive"**. The same shall not be automatic and shall be subject to your successful completion of training.

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4. You will be given a detailed appointment letter on your joining and the terms and conditions set out there in shall be applicable and binding upon you.

5. Notice period for resignation from training facility is one month.

6. You will be governed by the rules and regulations of the Company.

7. Please note that during the period of facility for training you are liable to transferred to any unit / undertaking or establishment / division / department / branch / office of the company or to any other Company of Torrent Group.

Please sign and return the copy of this letter as a token of acceptance of our offer.

You are required to report on **03rd June, 2019** at **9:30am** as per the address mentioned in Annexure-A

With best wishes for a fruitful career in Torrent Power Limited.

Yours faithfully
For Torrent Power Limited

Prakash Sajnani
Vice President – HR

Accepted ARureshy
Date 10-5-2019

Annexure A

Torrent Power Limited, Circle Office, Opp. Soham Hospital, Near Citizen Hospital, Dhamankar Naka, Bhiwandi, Dist: Thane, Maharashtra– 421 302.

On the day of your joining, kindly carry the documents as given below

DOCUMENTS REQ. FOR JOINING

SSC & HSC (Result and passing certificate, LC)
Degree Passing certificate & All Semester Marksheets
PAN Card
Aadhar Card
3 Passport size photos (self, mother & father)
Driving License, Electricity Bill
LC/Birth Certificate
ID proof of Nominees
Passbook copy and 1 cancelled cheque

TAP/20191510 9

TPL/BHR/370
06th May, 2019

torrent POWER

Mr. Rushikesh Bodhke
At Post Jalnapur, Tq, Chandur Bazar,
Dist Amravati 444704

Dear Rushikesh,

Sub: Offer of facility of Training as Graduate Engineer Trainee – 2019

This has reference to your application and the subsequent interview you had with us recently. We are pleased to offer you the facility of on the job training as **"Graduate Engineer Trainee"** on stipend equivalent to Rs. 3,25,000/- (Rupees Three Lakh Twenty Five Thousand Only) (Cost to Company) Per Annum.

The terms and conditions of the offer are as follows:

1. This offer of training is for a fixed term of one year from the date of your joining. You shall note that this facility for training and / or your appointment on regular basis shall be co-terminus in accordance with Distribution Franchisee Agreement (DFA) which has been executed between the Company and Maharashtra State Electricity Distribution Co. Ltd. (MSEDCL) for a period of ten years i.e upto 25/01/2027.

2. On successful completion of the training for a period of one year as stated in clause 1 above, you may be communicated in writing of confirmation of your employment in the position of **"Executive"**. The same shall not be automatic and shall be subject to your successful completion of training.

3. The offer of training is provisional and subject to your passing in the final examination (B.E Electrical) and obtaining an Engineering degree with First Class or its equivalent. This offer of training and / or your appointment is further subject to you been found medically fit by our Chief Medical Officer.

4. You will be given a detailed appointment letter on your joining and the terms and conditions set out there in shall be applicable and binding upon you.

5. Notice period for resignation from training facility is one month.

6. You will be governed by the rules and regulations of the Company.

7. Please note that during the period of facility for training you are liable to transferred to any unit / undertaking or establishment / division / department / branch / office of the company or to any other Company of Torrent Group.

Please sign and return the copy of this letter as a token of acceptance of our offer.

You are required to report on **03rd June, 2019** at **9:30am** as per the address mentioned in Annexure-A

With best wishes for a fruitful career in Torrent Power Limited.

Yours faithfully
For Torrent Power Limited

Prakash Sajnani
Vice President – HR

Accepted
Date 10/05/2019

TAP/2019/8/43

TRAYAMURTI ENGINEERING PVT LTD

D 23, MIDC, BARAMATI, DIST. PUNE
U34101MH1996PTC098357 Email : accounts@trayamurti.com
GST N NO. : 27AAACT6341A1ZP

REF:YPCPL/OFFER/301116

DATE : 06-Jan-2020

To,
Mr.Gajanan Sadanand Kshirsagar,
Ap baramati,
BARAMATI 413102,
Mobile : 9145774664,
Email : gajanansk32@gmail.com

Subject : Offer Letter

Dear Mr.Gajanan,
This is with reference to your application and subsequent interview you had with us, we have pleasure to offer you an appointment for the position of **Graduate** Trainee - Maintenance (Grade,GET) at our **TEPL,** Probation for Six month at the gross emoluments as discussed and agreed.

The detailed terms & conditions governing your appointment will be given in the appointment letter, which will be released on your joining the company.

You are advised to join us as early as possible but latest by 04 Jan 2020 along with the following documents:

1. Proof of age -(Driving License, Pan Card, Aadhar Card, TC)
2. Photo ID- (Driving License, Pan Card, Aadhar Card)
3. Academic Certificates (10 th class onwards)
4. 3 Photographs (Passport Size)
5. Relieving Letter from the previous employer (if it is not your first employment)
6. Experience Certificates of all the previous employers (if it is not your first employment)
7. Proof of Salary (Salary slip/ Certificate of salary last drawn with break-up along with Form-16 to validate the last salary drawn)
8. Doctor Fitness Certificate
9. HDFC Bank Account Number:- we are transferring salaries to HDFC Bank only.

Please note that all information submitted by you shall be correct. Any incorrect information furn
by you may lead to cancellation of Offer Letter and the subsequently release of appointment lett
You are requested to report at **TEPL Office** for joining formalities & further allocation of responsi

Please sign the duplicate copy of this letter as a token of acceptance and return to us for recor

Welcome to our organization.

With best wishes.
M/s. Trayamurti Engineering Pvt. Ltd.

This is system generated document, signature is not required

TRISTHA

OFFER LETTER

Date: - 04th July, 2019

Dear Ms. Aarti Manohar Lohakpure,

It's been a great pleasure meeting and getting to know you.

In pursuance of the various discussions, we are happy to make you an offer for joining Tristha Global Services Pvt Ltd as **Associate Test Engineer.**

Your Cost to Company will be **INR 2,30,000/- (Rupees Two Lakh thirty thousand only)** including all allowances and incentives, the breakup of which is attached in Annexure A to this letter; Your project location will be at any place **within Chennai, Mumbai & Navi Mumbai** and you may also be required to travel within or outside the country from time to time to fulfil the project commitments and justify the role assigned to you.

The above offer is subject to the following terms and conditions:

- The offer of appointment is subject to you being found medically fit at all the times.
- This offer is subject to recommendation from 2 qualified references to be furnished by you. The details of references need to be furnished by 12th July, 2019.
- Successful completion of background verification check.
- You will be on probation for a period of **twelve** months from date of joining the services of our company, during which the Company will review your work performance, interaction with your colleagues and customers, and suitability for the role. If your performance is found satisfactory and justifying the role assigned to you, your employment will be confirmed at the end of the probationary period in writing.
- You are liable to be transferred to any of the group companies / subsidiaries and their establishments in India and/or overseas. Upon such transfer, you will be governed by the terms and conditions applicable to that Establishment and location.
- Kindly provide HR with the following documents at the time of joining.

  a. Copy of a valid Permanent Account Number (PAN) / Aadhaar Number / Passport Number
  b. Copies of your education certificates, university transcripts and professional certificates / affiliations.

c. Proof of your age.

This offer is valid till 12th July, 2019 before which you are required to confirm your acceptance.

Kindly sign the duplicate copy of this letter in token of your acceptance and confirmation of the above terms and conditions.

We wish you a very rewarding and successful career with Tristha Global Pvt Ltd.

Your Sincerely,

for Tristha Global Pvt Ltd



Taral Shah

Executive Director

Acknowledgement

I accept the above terms and conditions and will report for work on _____

Signature: Location: Date:

PRIVATE & CONFIDENTIAL

APPENDIX A

REMUNERATION AND BENEFITS SUMMARY

Ms. Aarti Manohar Lohakpure			
Designation	Associate test Engineer		
Department	Delivery		
Component	**Breakup**	**Per Month**	**Per Annum**
Cash Component	Basic	9,000	108,000
	House Rent Allowance	4,500	54,000
	Conveyance Allowance	1,600	19,200
	Leave Travel Allowance *	978	11,739
	Medical Allowance *	430	5,164
	Gross Salary	**16,509**	**198,103**
Non-cash Component	PF - Employer Contribution	1,441	17,292
	Gratuity	433	5,195
	ESIC	784	9,410
Total	**CTC**	19,167	2,30,000
Group Mediclaim Coverage (GMC)**		3,00,000	

** Actual Bills / Documents to be submitted, for Tax exception*

***GMC of Rs.3,00,000/- is provided by the company for the employee only.*

BENEFITS	
Eligibility	Information
Privilege leave	Your annual paid leave is **12** working days per calendar year. The Company reserves the right to amend or change the leave entitlement, policy and procedure at its own discretion without prior consent.
Sick Leave	You will be eligible for **08** days of sick leave per year.
Casual Leave	You will be eligible for **08** days of Casual leave.
Public Holidays	You are eligible for **10** fixed public holidays per year, as determined by the Company. Notice specifying public holidays will be circulated or displayed on the Company notice board at the start of the calendar year.
Provident Fund Contribution	Under the Employee Provident Fund Act, both the employee and the Company are each required to contribute to the Provident Fund (PF)
Gratuity	The Gratuity will be as per the Gratuity Act, 1972.
Professional Tax	Professional Tax will be applicable as per the law.

All Company benefits, except those mandated by law, will be reviewed from time to time and subject to change at the discretion of the Company.

As per Gratuity act an employee becomes eligible for payment of gratuity only after completion of five continuous years of service with the organization.

Yours Sincerely,

For Tristha Global Pvt Ltd

Taral Shah

Executive Director

TRISTHA

OFFER LETTER

Date: - 04th July, 2019

Dear Ms. Daksha Surendra Mamalkar,

It's been a great pleasure meeting and getting to know you.

In pursuance of the various discussions, we are happy to make you an offer for joining Tristha Global Services Pvt Ltd as **Associate Test Engineer.**

Your Cost to Company will be **INR 2,30,000/- (Rupees Two Lakh thirty thousand only)** including all allowances and incentives, the breakup of which is attached in Annexure A to this letter; Your project location will be at any place **within Chennai, Mumbai & Navi Mumbai** and you may also be required to travel within or outside the country from time to time to fulfil the project commitments and justify the role assigned to you.

The above offer is subject to the following terms and conditions:

- The offer of appointment is subject to you being found medically fit at all the times.
- This offer is subject to recommendation from 2 qualified references to be furnished by you. The details of references need to be furnished by 12th July, 2019.
- Successful completion of background verification check.
- You will be on probation for a period of **twelve** months from date of joining the services of our company, during which the Company will review your work performance, interaction with your colleagues and customers, and suitability for the role. If your performance is found satisfactory and justifying the role assigned to you, your employment will be confirmed at the end of the probationary period in writing.
- You are liable to be transferred to any of the group companies / subsidiaries and their establishments in India and/or overseas. Upon such transfer, you will be governed by the terms and conditions applicable to that Establishment and location.
- Kindly provide HR with the following documents at the time of joining.

  a. Copy of a valid Permanent Account Number (PAN) / Aadhaar Number / Passport Number
  b. Copies of your education certificates, university transcripts and professional certificates / affiliations.

c. Proof of your age.

This offer is valid till 12th July, 2019 before which you are required to confirm your acceptance.

Kindly sign the duplicate copy of this letter in token of your acceptance and confirmation of the above terms and conditions.

We wish you a very rewarding and successful career with Tristha Global Pvt Ltd.

Your Sincerely,

for Tristha Global Pvt Ltd

Taral Shah

Executive Director

Acknowledgement

I accept the above terms and conditions and will report for work on _____

Signature: Location: Date:

PRIVATE & CONFIDENTIAL

APPENDIX A

REMUNERATION AND BENEFITS SUMMARY

Ms. Daksha Surendra Mamalkar			
Designation	Associate test Engineer		
Department	Delivery		
Component	**Breakup**	**Per Month**	**Per Annum**
Cash Component	Basic	9,000	108,000
	House Rent Allowance	4,500	54,000
	Conveyance Allowance	1,600	19,200
	Leave Travel Allowance *	978	11,739
	Medical Allowance *	430	5,164
	Gross Salary	**16,509**	**198,103**
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	Gratuity	433	5,195
	ESIC	784	9,410
Total	CTC	19,167	2,30,000
Group Mediclaim Coverage (GMC)**		3,00,000	

** Actual Bills / Documents to be submitted, for Tax exception*

***GMC of Rs.3,00,000,/- is provided by the company for the employee only.*

BENEFITS	
Eligibility	**Information**
Privilege leave	Your annual paid leave is **12** working days per calendar year. The Company reserves the right to amend or change the leave entitlement, policy and procedure at its own discretion without prior consent.
Sick Leave	You will be eligible for **08** days of sick leave per year.
Casual Leave	You will be eligible for **08** days of Casual leave.
Public Holidays	You are eligible for **10** fixed public holidays per year, as determined by the Company. Notice specifying public holidays will be circulated or displayed on the Company notice board at the start of the calendar year.
Provident Fund Contribution	Under the Employee Provident Fund Act, both the employee and the Company are each required to contribute to the Provident Fund (PF)
Gratuity	The Gratuity will be as per the Gratuity Act, 1972.
Professional Tax	Professional Tax will be applicable as per the law.

All Company benefits, except those mandated by law, will be reviewed from time to time and subject to change at the discretion of the Company.

As per Gratuity act an employee becomes eligible for payment of gratuity only after completion of five continuous years of service with the organization.

Yours Sincerely,

For Tristha Global Pvt. Ltd

Taral Shah

Executive Director

TRISTHA

OFFER LETTER

Date: - 12th June, 2019

Dear Mr. Digvijay Ramesh Bargir,

It's been a great pleasure meeting and getting to know you.

In pursuance of the various discussions, we are happy to make you an offer for joining Tristha Global Services Pvt Ltd as **Associate Test Engineer.**

Your Cost to Company will be **INR 2,30,000/- (Rupees Two Lakh thirty thousand only)** including all allowances and incentives, the breakup of which is attached in Annexure A to this letter; Your project location will be at any place **within Mumbai & Navi Mumbai** and you may also be required to travel within or outside the country from time to time to fulfil the project commitments and justify the role assigned to you.

The above offer is subject to the following terms and conditions:

- The offer of appointment is subject to you being found medically fit at all the times.
- This offer is subject to recommendation from 2 qualified references to be furnished by you. The details of references need to be furnished by 14th June, 2019.
- Successful completion of background verification check.
- You will be on probation for a period of **twelve** months from date of joining the services of our company, during which the Company will review your work performance, interaction with your colleagues and customers, and suitability for the role. If your performance is found satisfactory and justifying the role assigned to you, your employment will be confirmed at the end of the probationary period in writing.
- You are liable to be transferred to any of the group companies / subsidiaries and their establishments in India and/or overseas. Upon such transfer, you will be governed by the terms and conditions applicable to that Establishment and location.
- Kindly provide HR with the following documents at the time of joining.

  a. Copy of a valid Permanent Account Number (PAN) / Aadhaar Number / Passport Number
  b. Copies of your education certificates, university transcripts and professional certificates / affiliations.
  c. Proof of your age.

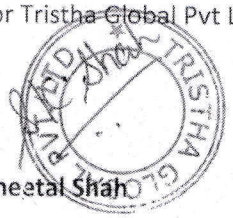
This offer is valid till 14th June, 2019 before which you are required to confirm your acceptance.

Kindly sign the duplicate copy of this letter in token of your acceptance and confirmation of the above terms and conditions.

We wish you a very rewarding and successful career with Tristha Global Pvt Ltd.

Your Sincerely,

for Tristha Global Pvt Ltd



Sheetal Shah

Executive Director

Acknowledgement

I accept the above terms and conditions and will report for work on _____

Signature: Location: Date:

TRISTHA

PRIVATE & CONFIDENTIAL

APPENDIX A

REMUNERATION AND BENEFITS SUMMARY

Digvijay Ramesh Bargir			
Designation	Associate test Engineer		
Department	Delivery		
Component	**Breakup**	**Per Month**	**Per Annum**
Cash Component	Basic	9,000	108,000
	House Rent Allowance	4,500	54,000
	Conveyance Allowance	1,600	19,200
	Leave Travel Allowance *	978	11,739
	Medical Allowance *	430	5,164
	Gross Salary	**16,509**	**198,103**
Non-cash Component	PF - Employer Contribution	1,441	17,292
	Gratuity	433	5,195
	ESIC	784	9,410
Total	**CTC**	**19,167**	**2,30,000**
Group Mediclaim Coverage (GMC)**		**3,00,000**	

** Actual Bills / Documents to be submitted, for Tax exception*

***GMC of Rs.3,00,000,/- is provided by the company for the employee only.*

This offer is valid till 14th June, 2019 before which you are required to confirm your acceptance.

Kindly sign the duplicate copy of this letter in token of your acceptance and confirmation of the above terms and conditions.

We wish you a very rewarding and successful career with Tristha Global Pvt Ltd.

Your Sincerely,

for Tristha Global Pvt Ltd

Sheetal Shah

Executive Director

Acknowledgement

I accept the above terms and conditions and will report for work on _____

Signature: Location: Date:

TAP/2019/M/35

(8)

TRUSTED INFOTECH

SALARY STATEMENT

Employee - Akshay Rajendra Shyamsundar
Address - C/O DILIP TOTADE,
SHIVAKRUPA, S NO. 12/28
MAHARASHTRA
PASHAN, PUNE 411008

Pay Date - 01.11.2021
Month - OCT 2021

Days Worked - 20.00

Earnings		**Deductions**	
Basic Salary	7,500.00	Profession Tax	200.00
HRA	7,000.00		
Incentive	15,240.00		
Gross	29,740.00	**Total Deduction**	200.00

Net payment Rs. 29,540.00
Rupees TWENTY-NINE THOUSAND FIVE HUNDRED FORTY only

TAP/2019/R/01

Integrity, Innovation, Serenity

Tudip/EM/CAM 2019

June 19, 2019

Abhijit Chaudhari

Balaji Town, Sant Tukdoji Ward,
Hinganghat, Dist-Wardha, Pin-442301

Phone – +91-7218223990

Dear Abhijit,

Congratulations!

Further to your application for employment with Tudip Technologies Pvt. Ltd. (hence forth referred as Tudip or Company) and the subsequent selection process, we are delighted to offer you designation as **Associate Project Engineer, (Band L1)**

You will be deployed to **SEZ (Unit 2) office** on the below mentioned address and your date of joining will be on **15th July 2019** (Monday)

Plot No. 11/2, Unit 2,
Rajiv Gandhi IT Park,
Hinjawadi- Phase 3, Maan,
Pune- 411057

Your Total Gross Salary as applicable has been detailed in the Annexure I of this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Tudip. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies. Your employment with us will be governed by rules, regulations, policies and practices of the Company that may change from time to time.

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

We are confident that you will find your time at Tudip both personally and professionally rewarding and you will make a substantial contribution to the growth and success of the company.

Once again welcome to Tudip. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

Human Resource Team

Integrity, Innovation, Serenity

Annexure to your Offer of Employment with Tudip.

Welcome to Tudip! Presented here are the details that refer to our offer of employment to you.

Salary Structure and Taxation

The salary structure of the Company may be altered/modified at any time with or without prior notice. Your package of remuneration and other terms may be altered/modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by statutory provisions in force from time to time and be subject to deduction of appropriate taxes at source. Gross Pay to be paid monthly on the first working day of subsequent month.

Training Program

A training program (called Tudip Academy) will be offered to you at the beginning of your employment with us. It consists of classroom, simulated environment and on-the-job training. The duration of this training will be based on the business requirements but usually it is of 8 weeks. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training. Failure in clearing this training program would result in your employment with us being terminated with immediate effect, without salary thereof. Also depending upon your performance in this training program, we would be assigning you more relevant engineering designations.

Note: The location of your training period will be in **Wakad Office** on the below address.

Sr.No.241/3/A,
Datta Mandir Road,
Wakad, Pune- 411057.

Probation Period and Confirmation as a Permanent Employee

You will be under probation for a period of 12 months from the date of joining and would be confirmed as a permanent employee upon successful completion of your probation. As Tudip progresses on these initiatives, performance improvement will be ongoing process and a formal evaluation will be carried out during probation. Please note all confirmations in the company will take place only on the 1st day ofthe month succeeding completion of probation period. We request you to take probation period very seriously to enable you to be successful with the company.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company's growth.

Salary revision exercise is normally conducted yearly in the month of July. At Tudip, there are policies that are linked to performance management, career growth and annual compensation review of an employee and these policies will be applicable to you. Please note that you would be considered for the increments and promotions during your Service Agreement duration as well.

Working Hours

We provide flexible work hours to employees at the discretion of their managers. The official business hours from Monday to Friday are between 10:30 AM to 08:00 PM, however you will be expected to work such times and hours as are necessary forthe satisfactory execution of your duties. Your office timings may be changed based on clients and their project needs.

Last Saturday of every month is an Improvement day where all the Tudipians gather and do knowledge sharing sessions, work on pending tasks, if any and analyze and learn from the month passed by.

Notice Period

On completion of Service Agreement, you will be required to give 60 days 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. Similarly, the Company can terminate your services by giving 15 days notice with or without salary thereof. The Company may terminate your services immediately on disciplinary or competency grounds without salary thereof.

Service Agreement

Tudip would continue to make investments on training and continuing education of its professionals. This will be of value to you as a professional and large part of the ownership and commitment has to come from you. Service Agreement to serve Tudip is for 2 years from the date of joining. This agreement seeks your reciprocation to Tudip's investment in your training, and its commitment to your professional development. Our offer to you for the designated position is subject to the execution of the necessary Service Agreement. A breach of this undertaking would involve payment of 75,000 INR towards damage to Tudip. Please note that you do not need to pay any amount upfront. If you leave the company before 2 years, you need to still serve 2 months notice or pay 2 months salary depends on the company's discretion.

Earned Leaves

There would be only one type of leave, which is Earned Leave. You would be eligible for 18 leaves per annum post probation. During probation, you would be eligible for 12 leaves per annum. Please note that the leaves shall be credited on a pro-rated basis.

The leave eligibility shall begin in the next quarter of your joining the Company.

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
During Probation Period	3	3	3	3	12
After Probation Period	4	5	5	4	18

to the business affairs of the company. You will adhere to the rules and regulations laid down by the company and will be governed by them. During the course of your employment with Tudip, you will also be flexible to the changes made to the rules and regulations as deemed fit by the company.

Other Terms and Conditions

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

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 dealings with the company and if you are offered any, you should immediately report the same to the management.

During the tenure of your employment, you will comply with all Tudip policies, guidelines, rules and instructions including **Tudip's Business Code of Conduct**. At anytime, if in the opinion of company you are found guilty of any misconduct or of any actions, which are not in the interest of the company, you are liable for disciplinary action, which can include termination without prior notice with or without salary thereof.

You will not enter into an agreement, commitment or dealing on behalf of the company or its business associates without the prior written approval of the management. In case any such understanding is entered into without the consultation of the management, you will be completely responsible for it at your own risk.

All the benefits are as per the Company's policies, which are subject to change from time to time.

If for any reasons, you violate any of the terms and conditions mentioned above, the Company reserves the rights to with hold payments as may be due to you as well as take resources to legal action as deemed necessary.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining. 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.

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 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.

12-18-19

Integrity, Innovation, Serenity

Tudip/EM/CAM 2019

Annexure A (Compensation Details)

Component	Monthly (INR)	Annual (INR)
Basic	15,000	1,80,000
House Rent Allowance	4,500	54,000
Conveyance Allowance	1,600	19,200
Monthly Gross Total	**21,100**	**2,53,200**

Retiral and Other Benefits	**Yearly (INR)**
Provident Fund (Company Contribution)	23,400
Leave Encashment*	9,000
Health Insurance*	6,500
Gratuity*	30,000
Total Salary	**3,22,100**

- Please refer to HR Policies

TAP/2019/U110

Integrity, Innovation, Serenity

Tudip/EM/CAM 2019

June 19, 2019

Kartik Agrawal

Swastik Nagar, Azam Chowk,
Darga Road, Parbhani, Pin- 431401

Phone – +91-7038267969

Dear Kartik,

Congratulations!

Further to your application for employment with Tudip Technologies Pvt. Ltd. (hence forth referred as Tudip or Company) and the subsequent selection process, we are delighted to offer you designation as **Associate Project Engineer, (Band L1)**

You will be deployed to **SEZ (Unit 2) office** on the below mentioned address and your date of joining will be on **15th July 2019** (Monday)

Plot No. 11/2, Unit 2,
Rajiv Gandhi IT Park,
Hinjawadi- Phase 3, Maan,
Pune- 411057

Your Total Gross Salary as applicable has been detailed in the Annexure I of this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Tudip. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies. Your employment with us will be governed by rules, regulations, policies and practices of the Company that may change from time to time.

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

We are confident that you will find your time at Tudip both personally and professionally rewarding and you will make a substantial contribution to the growth and success of the company.

Once again welcome to Tudip. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

Human Resource Team

Tudip

Integrity, Innovation, Serenity

Annexure to your Offer of Employment with Tudip.

Welcome to Tudip! Presented here are the details that refer to our offer of employment to you.

Salary Structure and Taxation

The salary structure of the Company may be altered/modified at any time with or without prior notice. Your package of remuneration and other terms may be altered/modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by statutory provisions in force from time to time and be subject to deduction of appropriate taxes at source. Gross Pay to be paid monthly on the first working day of subsequent month.

Training Program

A training program (called Tudip Academy) will be offered to you at the beginning of your employment with us. It consists of classroom, simulated environment and on-the-job training. The duration of this training will be based on the business requirements but usually it is of 8 weeks. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training. Failure in clearing this training program would result in your employment with us being terminated with immediate effect, without salary thereof. Also depending upon your performance in this training program, we would be assigning you more relevant engineering designations.

Note: The location of your training period will be in **Wakad Office** on the below address.

Sr.No.241/3/A,
Datta Mandir Road,
Wakad, Pune- 411057.

Probation Period and Confirmation as a Permanent Employee

You will be under probation for a period of 12 months from the date of joining and would be confirmed as a permanent employee upon successful completion of your probation. As Tudip progresses on these initiatives, performance improvement will be ongoing process and a formal evaluation will be carried out during probation. Please note all confirmations in the company will take place only on the 1st day ofthe month succeeding completion of probation period. We request you to take probation period very seriously to enable you to be successful with the company.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company's growth.

Salary revision exercise is normally conducted yearly in the month of July. At Tudip, there are policies that are linked to performance management, career growth and annual compensation review of an employee and these policies will be applicable to you. Please note that you would be considered for the increments and promotions during your Service Agreement duration as well.

Integrity, Innovation, Serenity

Working Hours

We provide flexible work hours to employees at the discretion of their managers. The official business hours from Monday to Friday are between 10:30 AM to 08:00 PM, however you will be expected to work such times and hours as are necessary forthe satisfactory execution of your duties. Your office timings may be changed based on clients and their project needs.

Last Saturday of every month is an Improvement day where all the Tudipians gather and do knowledge sharing sessions, work on pending tasks, if any and analyze and learn from the month passed by.

Notice Period

On completion of Service Agreement, you will be required to give 60 days 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. Similarly, the Company can terminate your services by giving 15 days notice with or without salary thereof. The Company may terminate your services immediately on disciplinary or competency grounds without salary thereof.

Service Agreement

Tudip would continue to make investments on training and continuing education of its professionals. This will be of value to you as a professional and large part of the ownership and commitment has to come from you. Service Agreement to serve Tudip is for 2 years from the date of joining. This agreement seeks your reciprocation to Tudip's investment in your training, and its commitment to your professional development. Our offer to you for the designated position is subject to the execution of the necessary Service Agreement. A breach of this undertaking would involve payment of 75,000 INR towards damage to Tudip. Please note that you do not need to pay any amount upfront. If you leave the company before 2 years, you need to still serve 2 months notice or pay 2 months salary depends on the company's discretion.

Earned Leaves

There would be only one type of leave, which is Earned Leave. You would be eligible for 18 leaves per annum post probation. During probation, you would be eligible for 12 leaves per annum. Please note that the leaves shall be credited on a pro-rated basis.

The leave eligibility shall begin in the next quarter of your joining the Company.

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
During Probation Period	3	3	3	3	12
After Probation Period	4	5	5	4	18

to the business affairs of the company. You will adhere to the rules and regulations laid down by the company and will be governed by them. During the course of your employment with Tudip, you will also be flexible to the changes made to the rules and regulations as deemed fit by the company.

Other Terms and Conditions

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

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 dealings with the company and if you are offered any, you should immediately report the same to the management.

During the tenure of your employment, you will comply with all Tudip policies, guidelines, rules and instructions including **Tudip's Business Code of Conduct**. At anytime, if in the opinion of company you are found guilty of any misconduct or of any actions, which are not in the interest of the company, you are liable for disciplinary action, which can include termination without prior notice with or without salary thereof.

You will not enter into an agreement, commitment or dealing on behalf of the company or its business associates without the prior written approval of the management. In case any such understanding is entered into without the consultation of the management, you will be completely responsible for it at your own risk.

All the benefits are as per the Company's policies, which are subject to change from time to time.

If for any reasons, you violate any of the terms and conditions mentioned above, the Company reserves the rights to with hold payments as may be due to you as well as take resources to legal action as deemed necessary.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining. 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.

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 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.

U-18-19

Integrity, Innovation, Serenity

Tudip/EM/CAM 2019

Annexure A (Compensation Details)

Component	Monthly (INR)	Annual (INR)
Basic	15,000	1,80,000
House Rent Allowance	4,500	54,000
Conveyance Allowance	1,600	19,200
Monthly Gross Total	**21,100**	**2,53,200**

Retiral and Other Benefits	**Yearly (INR)**
Provident Fund (Company Contribution)	23,400
Leave Encashment*	9,000
Health Insurance*	6,500
Gratuity*	30,000
Total Salary	**3,22,100**

- Please refer to HR Policies

TAP/2019/U, 12

Tudip

Integrity, Innovation, Serenity

Tudip/EM/CAM 2019

June 19, 2019

Mansi Dabhade

Ashirwad Niwas, Near Rahul Tower,
Nandura, Dist. Buldhana

Phone – +91-9623551422

Dear Mansi,

Congratulations!

Further to your application for employment with Tudip Technologies Pvt. Ltd. (hence forth referred as Tudip or Company) and the subsequent selection process, we are delighted to offer you designation as **Associate Project Engineer, (Band L1)**

You will be deployed to **SEZ (Unit 2) office** on the below mentioned address and your date of joining will be on **15th July 2019** (Monday)

Plot No. 11/2, Unit 2,
Rajiv Gandhi IT Park,
Hinjawadi- Phase 3, Maan,
Pune- 411057

Your Total Gross Salary as applicable has been detailed in the Annexure I of this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Tudip. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies. Your employment with us will be governed by rules, regulations, policies and practices of the Company that may change from time to time.

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

We are confident that you will find your time at Tudip both personally and professionally rewarding and you will make a substantial contribution to the growth and success of the company.

Once again welcome to Tudip. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

Human Resource Team

Integrity, Innovation, Serenity

Annexure to your Offer of Employment with Tudip.

Welcome to Tudip! Presented here are the details that refer to our offer of employment to you.

Salary Structure and Taxation

The salary structure of the Company may be altered/modified at any time with or without prior notice. Your package of remuneration and other terms may be altered/modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by statutory provisions in force from time to time and be subject to deduction of appropriate taxes at source. Gross Pay to be paid monthly on the first working day of subsequent month.

Training Program

A training program (called Tudip Academy) will be offered to you at the beginning of your employment with us. It consists of classroom, simulated environment and on-the-job training. The duration of this training will be based on the business requirements but usually it is of 8 weeks. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training. Failure in clearing this training program would result in your employment with us being terminated with immediate effect, without salary thereof. Also depending upon your performance in this training program, we would be assigning you more relevant engineering designations.

Note: The location of your training period will be in **Wakad Office** on the below address.

Sr.No.241/3/A,
Datta Mandir Road,
Wakad, Pune- 411057.

Probation Period and Confirmation as a Permanent Employee

You will be under probation for a period of 12 months from the date of joining and would be confirmed as a permanent employee upon successful completion of your probation. As Tudip progresses on these initiatives, performance improvement will be ongoing process and a formal evaluation will be carried out during probation. Please note all confirmations in the company will take place only on the 1st day ofthe month succeeding completion of probation period. We request you to take probation period very seriously to enable you to be successful with the company.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company's growth.

Salary revision exercise is normally conducted yearly in the month of July. At Tudip, there are policies that are linked to performance management, career growth and annual compensation review of an employee and these policies will be applicable to you. Please note that you would be considered for the increments and promotions during your Service Agreement duration as well.

Integrity, Innovation, Serenity

Working Hours

We provide flexible work hours to employees at the discretion of their managers. The official business hours from Monday to Friday are between 10:30 AM to 08:00 PM, however you will be expected to work such times and hours as are necessary forthe satisfactory execution of your duties. Your office timings may be changed based on clients and their project needs.

Last Saturday of every month is an Improvement day where all the Tudipians gather and do knowledge sharing sessions, work on pending tasks, if any and analyze and learn from the month passed by.

Notice Period

On completion of Service Agreement, you will be required to give 60 days 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. Similarly, the Company can terminate your services by giving 15 days notice with or without salary thereof. The Company may terminate your services immediately on disciplinary or competency grounds without salary thereof.

Service Agreement

Tudip would continue to make investments on training and continuing education of its professionals. This will be of value to you as a professional and large part of the ownership and commitment has to come from you. Service Agreement to serve Tudip is for 2 years from the date of joining. This agreement seeks your reciprocation to Tudip's investment in your training, and its commitment to your professional development. Our offer to you for the designated position is subject to the execution of the necessary Service Agreement. A breach of this undertaking would involve payment of 75,000 INR towards damage to Tudip. Please note that you do not need to pay any amount upfront. If you leave the company before 2 years, you need to still serve 2 months notice or pay 2 months salary depends on the company's discretion.

Earned Leaves

There would be only one type of leave, which is Earned Leave. You would be eligible for 18 leaves per annum post probation. During probation, you would be eligible for 12 leaves per annum. Please note that the leaves shall be credited on a pro-rated basis.

The leave eligibility shall begin in the next quarter of your joining the Company.

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
During Probation Period	3	3	3	3	12
After Probation Period	4	5	5	4	18

to the business affairs of the company. You will adhere to the rules and regulations laid down by the company and will be governed by them. During the course of your employment with Tudip, you will also be flexible to the changes made to the rules and regulations as deemed fit by the company.

Other Terms and Conditions

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

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 dealings with the company and if you are offered any, you should immediately report the same to the management.

During the tenure of your employment, you will comply with all Tudip policies, guidelines, rules and instructions including **Tudip's Business Code of Conduct**. At anytime, if in the opinion of company you are found guilty of any misconduct or of any actions, which are not in the interest of the company, you are liable for disciplinary action, which can include termination without prior notice with or without salary thereof.

You will not enter into an agreement, commitment or dealing on behalf of the company or its business associates without the prior written approval of the management. In case any such understanding is entered into without the consultation of the management, you will be completely responsible for it at your own risk.

All the benefits are as per the Company's policies, which are subject to change from time to time.

If for any reasons, you violate any of the terms and conditions mentioned above, the Company reserves the rights to with hold payments as may be due to you as well as take resources to legal action as deemed necessary.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining. 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.

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 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.

U-1849

Integrity, Innovation, Serenity

Tudip/EM/CAM 2019

Annexure A (Compensation Details)

Component	Monthly (INR)	Annual (INR)
Basic	15,000	1,80,000
House Rent Allowance	4,500	54,000
Conveyance Allowance	1,600	19,200
Monthly Gross Total	**21,100**	**2,53,200**

Retiral and Other Benefits	**Yearly (INR)**
Provident Fund (Company Contribution)	23,400
Leave Encashment*	9,000
Health Insurance*	6,500
Gratuity*	30,000
Total Salary	**3,22,100**

- Please refer to HR Policies

Integrity, Innovation, Serenity

Tudip/EM/CAM 2019

June 19, 2019

Ram Agrawal

Pardeshi Pura, Behind the Main Market,
Buldhana-443001

Phone – +91-7773974040

Dear Ram,

Congratulations!

Further to your application for employment with Tudip Technologies Pvt. Ltd. (hence forth referred as Tudip or Company) and the subsequent selection process, we are delighted to offer you designation as **Associate Project Engineer, (Band L1)**

You will be deployed to **SEZ (Unit 2) office** on the below mentioned address and your date of joining will be on **15th July 2019** (Monday)

Plot No. 11/2, Unit 2,
Rajiv Gandhi IT Park,
Hinjawadi- Phase 3, Maan,
Pune- 411057

Your Total Gross Salary as applicable has been detailed in the Annexure I of this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Tudip. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies. Your employment with us will be governed by rules, regulations, policies and practices of the Company that may change from time to time.

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Once again welcome to Tudip. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

Human Resource Team

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Salary revision exercise is normally conducted yearly in the month of July. At Tudip, there are policies that are linked to performance management, career growth and annual compensation review of an employee and these policies will be applicable to you. Please note that you would be considered for the increments and promotions during your Service Agreement duration as well.

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On completion of Service Agreement, you will be required to give 60 days 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. Similarly, the Company can terminate your services by giving 15 days notice with or without salary thereof. The Company may terminate your services immediately on disciplinary or competency grounds without salary thereof.

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Tudip would continue to make investments on training and continuing education of its professionals. This will be of value to you as a professional and large part of the ownership and commitment has to come from you. Service Agreement to serve Tudip is for 2 years from the date of joining. This agreement seeks your reciprocation to Tudip's investment in your training, and its commitment to your professional development. Our offer to you for the designated position is subject to the execution of the necessary Service Agreement. A breach of this undertaking would involve payment of 75,000 INR towards damage to Tudip. Please note that you do not need to pay any amount upfront. If you leave the company before 2 years, you need to still serve 2 months notice or pay 2 months salary depends on the company's discretion.

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During the tenure of your employment, you will comply with all Tudip policies, guidelines, rules and instructions including **Tudip's Business Code of Conduct**. At anytime, if in the opinion of company you are found guilty of any misconduct or of any actions, which are not in the interest of the company, you are liable for disciplinary action, which can include termination without prior notice with or without salary thereof.

You will not enter into an agreement, commitment or dealing on behalf of the company or its business associates without the prior written approval of the management. In case any such understanding is entered into without the consultation of the management, you will be completely responsible for it at your own risk.

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining. 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.

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 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 appointment is made on the basis that the information furnished to us earlier is true. If at any time it is revealed that the employment has been obtained by furnishing false information or by withholding pertinent information, the Company shall terminate your services without any prior notice.

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. Also reply to this email, if this email was received through email, or drop us an email at campus@tudip.com, as a confirmation of your willingness and acceptance of this offer letter, on or before the specified date and time.

We look forward to a mutually beneficial and exciting association.

Yours sincerely,

Human Resource Manager

Acceptance of Employee

To, Tudip Technologies Private Limited

I,_____son of/wife of/daughter of_____ have read and understood, the terms and conditions governing my services/employment, with the Company as stated in the above Offer Letter and Compensation package and the same are acceptable to me in totality and confirm my agreement to this letter.

_____	_____	_____	_____
Sign Your Name	Print Your Name	Date	Location

Tudip/EM/CAM 2019

Annexure A (Compensation Details)

Component	Monthly (INR)	Annual (INR)
Basic	15,000	1,80,000
House Rent Allowance	4,500	54,000
Conveyance Allowance	1,600	19,200
Monthly Gross Total	**21,100**	**2,53,200**

Retiral and Other Benefits	**Yearly (INR)**
Provident Fund (Company Contribution)	23,400
Leave Encashment*	9,000
Health Insurance*	6,500
Gratuity*	30,000
Total Salary	**3,22,100**

- Please refer to HR Policies

SYNERGY
FOLKS

April 30, 2021
Chennai

OFFER LETTER

Dear **Mujeeb Khan**,

Welcome to the team!

We are pleased to offer you the position of **"Senior Software Engineer"** with Unified Synergy Folks Pvt Ltd ("*Company*") with an all-inclusive overall annual CTC of **8,00,000 INR** and with the start date of **May 31st, 2021**.

This offer is contingent upon the terms listed in "**Acknowledgement – Conditions of Employment"** which you need to sign and return by **May 3rd 2021**.

We look forward to working with you long-term and believe that you can make very significant, positive contribution to the success of the company.

Sincerely,

Deepa Gopalan

Director - Human Resources | Unified Synergy Folks Private Limited.

SYNERGY
FOLKS

Acknowledgement – Conditions of Employment

Please read this carefully and your offer of employment with Unified Synergy Folks Pvt Ltd ("*Company*") is contingent upon your acceptance of these conditions of employment.

1. Offer

You accept this offer for the telecommute position of "**Senior Software Engineer**" with an all-inclusive overall annual CTC of **8,00,000 INR** and with the start date of **May 31, 2021**.

2. Conflict of Interest

During the term of your employment you will not represent, handle or otherwise undertake any other business or activity, it being clearly understood that you will devote your full working time exclusively to the Company's work and business. You will not carry on, during the term of your employment, without the prior express permission of the Company in writing, any lecturing or any business either alone or in partnership. You will not also be directly or indirectly employed or concerned with (as principal, agent or otherwise) any business, trade or profession whatsoever.

You shall not either for your own account or as representative or agent for any third party, persuade, induce, encourage or procure any employee employed by the Company or any of its related corporations to become employed by or interested directly or indirectly in any manner in any business which is in competition with the business carried on by the Company or any of its related corporations or terminate his employment with the Company or any of its related corporations.

You hereby confirm that you are not subject to any agreement or restriction, which would restrict your employment with the Company.

3. Non-Compete

You shall not during and at any time for the period of **one year** after termination of your employment either on your own account or in conjunction with or on behalf of any other person, firm or company solicit or entice away or attempt to solicit or entice away from the Company or any of its related corporations the custom of any person, firm, company or organization who shall at any time within **one year** prior to the date of termination of your employment ("*Termination Date*") have been a customer or client or in the habit of dealing with the Company or any of its related corporations and with whom you have had significant contact in the course of your employment.

SYNERGY FOLKS

4. Confidentiality

You shall protect the confidentiality, Intellectual Property Rights, Code of Business Conduct and ethics of our company and clients.

You shall not at any time disclose to anyone any information, know-how, knowledge, secrets, methods, plans, source code, etc, that you may become party to or that may necessarily be disclosed to you in order for you to efficiently discharge your functions and duties. You shall execute a non-disclosure and inventions assignment agreement simultaneously with the execution of this agreement and shall be bound by the terms thereof.

Upon the termination of your employment, you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its associated or branches or their clients and will not retain any copies or extracts there from

5. Supporting Documents

You shall provide the **photocopies** of all original certificates and testimonials on date of joining as listed below.

- Educational Certificates (Mark sheets starting from 10th grade, Degree, Diploma, Course Certificates and Training etc.)
- Passport (Old passports if any and your latest passport)
- PAN Card
- Work Experience (Previous offer letters, last three month paystubs, relieving letter)
- Tax returns (Last 2 years tax returns if applicable)
- Bank Account# and Routing# for setting up direct deposit
- Contact details (Cell Phone, Home Phone, Email, Family emergency contact)

6. Notice Period

You are expected to give 2 months' notice period of salary before relieving from the services of the company subject to the company's discretion. Similarly the company can terminate your services by giving 2 months' notice or salary. However the company reserve the rights to terminate the services at will if the performance is not satisfied.

7. Leave Policy

You shall be entitled to leave policies as per the rules of the Company that may be in effect from time to time.

SYNERGY FOLKS

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in in extended working hours as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Increment and Promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Your performance appraisal and compensation review will happen on annual basis.

10. Agreements

This appointment is made on the understanding that the information given by you in your application is correct, true, and complete in all respects. If it is discovered at any time before acceptance of this offer or after you accept this offer and commence with your employment with the Company, that the information is not correct, untrue or false in any material respect or if it is discovered that any material particulars or information has been deliberately suppressed, this letter of appointment shall stand withdrawn. If you have already commenced your probationary period or employment with the Company, your services may be terminated immediately without any benefits that may have accrued to you had such determination of services been voluntary and in accordance with normal established procedures.

You shall carry out your duty diligently, loyally, and to the best of your ability and capacity and conform to the values of the Company. Your conduct at all times should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.

In addition to the above conditions, you will be governed by the statutory regulations as well as the rules and regulations of the Company presently in force and as may be modified from time to time, including the policies stipulated in the Company's employee manual. In the event you are found to be in breach of the rules and regulations of the Company your services shall be liable to be terminated forthwith without notice or salary in lieu of notice or in accordance with the procedure for such termination as prescribed in the Company's employee manual, as existent at the point of time of such termination.

I acknowledge and agree to all the conditions of employment listed above.

Sincerely,

(Mujeeb Khan)

Date:

SYNERGY FOLKS

Employee	**Mujeeb Khan**
Pay Period	**06/01/2021 -06/30/2021**

Salary Breakup		
Particulars	**Monthly**	**Yearly**
Basic Salary	40,000	480,000
Dearness Allowance (40 % of basic)	15,667	188,000
HRA (25% of basic)	10,000	120,000
Conveyance allowance	1,000	12,000
Total Gross	**66,667**	**800,000**
Net tax payable	**1,687**	**20,238**

Rent Paid taken at Rs.10000 per month for HRA calculation

HRA will applicable to employee who are staying at rented house

Net amount payable to employee after TDS	**64,980**	**779,762**

SYNERGY FOLKS

Income Tax Calculator for FY 2021-22 (AY 2022-23)

Particulars		*Amount*
Gross Annual Salary (with all allowances)		**800,000**
Less: Allowances exempt u/s 10		
(I) H.R.A. exemption		53,200
Lower of the below		
H.R.A actually received	*120,000*	
Rent Paid (-) 10% of Salary(Basic + DA)	*53,200*	
40% of Salary (Basic + DA)	*267,200*	
(II) Standard Deduction for Salaried & Pensioner (Rs. 50,000)		50,000
(iii) Any Other Exempted allowances - Conveyance		12,000
(iv) Professional Tax		-
Exempted allowances		***115,200***
Income under the head salaries		**684,800**
Income from other sources		-
Gross Total Income		**684,800**
Deduction under chapter VI A		
Less: Deduction under Sec 80C (Max Rs.1,50,000/-)		150,000
Total Income		**534,800**
Total Tax Payable		19,460
Add: Edn Cess + Health Cess @ 4%		778
Net Tax Payable		**20,238**

VALUEMOMENTUM

Deliver Value. Drive Momentum

12

Offer Letter

8th December'18

Dear Kajal Ajay Agrawal,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum. You will be designated as **"Software Engineer - Trainee", Grade –A1.** Please find enclosed the offer details.

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 **10th June'18.**

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 the certificates supporting your educational qualifications along with mark sheets in original for verification.

Kindly note that your appointment is subject to the successful background verification.

You are required to work in designated working hours as discussed and agreed during interview process.

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)

Agrawal

VALUEMOMENTUM

Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Ms. Kajal,

Components	Monthly Amount	Annual
Basic Salary	8250	99000
House Rent Allowance	3300	39600
Special Pay	6737	80840
Conveyance	1600	19200
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	397	4760
Flexible Benefits:		
Sodexo	2500	30000
Medical	1250	15000
LTA	1667	20000
Total	**27500**	**330000**
Total Annual Gross Salary	**330000 (Rupees Three Lakhs Thirty 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

TAP/2019/R/09

VALUEMOMENTUM

Deliver Value. Drive Momentum

Offer Letter

8th December'18

Dear Paras Mehta,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum. You will be designated as **"Software Engineer - Trainee", Grade –A1.** Please find enclosed the offer details.

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 **10th June'18.**

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 the certificates supporting your educational qualifications along with mark sheets in original for verification.

Kindly note that your appointment is subject to the successful background verification.

You are required to work in designated working hours as discussed and agreed during interview process.

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,

5/12/18

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. Paras,

Components	Monthly Amount	Annual
Basic Salary	8250	99000
House Rent Allowance	3300	39600
Special Pay	6737	80840
Conveyance	1600	19200
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	397	4760
Flexible Benefits:		
Sodexo	2500	30000
Medical	1250	15000
LTA	1667	20000
Total	**27500**	**330000**
Total Annual Gross Salary	**330000 (Rupees Three Lakhs Thirty 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.

9/12/18

Talent Acquisition Group

Candidate Signature

52

VALUEMOMENTUM

Deliver Value. Drive Momentum

Offer Letter

8th December'18

Dear Prajwal Gajanan Dhanokar,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum. You will be designated as **"Software Engineer - Trainee", Grade –A1.** Please find enclosed the offer details.

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 **10th June'18.**

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 the certificates supporting your educational qualifications along with mark sheets in original for verification.

Kindly note that your appointment is subject to the successful background verification.

You are required to work in designated working hours as discussed and agreed during interview process.

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	8250	99000
House Rent Allowance	3300	39600
Special Pay	6737	80840
Conveyance	1600	19200
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	397	4760
Flexible Benefits:		
Sodexo	2500	30000
Medical	1250	15000
LTA	1667	20000
Total	**27500**	**330000**
Total Annual Gross Salary	**330000 (Rupees Three Lakhs Thirty 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

8th December'18

Dear Pranit Sanjay Vithalkar,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum. You will be designated as **"Software Engineer - Trainee", Grade –A1.** Please find enclosed the offer details.

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 **10th June'18.**

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 the certificates supporting your educational qualifications along with mark sheets in original for verification.

Kindly note that your appointment is subject to the successful background verification.

You are required to work in designated working hours as discussed and agreed during interview process.

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. Pranit,

Components	Monthly Amount	Annual
Basic Salary	8250	99000
House Rent Allowance	3300	39600
Special Pay	6737	80840
Conveyance	1600	19200
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	397	4760
Flexible Benefits:		
Sodexo	2500	30000
Medical	1250	15000
LTA	1667	20000
Total	**27500**	**330000**
Total Annual Gross Salary	**330000 (Rupees Three Lakhs Thirty 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

59

VALUEMOMENTUM

Deliver Value. Drive Momentum

Offer Letter

8th December'18

Dear Sagar Bajaj,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum. You will be designated as **"Software Engineer - Trainee", Grade –A1.** Please find enclosed the offer details.

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 **10th June'18.**

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 the certificates supporting your educational qualifications along with mark sheets in original for verification.

Kindly note that your appointment is subject to the successful background verification.

You are required to work in designated working hours as discussed and agreed during interview process.

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. Sagar,

Components	Monthly Amount	Annual
Basic Salary	8250	99000
House Rent Allowance	3300	39600
Special Pay	6737	80840
Conveyance	1600	19200
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	397	4760
Flexible Benefits:		
Sodexo	2500	30000
Medical	1250	15000
LTA	1667	20000
Total	**27500**	**330000**
Total Annual Gross Salary	**330000 (Rupees Three Lakhs Thirty 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

26

VALUEMOMENTUM

Deliver Value. Drive Momentum

Offer Letter

8th December'18

Dear Shruti Updahyay,

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum. You will be designated as **"Software Engineer - Trainee", Grade –A1.** Please find enclosed the offer details.

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 **10th June'18.**

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 the certificates supporting your educational qualifications along with mark sheets in original for verification.

Kindly note that your appointment is subject to the successful background verification.

You are required to work in designated working hours as discussed and agreed during interview process.

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)

Upadhyay

VALUEMOMENTUM

Deliver Value. Drive Momentum

Stack up details of Compensation

Name: Ms. Shruti,

Components	Monthly Amount	Annual
Basic Salary	8250	99000
House Rent Allowance	3300	39600
Special Pay	6737	80840
Conveyance	1600	19200
Provident Fund Contribution	1800	21600
Gratuity (payable as per gratuity act)	397	4760
Flexible Benefits:		
Sodexo	2500	30000
Medical	1250	15000
LTA	1667	20000
Total	**27500**	**330000**
Total Annual Gross Salary	**330000 (Rupees Three Lakhs Thirty Thousand Only)**	

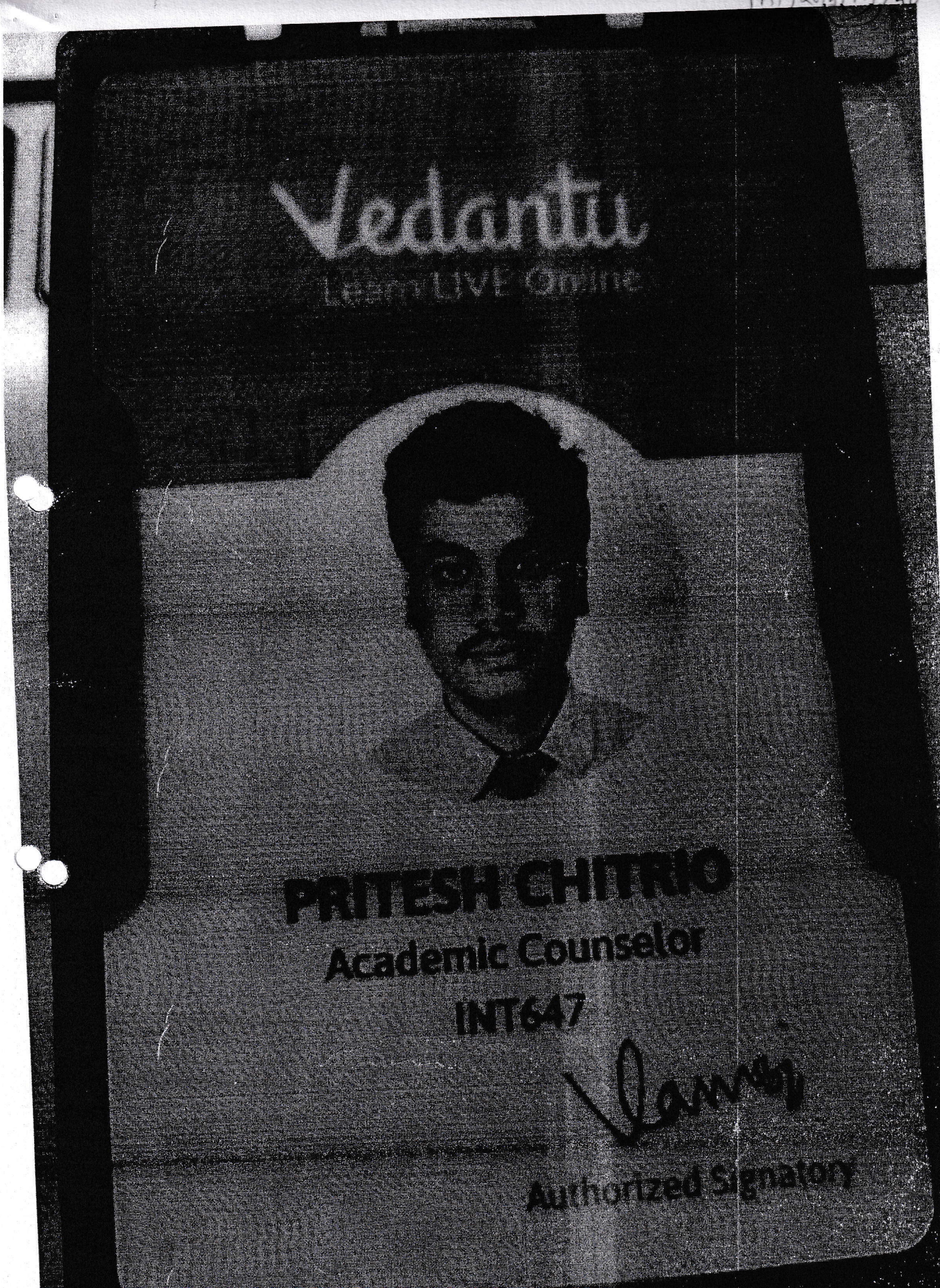
Deductions:		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional tax	200	
Total Deductions	3800	
Income Tax	**As applicable**	

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.

Dopadhyay

Talent Acquisition Group **Candidate Signature**


Vedantu
Learn LIVE Online
PRITESH CHITRIO
Academic Counselor
INT647
Authorized Signatory

JAP/2019/M/46 (19)

Vishalfab (India) Pvt. Ltd.

Vishalfab

Unit-1 : 14/E, Sector-B, Sanwer Road Industrial Area, Indore-452015
Unit-2 : 13-14,Sector-E, Sanwer Road Industrial Area, Indore-452015
Phone No.: 0731-4079000-30, 0731- 4079007



Name : ROBINCE MODI
Emp. Code : 0313
Ref. No. : MP/12062/502
Blood Group : O+
Address : H.NO. 27, WARD 20,
V. PATEL MARG, SINDHIPURA,
BURHANPUR
M.P.

Authorised Signatory

CONFIDENTIAL

July 8, 2019

To,

Trupti Kotak
11374963

Jai Jalaram,
Nursing Road,
Akot - 444101

LETTER OF APPOINTMENT

Dear Trupti,

We are pleased to offer you employment with Vodafone India Services Private Limited (the "Company") appointing you as **Engineer Trainee**. Your employment with the Company will be effective from **July 8, 2019**. This position will place you in **Band I** of the Company.

1. Place of posting

You shall be posted in the, Pune EON of the Company located at Pune until further notice from the Company

However, your services are transferable, and you may be assigned to any other department, function location or to a company under the same management or same principals, whether existing or to be set up in future. In such cases, your employment will be governed by the terms and conditions of service applicable at the new undertaking.

2. Annual Compensation

Your Total Target Cash (TTC) is **425,000**. Below are details for your reference. Please refer to the Annexure for a detailed breakup of your TTC.

a) Total Fixed Pay – INR **386,364**. This includes your Basic Salary, Allowances namely House Rent Allowance, Management Allowance, Leave Travel Assistance any other allowance as applicable and Provident Fund.
b) Target Variable Pay – INR **38,636**. You will be covered under the Global Short Term Incentive Plan of the Company which is a Performance-linked Plan.

Your Target Variable Pay is **10%** of your Total Fixed Pay per annum.

The actual payout will be subject to the performance of the Company and your individual performance, as set out in the applicable Variable Pay Plan and your continued employment with the Company on the date of payout.

Contd...2...

Vodafone India Services Private Limited
Business@Mantri, Tower A, 3rd to 4th Floor,
Wing A1&A2 and Tower B, 4th Floor, Wing B1&B2,
Survey No.197, Hissa No. 2+4 to 7B, Nagar Road,
Lohegaon, Pune-411014.

T (+91) 020 71270001
vodafone.com

Registered Office: Indiabulls Finance Centre, 1201, 12th Floor, Tower - 1, Senapati Bapat Road, Elphinstone (West), Mumbai – 400013 **Corporate Identity No.**- U64201MH1999PTC294960

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c) Your compensation will be subject to the applicable tax rules and regulations.
d) You will be eligible for Gratuity as per the applicable Statute and other Benefits as per Company Policy. For details please refer to the Annexure.
e) Management Allowance and Variable Pay are inclusive of any Statutory Bonus that may be payable to you (if any, and as applicable under statute).

3. Proof of Age, address, personal details & change in such particular

You will be required to produce satisfactory proof of age, address other personal details at the time of commencement of your employment.

Proof of age is accepted and recorded on the Company's registers, you will not be permitted to seek a change in the date of birth specified by you.

You are advised to keep the details updated at all time. In case of any emergency or otherwise the latest details shared will be treated as final and any communication sent by us at the available address provided by you shall be deemed to have been delivered to you.

4. Probationary period

Your employment is subject to a probation period of 360 days from the date of joining the services of the Company. During this probation period, the Company shall evaluate your performance and may confirm your appointment vide an appropriate "Confirmation Letter".

Before issuance of the "Confirmation Letter", the Company may terminate this engagement either by giving 30 days' prior written notice or payment in lieu thereof.

5. Performance Review

Your performance shall be reviewed periodically as may be decided from time to time. The continuity of your employment would depend on your sustained performance to the satisfaction of management.

6. Leave

You will be eligible for privilege leave, sick leave and casual leave, as set out as per Company's Policy.

7. Retirement

The retirement age in the Company is 58 years.

8. Notice Period

After confirmation, this contract of employments is terminable by serving 30 days' notice period. However, during probation your applicable notice period is 30 days. Serving notice period is mandatory. Any decision to waive notice period will be at the sole and absolute discretion of the Company, or any payout in terms amount of salary in lieu of such shortfall of notice period shall be based on prevailing Company policies.

Contd...3...

Confidentiality: C2 - Vodafone Internal

Vodafone India Services Private Limited
Business@Mantri, Tower A, 3rd to 4th Floor,
Wing A1&A2 and Tower B, 4th Floor, Wing B1&B2,
Survey No.197, Hissa No. 2+4 to 7B, Nagar Road,
Lohegaon, Pune-411014.

T (+91) 020 71270001
vodafone.com

Registered Office: Indiabulls Finance Centre, 1201, 12th Floor, Tower - 1, Senapati Bapat Road, Elphinstone (W)

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You may be assigned work hours as per business need or exigencies from time to time and you will be expected to deliver the same appropriately.

12. Exclusive Employment

Your position with the Company is a full time employment unless otherwise specified, and you are required to devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise), or work in an advisory capacity of be interested directly or indirectly (whether as a shareholder or a debenture holder) in any other trade or business, during your employment with the Company, without the prior written approval of the Company.

13. Confidentiality

The terms and conditions of service including your compensation are strictly confidential and should not be disclosed to or discussed with anyone.

b) You will maintain secrecy and will not disclose to any third persons, any of the trade secrets or other confidential information of the Company or its affiliated companies, including but not limited to, proprietary technical data, specifications and methods of manufacture. You will take all appropriate measures necessary to keep such trade secrets and confidential information from being disclosed to, or received by third parties. Such trade secrets, proprietary technical data, specifications and methods of manufacture shall, at all times, remain the property of the company.

c) You will not reproduce, store in a retrieval system or transmit in any form or by any means – electronic, mechanical, photocopying, recording, scanning or otherwise-any copy-righted material or document which is property of the Company – for your own benefit or for the benefit of any third party, either during the course of your employment or after your separation.

14. Intellectual Property:

You agree to disclose and assign 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 rights to inventions that arise 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.

15. Knowledge Transfer

During the course of your employment, you may be required to travel for Company sponsored training or any knowledge transfer program. The company will bear all expenses pertaining to such training on knowledge transfer or special skill program as applicable as per the Company travel policy then in place. In case you decide to leave the company before completion of terms as per travel undertaking the Company will be entitled to recover any amount equivalent to the cost of training undergone by you which shall be in the nature of liquidated damages. The cost of such training will be the sum of the Boarding charges, daily allowances and lodging expenses as incurred by the Company.

Contd...5..

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In case, you do not serve the applicable notice period without formal notice period waiver approval from the Company, you shall be treated as having abandoned the services. The Company may, in such cases at its discretion, initiate such legal proceedings as is appropriate.

The Company reserves the unequivocal right to terminate this agreement at any time at its sole discretion by paying 30 days salary in lieu of notice. The Company will not have to furnish any reason or explanation for such decision. This contract should only be accepted on full and complete understanding and unconditional acceptance of this term and condition.

9. Termination of Employment by the Company without Notice

Your employment may be terminated immediately and no payment in lieu of notice will be payable to you, in the event your service is terminated for:

a) Any breach of terms and conditions mentioned in the appointment letter on your part;
b) Any act of fraud, theft, misconduct, disloyalty, moral turpitude committed by you;
c) Any declaration or information provided by you to the Company which proves to be false
d) Willful Suppression & concealing of any material information by you;
e) Any breach of Rules and Regulations of the Company as applicable / maybe applicable to you from time to time
f) Violation of Company's Code of Conduct
g) Negative background verification checks
h) In case of your absence for a continuous period of [5] days (including absence when leave, though applied for, is not granted, or when you overstay the period of sanctioned leave by [5] days), would be treated as abandonment of the services by you and can lead to appropriate action being initiated by the company as per the applicable process which may lead to termination

10. Return of Information

On termination of this contract, you will immediately give up to the Company, all correspondence, specifications, intellectual property, formulae, books, documents, effects, market data, cost data, drawings or records, etc. belonging to the Company or relating to its business and shall not retain or make any copies of these items. You shall also return immediately on termination all the properties (viz. laptop, sim card, access card etc.) provided to you by the Company during your employment. The terms of termination are strictly confidential between you and the Company.

11. Responsibilities & Duties

Your work in the Company will be subject to the rules and regulations of the Company as laid down from time to time in relation to conduct, discipline; and other applicable laws, including Vodafone policies related to Code of Conduct, Prevention of Sexual Harassment at Work Place policy, Anti-bribery policy, Privacy Policy, Health, Safety and Wellbeing policy etc. Any non-compliance to any of the Policies of the Company by you may result in appropriate action, which may include reprimand or even termination of your services. You will always be aware about the responsibilities and duties attached to your position and conduct yourself accordingly.

Contd...4..

Confidentiality: C2 - Vodafone Internal.

Vodafone India Services Private Limited
Business@Mantri, Tower A, 3rd to 4th Floor,
Wing A1&A2 and Tower B, 4th Floor, Wing B1&B2,
Survey No.197, Hissa No. 2+4 to 7B, Nagar Road,
Lohegaon, Pune-411014.

T (+91) 020 71270001
vodafone.com

Registered Office: Indiabulls Finance Centre, 1201, 12th Floor, Tower - 1, Senapati Bapat Road, Elphinstone (West), Mumbai – 400013 Corporate Identity No.- U64201MH1999PTC294960

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HILY CONFIDENTIAL

Annexure : Compensation Details - Total Target Cash (TTC)

Name	Trupti Tejes Kotak		
Designation	Engineer Trainee		
Band	I		
Component (A)	Monthly Amount (in INR)	Annual Amount (in INR)	Additional Details / Description
Basic	12,395.83	148,750.00	
Housing Rent Allowance (HRA)	6,197.92	74,375.00	
Leave Travel Allowance (LTA)	750.00	9,000.00	
Management Allowance	11,365.72	136,388.64	
Component (B) - Retirals			
Provident Fund	1,487.50	17,850.00	Company Contribution @ 12% of Basic
Total Fixed Pay (A+B)	32,196.97	386,363.64	
Component (C)			
#Target GSTIP is @ 10% of Fixed Pay	3,219.70	38,636.36	Paid annually - Includes statutory bonus payment
Total Target Cash* (Fixed Pay + GSTIP)	35,416.67	425,000.00	

* Total Target Cash – In Vodafone Group terminology, Total Target Cash (TTC) is used to refer to the 'Annual CTC'
This is the total cash including Fixed Pay and GSTIP on target bonus or commission targets. Fixed pay includes Retiral Benefit

GSTIP is Global Short Term Incentive Plan - The GSTIP pay-out is subject to Company & Employee performance as per applicable GSTIP Plan and continued employment with VSSI on the date of pay-out

Gratuity: 4.81% of Basic Salary. Pay-out as per Gratuity Act. This is in addition to the mentioned annual TTC and does not form part of the monthly fixed payment.

Taxation:
All payments are subject to taxation as per the Income Tax Rules. The Company will ensure compliance to the tax rules and apply any amendments to the Income Tax rules when processing the payroll of the employees.
The applicable tax as per Income tax rules will also apply to the Joining bonus and notice period reimbursement.

Vodafone India Services Private Limited
Ground to fourth Floor, Cluster D, Wing-3,
EON Free Zone, IT & ITES Special Economic Zone,
MIDC Kharadi, Pune- 411014, Maharashtra, India

C2- VODAFONE RESTRICTED
T (+91) 020 71274000

Vodafone.com

Registered Office: Vodafone House, 127, Maker Chamber III, Nariman Point, Mumbai, Maharashtra, India
Corporate Identity No U64201MH1999PTC294960

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16. Your employment shall be governed by the rules and regulations decided by the Management from time to time, some of which are contained in the Code of Conduct of the Company.

17. It is hereby agreed that in the event any Central or State laws or statutes come into force at any time which affect any aspect of the terms and conditions of your service, that no double benefits shall accrue to you.

18. Please note that while joining the services of the Company and during course of your employment with the Company, you would be required to notify the Company immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice/prosecution with/by any Police Station or by any statutory authority. Any act in breach of this term shall entail initiation of appropriate action as deemed fit by the Company.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

We Look forward to welcome you in Vodafone Shared Services India!

Yours faithfully,

For Vodafone India Services Private Limited

Tejas Gokhale
Vice President – Human Resources

Agreed and accepted by:

_____

Name:

Title:

Confidentiality: C2 - Vodafone Internal.

Vodafone India Services Private Limited
business@Mantri, Tower A, 3rd to 4th Floor,
Wing A1&A2 and Tower B, 4th Floor, Wing B1&B2,
Survey No.197, Hissa No. 2+4 to 7B, Nagar Road,
Lohegaon, Pune-411014.

T (+91) 020 71270001
vodafone.com

Registered Office: Indiabulls Finance Centre, 1201, 12th Floor, Tower - 1, Senapati Bapat Road, Elphinstone (West), Mumbai – 400013 **Corporate Identity No.**- U64201MH1999PTC294960

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Wiselap
F26, Fantasia Business Park,
Near Vashi Station, Vashi,
Navi Mumbai - 400703
Phone: 8989761947
hr.wiselap@gmail.com
www.wiselap.com

Date – 15th Mar'19

To,
Mr. Akshay,

Sub: Offer Letter

Dear Akshay,

Based on our recent discussions, we are pleased to offer you position in our organization as Business Development Associate from 5th June 2019 tentatively.

We would pay you INR 1,44,000 per annum. Standard deduction such as Professional Tax, etc. would be deducted from your monthly pay. We would provide INR 100 per day as local conveyance for number of days worked and reimburse outstation conveyance incurred for office work on providing supporting documents. In addition to this, you will be eligible for bonus based on your performance and term insurance of INR 10 lacs. You are advised at any time in future, to completely avoid discussing issues specifically such as remuneration, bonuses and terms of this offer with peers and superiors you may work with at WiseLap.

You will have to comply with prompt reporting to manager on daily basis and capturing details of lead by using sales application as per our guidelines. Non compliance will be treated as no work. You may be asked to relocate to a town other than your hometown after 6 months of service, if required.

Either of us may choose to terminate this contract by giving 30 days' notice to other party. However if you choose to terminate the contract before twelve months, you would not be offered experience certificate.

The skills you bring along and those that you acquire during the course of the work; are your asset. However we look forward for a conduct from you towards safeguarding the interest of our work. This would mean, maintaining confidentiality while in job and in future, not working in ways, contrary to business interest of organization etc.

You would work 9 hours per day(8 hours + 1 hour lunch and tea breaks). All Sundays,second and fourth Monday of month would be holidays. You may take 2 days paid leave for every one month of service. In addition to the above there are 3 national holidays and 8 festival holidays of your choice. Up to twelve accumulated leaves,from above 35 leaves, during the calendar year can be en-cashed, others excess leaves cannot be carried forward over to next year. You will have to adhere to our general management policies (which are framed in the interest of the organization) while you are at work. Looking forward to, have you as our team mate!!!

Wish you all the best.

Yogesh Rathi,
HR Head,
WiseLap

TAP/2019/M/30

Yeshwant Industries

W-38, MIDC Area, Waluj, Aurangabad - 431 136, Maharashtra, INDIA
Mob : +91 9689949022, E-mail : avinash@yeshwantind.com,
Website : www.yeshwantind.com

ISO 9001 : 2015

Ref. YPCPL/OFFER/301508 Date : 16-Feb-2021

To,

Mr.Vivek Prabhakar Gawai,
Buldhana Maharashtra,
BULDHANA 443201,
Mobile : 7038231055,
Email : vivekgawai8630@gmail.com

Subject : Offer Letter

Dear Mr.Vivek,

This is with reference to your application and subsequent interview you had with us, we have pleasure to offer you an appointment for the position of **Graduate Trainee - Design** (Grade,GET) at our **W38,** Location for Six month at the gross emoluments as discussed and agreed.

The detailed terms & conditions governing your appointment will be given in the appointment letter, which will be released on your joining the company.

You are advised to join us as early as possible but latest by **19 Feb 2021** along with the following documents:

1. Proof of age -(Driving License, Pan Card, Aadhar Card, TC)
2. Photo ID- (Driving License, Pan Card, Aadhar Card)
3. Academic Certificates (10 th class onwards)
4. 3 Photographs (Passport Size)
5. Relieving Letter from the previous employer (if it is not your first employment)
6. Experience Certificates of all the previous employers (if it is not your first employment)
7. Proof of Salary (Salary slip/ Certificate of salary last drawn with break-up along with Form-16 to validate the last salary drawn)
8. Doctor Fitness Certificate
9. HDFC Bank Account Number:- we are transferring salaries to HDFC Bank only.

Please note that all information submitted by you shall be correct. Any incorrect information furnished by you may lead to cancellation of Offer Letter and the subsequently release of appointment letter. You are requested to report at **W38 Office** for joining formalities & further allocation of responsibilities.

Please sign the duplicate copy of this letter as a token of acceptance and return to us for records.

Welcome to our organization.

Yeshwant Industries Authorised

With best wishes

M/s. Yeshwant Industries.

16/2/21

TAP/2019/MJ

Yeshwant Industries

W-38, MIDC Area, Waluj, Aurangabad - 431 136, Maharashtra, INDIA
Mob : +91 9689949022, E-mail : avinash@yeshwantind.com,
Website : www.yeshwantind.com

ISO 9001 : 2015

Ref.:
YPCPL/CTC/301508

Date : 16-Feb-2021

To,
Mr.Vivek Prabhakar Gawai,
Buldhana Maharashtra,
BULDHANA 443201,
Mobile : 7038231055,
Email : vivekgawai8630@gmail.com

Subject : Salary Structure

Dear Mr.Vivek,

Sr.No	The Details of Monthly Salary Structure / Annexure - A (CTC) as below	Amount
1	Basic	3600
2	HRA	1440
3	Conveyance Allowance	987
4	Medical Allowance	500
5	Child Education Allowance	500
6	Washing Allowance	700
7	Other Allowance	2
8	Attendance Allowance	1300
9	OT Allowance	1440
10	**Gross Salary**	**10469**
11	PF (Employer Contribution)	914
12	ESIC (Employer Contribution)	317
13	Bonus	300
14	**CTC/Month**	**12000**
15	PF Deduction (Employee Contribution)	843
16	ESIC Deduction (Employee Contribution)	73
17	PT Deduction	200
18	Total Deduction	1117
19	NET Salary (Take home)	9352
20	**Salary Per Annum**	**144002**

Yeshwant Industries Authorised

M/s. Yeshwant Industries.

System generated document, signature is not required



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Date: 07/02/2020

OFFER LETTER

To,

Minal charthad,
Business Development Executive

Sub: Offer Letter.

Dear **Minal charthad,**

With reference to your application and subsequent interviews you had with us, We are delighted to invite you to join Aas Innovation's Sarathi Learning. We believe that you have the potential and the ability to achieve the goals that you have set for yourself in the field of Software Development and Aas Innovation's Sarathi Learning could be a great Platform for you to accomplish the same.

We are Pleased to offer you the position of **Business Development Executive** 1st September, 2020. subject to the following terms and conditions.

1. **Date Of Commencement**
   a. As mutually agreed, the date of commencement will be 1st September, 2020.

2. **Salary**
   a. You are entitled to all-inclusive salary of Rs. 5,00,000/- per Anum.
   b. Appropriate applicable taxes (PF, PT etc. 7-10%) will be deducted after 12 Month till no deduction.
3. Annual increments will not be automatic but will be based on performance

4. Confirmation

a. Successful completion of training or any extension thereof, you will be confirmed in the services of the company. On confirmation your services are liable to be terminated by two months' notice on either side or payment in lieu thereof. You shall also be bound to give similar notice or resignation, at the time of letter all your dues would be settled proportionally. If at any time you are found guilty of misconduct, you will be terminated without notice or payment in lieu of notice in accordance with law.

5. Work Place

a. Your job location will be Nashik for Software Development Post & for BDE it will be Any District from Maharastra Mostly Vidhrbha District.

6. Profile & Work

a. As discussed and mutually agreed upon, your profile and scheme of work will mainly be in the Field of Software Development (Business Development Executive).

b. However given the nature of the organization, you may at time be expected to extend your services to other areas of work.

7. Working Days & Hours

a. Six Days week from Monday to Saturday

b. Our firm's current working hours are 10.00 am to 6.00 pm with 30 minute lunch break from 1.00 pm to 1.30 pm.

8. Annual Leave

a. You will be entitled to any overtime claim. You may be required to work periodically outside normal working hours depending on the urgency of the work.

10. General Conditions

a. You Shall not, at any time during the currency of this agreement, directly indirectly without prior write notice consent of the firm, engage or interest yourself whether for reward of gratuitously, in any work of business other than in respect of your duties of the firm.

b. You shall not disclose, divulge or discuss at any time either during the currency of your employment or thereafter, any secret, transactions or information in or relative to our business, which come may come within your knowledge or possession in the course of your duties.

c. You must comply with the company's instructions, rules and regulations as amended from time to time, however styled, which are in force or may be made.

On your joining date, please bring following documents:-

1. 1 photocopy of this letter duly signed and dated by you.
2. 2 self photographs (passport sized, color photos with a white background).
3. Submit 1 original document (any mark sheet, leaving certificate, etc.) for 6 months.
4. 1 set of photocopies of the following documents:-
    - Education degree certificate and highest degree attainted mark sheet.
    - Proof of identity (any)
    - Previous company's all the documents (like offer letter, appointment letter, salary slip, resignation letter, acceptance letter, reliving letter, experience letter) (if applicable).

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We welcome you to our organization and trust that we will form a healthy, satisfactory and mutually beneficial association.

Kindly confirm your acceptance by singing on the duplicate copy of this letter and return it to us

Yours Sincerely,

Aas Innovation's Sarathi Learning, Nashik.
Date: 07/02/2020.

I confirm acceptance of the terms and conditions as stated above.

I also confirm that I am in good health and am not suffering from any serious illness or physical disability.

Address:
1.PAP 38, Near Innova Rubber, Ambad MIDC, Nashik
2.First Floor,Shakuntala Apt.,Damodhar Nagar,Pathradi Phata, Nashik

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Date: 07/02/2020

OFFER LETTER

To,

Rajwal ingle,
Business Development Executive

Sub: Offer Letter.

Dear **Rajwal ingle,**

With reference to your application and subsequent interviews you had with us, We are delighted to invite you to join Aas Innovation's Sarathi Learning. We believe that you have the potential and the ability to achieve the goals that you have set for yourself in the field of Software Development and Aas Innovation's Sarathi Learning could be a great Platform for you to accomplish the same.

We are Pleased to offer you the position of **Business Development Executive** 1st September, 2020, subject to the following terms and conditions.

1. **Date Of Commencement**
   a. As mutually agreed, the date of commencement will be 1st September, 2020.

2. **Salary**
   a. You are entitled to all-inclusive salary of Rs. 5,00,000/- per Anum.
   b. Appropriate applicable taxes (PF, PT etc. 7-10%) will be deducted after 12 Month till no deduction.
3. Annual increments will not be automatic but will be based on performance

4. Confirmation

a. Successful completion of training or any extension thereof, you will be confirmed in the services of the company. On confirmation your services are liable to be terminated by two months' notice on either side or payment in lieu thereof. You shall also be bound to give similar notice or resignation, at the time of letter all your dues would be settled proportionally. If at any time you are found guilty of misconduct, you will be terminated without notice or payment in lieu of notice in accordance with law.

5. Work Place

a. Your job location will be Nashik for Software Development Post & for BDE it will be Any District from Maharastra Mostly Vidhrtha District.

6. Profile & Work

a. As discussed and mutually agreed upon, your profile and scheme of work will mainly be in the Field of Software Development (Business Development Executive).

b. However given the nature of the organization, you may at time be expected to extend your services to other areas of work.

7. Working Days & Hours

a. Six Days week from Monday to Saturday

b. Our firm's current working hours are 10.00 am to 6.00 pm with 30 minute lunch break from 1.00 pm to 1.30 pm.

8. Annual Leave

a. You will be entitled to any overtime claim. You may be required to work periodically outside normal working hours depending on the urgency of the work.

10. General Conditions

a. You Shall not, at any time during the currency of this agreement, directly indirectly without prior write notice consent of the firm, engage or interest yourself whether for reward of gratuitously, in any work of business other than in respect of your duties of the firm.

b. You shall not disclose, divulge or discuss at any time either during the currency of your employment or thereafter, any secret, transactions or information in or relative to our business, which come may come within your knowledge or possession in the course of your duties.

c. You must comply with the company's instructions, rules and regulations as amended from time to time, however styled, which are in force or may be made.

On your joining date, please bring following documents:-

1. 1 photocopy of this letter duly signed and dated by you.
2. 2 self photographs (passport sized, color photos with a white background).
3. Submit 1 original document (any mark sheet, leaving certificate, etc.) for 6 months.
4. 1 set of photocopies of the following documents:-
    - Education degree certificate and highest degree attainted mark sheet.
    - Proof of identity (any)
    - Previous company's all the documents (like offer letter, appointment letter, salary slip, resignation letter, acceptance letter, reliving letter, experience letter) (if applicable).

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We welcome you to our organization and trust that we will form a healthy, satisfactory and mutually beneficial association.

Kindly confirm your acceptance by singing on the duplicate copy of this letter and return it to us

Yours Sincerely,

Aas Innovation's Sarathi Learning, Nashik.
Date: 07/02/2020.

I confirm acceptance of the terms and conditions as stated above.

I also confirm that I am in good health and am not suffering from any serious illness or physical disability.

Address:
1.PAP 38, Near Innova Rubber, Ambad MIDC, Nashik
2.First Floor,Shakuntala Apt.,Damodhar Nagar,Pathradi Phata, Nashik

Axis
to me, shakthidhar.t, Pooja.Jichkar, ...
5:27 PM View details

(18)

Dear Shraddha Wasu,

Please find attached your offer letter for Branch Banking

Steps to do:
1) Please log on to Career Page (click here) with your credentials
2) Accept or Reject the offer on the portal by selecting the relevant option
3) For any clarification please get in touch with the HR

Do note that this offer is subject to the receipt of satisfactory feedback from your referees & satisfactory verification of documentation on joining.

You are requested to revert with your acceptance within 5 days of receiving this email failing which this offer will be deemed to be cancelled.

We look forward to having you on board.

Do feel free to contact us for any further clarifications.

Thanks & Regards,
Axis Bank Ltd.

17-19

sic	90,000.00	7,500.00
Rasket of Allowance	1,38,603.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,329.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	**2,43,732.00**	**20,311.00**
TOTAL (Fixed Cash+Retirals)	**2,43,732.00**	**20,311.00**
Benefits :		
Group Mediclaim Policy and Group Term Life Insurance	9,060.00	755.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	**3,21,876.00**	**26,823.00**

Loan Eligibilities

Type of Loan & Purpose of Loan	Eligibility	Loan Amount (In ')	Rate of Interest	Max. Tenure	Remar
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest	For takeover loans, t repayment will be 24 months or the balanc service period (in mont left, whichever is les
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest	For takeover loans, t repayment will be th res dual period of th original sanction term, 120 months, whichever less. Interes

Note:The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be s availed.

Fwd: Offer Letter - Akshay Patil

Akshay Patil <akshayppatil8600@gmail.com>
Mon 3/18/2019 11:49 AM
To:satyamohanmishra@live.com <satyamohanmishra@live.com>

1 attachments (103 KB)
Offer letter - Akshay.pdf;

---------- Forwarded message ---------
From: **hr wiselap** <hr.wiselap@gmail.com>
Date: Sat, 16 Mar 2019, 3:40 pm
Subject: Offer Letter - Akshay Patil
To: <akshayppatil8600@gmail.com>
Cc: TPO SSGMCE Shegaon <tpossgmce@gmail.com>, nikhil.wiselap <nikhil.wiselap@gmail.com>

Hi Akshay,

Plz find attached offer letter. Kindly go through the same and give your acceptance by replying to this mail. Actual joining date can be arrived later once you get clarity about your college exams and assignments.

Hard copy of this letter duly signed and stamped will be handed over to you on or before the date of joining.

Thanks and regards,
Yogesh Rathi,
HR Head,
+91 9930232201

STRICTLY PRIVATE AND CONFIDENTIAL

Date: 30 Aug 2019

Shekhar Gajanan Ingle
Akola, Maharashtra
444302

Telephone: **8983674383**

Dear Shekhar Gajanan Ingle,

SUBJECT: OFFER CUM EMPLOYMENT LETTER

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment a Bajaj Finance Limited ("**Company**") on the following terms:

1. DESIGNATION & BAND

You will be designated as "**Assistant Manager - Underwriting**" at **E02 Band.**

2. PERIOD OF EMPLOYMENT

2.1. Your employment will commence on **09 Sep 2019** and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.

2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. HOURS AND PLACE OF WORK

3.1. You shall be based in our **Chopda** office but may be required to serve the Company in any place within or outside India, as required.

3.2. You may be required to travel nationally and internationally on the business of the Company.

3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.

3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

4. SALARY

4.1. Your basic salary will be **Rs. 5,406**/- (**Rupees Five Thousand Four Hundred Six only**) and your house rent allowance will be **Rs. 2,703**/- (**Rupees Two Thousand Seven Hundred Three only**) per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.

4.2. A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.

4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

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Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.: L65910MH1987PLC042961
www.bajajfinserv.in/finance

5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

5.1. Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **45 (Forty-five days)** written notice to the other party. The notice period of **45 (Forty-five days)** is part of the Employee Separation Policy which is available for your reference on the Company's intranet.

5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.

5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.

5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

6. ANNUAL SALARY REVISION

6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.

6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.

7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.

7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.

7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.

7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

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Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.: L65910MH1987PLC042961

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8. COMPANY POLICIES AND PROCEDURE

8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.

8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.

8.3 Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

9. ADDITIONAL DUTIES

9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.

9.2 You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

10. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not:

10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;

10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;

10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or

10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

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Fax: +91 20 30405020
Corporate ID No.: L65910MH1987PLC042961

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11. INTELLECTUAL PROPERTY

11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.

11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

12. CONFIDENTIALITY AND NON-DISCLOSURE

12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.

12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.

12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

13. COMPANY'S IMAGE

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

Bajaj Finance Limited

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Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.: L65910MH1987PLC042961

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14. FALSE RECORDS

If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, you will be liable for termination without notice.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

15. GENERAL

15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.

15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.

15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.

15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.

15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

For Bajaj Finance Limited,

Saurabh Namdeo
Lead Human Resources

Encl: Annexure

*I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on*_____.

Signature : _____

Name : _____

Bajaj Finance Limited

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Annexure - A

Detailed Salary Structure

Date : 30 Aug 2019
Name : Shekhar Gajanan Ingle
Band : E02

Particulars	Annually	Monthly
Basic	64,868	5,406
House Rent Allowance	32,434	2,703
Special Allowance	63,140	5,262
Statutory Bonus	48,000	4,000
Contributory Provident Fund	7,784	649
ESIC	6,774	565
Fixed Pay	**223,000**	**18,585**
Gratuity	3,120	
Indicative Performance Pay#	55,750	
Total Cost to Company	**281,870**	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.
* The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

Other Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
  Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your continued employment with BFL is construed as your deemed acceptance to the above.
- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000** /- (**Rupees Twenty Lakh only**). Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000** /- (**Rupees Twenty-five Lakh only**).
- Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000** /- (**Rupees Three Lakh only**) the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

Name and Signature, confirming acceptance of the above terms and conditions

Signature : _____

Name :

Date :

Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune 411014. Maharashtra, India
Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.: L65910MH1987PLC042961

www.bajajfinserv.in/finance

5th May 2022

Dnyanesh Jaiprakash Khot
S/0 Jaiprakash Narayan Khot,
Advait, Aras Layout,
Buldana,
Maharashtra -443001

OFFER FOR EMPLOYMENT

Dear Mr. Dnyanesh,

With reference to your interview and our subsequent discussion, we are pleased to offer you the position of **Senior Business Development Manager** in the **EDL-B2B Department** on the agreed terms and conditions, subject to clearance of reference check done by the organization.

1. Your present place of posting will be in **Pune, Maharashtra.**
2. You are requested to make it convenient to join on or before **15th May 2022.**
3. Your CTC will be **INR 17,45,600 (Seventeen Lakhs Forty-Five Thousand Six Hundred only)** per annum, which includes a fixed of INR 14,45,600/- & a variable of INR 3,00,000/-.
4. A Formal Appointment Letter containing terms in detail shall be issued to you on your joining the services of the company.
5. You will be required to execute and be bound by a Non-Disclosure Agreement given to you at the time of joining.

You are requested to report at our office at 10:00 AM on or before **15th May 2022** to complete the joining formalities. At the time of joining, please carry the accepted copy of your resignation & relieving letter from your last organization, your last salary statement, two passport size photos, ID proofs & the entire academic and merit certificates you have.

We welcome you on the board and look forward to a long and mutually beneficial association.

Please sign and return the duplicate copy as a token of acceptance. Please do send us a copy of your resignation from current organization.

For ExcelR Solu e .

(Authorized Signatory)

Fwd: Invitation Mail for Onboarding programme for Non-Managed Programme scheduled from 15 July 2019 to 26 July 2019 ....Please Read the "NOTE" and Revert

Ankita Mishra <ankitamishra.263@gmail.com>
Sat 7/6/2019 2:07 PM
To:satyamohanmishra@live.com <satyamohanmishra@live.com>

3 attachments (19 KB)
15517816.gif; 15517816.gif; 15790968.gif;

---------- Forwarded message ---------
From: <Yogesh.Patil@hdfcbank.com>
Date: Sat, 6 Jul, 2019, 12:57 PM
Subject: Invitation Mail for Onboarding programme for Non-Managed Programme scheduled from 15 July 2019 to 26 July 2019 ....Please Read the "NOTE" and Revert
To:

Dear Colleague,

A warm welcome to the HDFC Bank family on behalf of all of us in HR Learning and Development Team!

I am Yogesh Patil, your Training Manager.

As part of the Onboarding process, you are requested to attend an Onboarding training program as per the details given below:

Onboarding Training Duration - 15 July 2019 to 26 July 2019 (For non Branch banking staff, training is for first 3 days)
Reporting Time - 9.00 AM
Dress Code - Business formals,
Men - - Formal shirt, trouser, leather shoes & tie
Women - - Salwar suit or Saree, western formal
Venue For Training - HDFC Bank Ltd., Taksheela Training Room , 1st Floor, Tradestar, Nr J B Nagar Metro Station, Andheri East, Mumbai

For Outstation Participants

Travel Policy

Fare for travel by 2nd AC train or equivalent Bus fare will be reimbursed.

NOTE--

Please revert to mail on priority

1. Full Name -
2. Attending or Not Attending

3. Accommodation Required - Yes / No (Accommodation facility will be given to Outside Mumbai Participants only)

New Joinee document completion formalities

You are requested to carry the following documents (mandatory) while you come for the Training Programme on **DAY 1** to enable completion of your joining formalities -

1. Original and Copies of Education Certificate (10th, 12th, Graduation & PG Convocation certificates & mark sheets) - 2 self attested copies for each required
**In case Convocation certificate is not available; please provide the Provisional Degree certificate.*
2. Date of Birth proof (Matriculation certificate/ Passport/ Birth Certificate would be preferred)
3. Relieving Letter or Acceptance of Resignation letter from previous employer duly signed with company seal
4. PAN Card – 2 self attested copies required
5. Offer Letter copy
6. Photo - 2 photos required
In case of any name change after Marriage/Any other case- Proof would be required of name change (Marriage certificate / Passport Copy / Gazette Copy)
7. Mailing Address proof *(Electricity Bill / Gas Bill / Telephone Bill / Bank Account Statement / Lease Agreement) – 2 self attested copies required
*In case the address proof is not available being an outstation candidate, any permanent address proof can be furnished

8. In case of any name change after Marriage/Any other case- Proof would be required of name change (Marriage certificate / Passport Copy / Gazette Copy)

Please feel free to get in touch with me for any assistance that you may require.

Looking forward to meeting you soon!

Warm Regards,

Yogesh Patil

Training Manager , HR - Learning & Development.



Contact Me On : ***8291 470 407***

Please raise your Branch Banking related queries to: Ask The Trainers

Click here for Employee Learning Path

Click here for Direct access to SAP

Click here to self nominate for Gurukul Programs

Training Program Feedback :- ESS>Career & Development>Personal Development>Learning>My Learner Account>Feedback



HDFC Bank officials or representatives will NEVER ask you for your personal information i.e. your card details, passwords, PIN, CVV, OTP etc. DO NOT share these details with anyone over phone, SMS or email

To read more about secure banking http://www.hdfcbank.com/aboutus/security/security_tips.htm

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Regd. Office : HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013. "

Fwd: Fw: Invitation Mail for Onboarding for Non-Managed Training Programme scheduled from 8th July to 20th July in Pune....Please Read the "NOTE" and Revert

Hitesh Gandhi <hitesh.gandhi2010@gmail.com>
Mon 7/1/2019 2:56 PM
To:satyamohanmishra@live.com <satyamohanmishra@live.com>

1 attachments (19 KB)
Onboarding_certifications_18_-_19.xlsx;

---------- Forwarded message ---------
From: **HITESH GANDHI** <hitesh.gandhi9999@rediffmail.com>
Date: Mon, Jul 1, 2019 at 2:52 PM
Subject: Fw: Invitation Mail for Onboarding for Non-Managed Training Programme scheduled from 8th July to 20th July in Pune....Please Read the "NOTE" and Revert
To: hiteshgandhi2010 <hitesh.gandhi2010@gmail.com>

From: Priya.Wagholikar@hdfcbank.com
Sent: Mon, 01 Jul 2019 14:25:31
To: undisclosed-recipients:;
Cc: Pune.LearningHR@hdfcbank.com
Subject: Invitation Mail for Onboarding for Non-Managed Training Programme scheduled from 8th July to 20th July in Pune....Please Read the "NOTE" and Revert

Dear Colleague,

A warm welcome to the HDFC Bank family on behalf of all of us in HR Learning and Development Team!

I am Priya Wagholikar, your Training Manager.

As part of the Onboarding process, you are requested to attend an Onboarding training program as per the details given below:

Onboarding Training Duration - 8th July to 20th July in Pune. (For non Branch banking staff, training is for first 3 days only).
Reporting Time - 9.00 AM
Dress Code - Business formals,
Men - - Formal shirt, trouser, leather shoes & tie
Women - - Salwar suit or Saree, western formal
Venue For Training - HDFC Bank Ltd., (Residential Training Centre), Next to HDFC Bank Ltd. (Hinjewadi Branch), Survey No 244/ 3/ 4/ 5, Phase 2 Road, Hinjewadi, Pune 411057

MOST IMPORTANT

In order to improve your job readiness as a part of the On Boarding process, you are requested to complete few learning activities before coming for the classroom training. The Elearning modules have been specially created to familiarize you with the Bank, basic products and important policies. This will help in building a foundation to take the next level of learning activities forward.

List of modules & certifications to be completed by you is being attached herewith. Kindly check the sheet name applicable to your job profile.

Please note:

1. Please ensure to complete the first 11 modules (mapped to your role type) as per the above attachment before reporting for Onboarding Training.
2. You will receive your login credentials and technical support contacts vide an email from our Elearning desk 5 -7 days prior to training date.. Should you need any assistance with regard to the online modules, please feel free to write to us at **Elearning.Support@hdfcbank.com** with a cc to the undersigned.
3. ***A staff who has already joined the Bank(whose employee code is already generated) may access Elearning through SAP***. You would have already received/ generated your SAP credentials. Should you need any assistance with regard to the online modules, please feel free to write to us at **"Elearning Learning and Development/HRD/Kanjurmarg-Mumbai/HBL@HDFCBANK"** with a cc to the undersigned.

For Outstation Participants

Travel Policy

Fare for travel by 2nd AC train or equivalent Bus fare will be reimbursed.

NOTE--

Please revert to mail on priority . CC: pune.learninghr@hdfcbank.com

1. Full Name -
2. Attending or Not Attending
3. Accommodation Required - Yes / No (Accommodation facility will be given to outside Pune location participants only) Post your confirmation, you will receive accomodation details 3days prior to training date.

If Accomodation is Yes, Kindly fill up the below format and revert.

Accommodation Booking : Please send us details in the format below for accommodation booking to the following ids by 4th July 2019 EOD.
Details of booking will be shared 2 days prior to the commencement of the program.

(pune.learninghr@hdfcbank.com)

[http://Sr.no+VGVUOA==]Sr.no	Applicant Code	Name of Employee	Gender	Check in Date	Check in Time	Check out Date	Check out Time

---

New Joinee document completion formalities

You are requested to carry the following documents (mandatory) while you come for the Training Programme on **DAY 1** to enable

completion of your joining formalities -

1. Original and Copies of Education Certificate (10th, 12th, Graduation & PG Convocation certificates & mark sheets) - 2 self attested copies for each required
**In case Convocation certificate is not available; please provide the Provisional Degree certificate.*
2. Date of Birth proof (Matriculation certificate/ Passport/ Birth Certificate would be preferred)
3. Relieving Letter or Acceptance of Resignation letter from previous employer duly signed with company seal
4. PAN Card – 2 self attested copies required
5. Offer Letter copy
6. Photo - 2 photos required
In case of any name change after Marriage/Any other case- Proof would be required of name change (Marriage certificate / Passport Copy / Gazette Copy)
7. Mailing Address proof *(Electricity Bill / Gas Bill / Telephone Bill / Bank Account Statement / Lease Agreement) – 2 self attested copies required
*In case the address proof is not available being an outstation candidate, any permanent address proof can be furnished

8. In case of any name change after Marriage/Any other case- Proof would be required of name change (Marriage certificate / Passport Copy / Gazette Copy)

Please feel free to get in touch with me for any assistance that you may require.

Looking forward to meeting you soon!

Thanks and Regards,

Priya Wagholikar
Training Manager , HR - Learning & Development.
Pune- Hinjewadi Training Centre
Cell: 9689146350

Click here for Employee Learning Path

Click here for Direct access to SAP

Click here to self nominate for Gurukul Programs

Training Program Feedback :- ESS>Career & Development>Personal Development>Learning>My Learner Account>Feedback

HDFC Bank

HDFC Bank officials or representatives will NEVER ask you for your personal information i.e. your card details, passwords, PIN, CVV, OTP etc. DO NOT share these details with anyone over phone, SMS or email

To read more about secure banking http://www.hdfcbank.com/aboutus/security/security_tips.htm

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the e-mail by a third party or otherwise.
Regd. Office : HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013. "

Fwd: HDFC Bank Appointment Letter-Pankaj Rajkumar Khatri

pankaj khatri <pankajkhatri049@gmail.com>
Mon 7/8/2019 7:50 PM
To:satyamohanmishra@live.com <satyamohanmishra@live.com>;pmkuchar@gmail.com <pmkuchar@gmail.com>

2 attachments (108 KB)
Pankaj Rajkumar Khatri.pdf; noname;

---------- Forwarded message ---------
From: <Anuja.Tribhuwan@hdfcbank.com>
Date: Wed, 3 Apr 2019, 11:06
Subject: HDFC Bank Appointment Letter-Pankaj Rajkumar Khatri
To: <pankajkhatri049@gmail.com>
Cc: <Mansi.Kulkarni@hdfcbank.com>, <hmjhabidyarthi@rediffmail.com>

Dear Pankaj,

Congratulations and Welcome to HDFC Bank!

Please find the Appointment Letter which outlines the terms of your employment.

The enclosed information is designed to serve as an introduction to the Bank and has brief inputs on the employee benefits applicable to you.

You can access the enclosed Appointment Letter using your Applicant ID as password. Since we have commenced with issuance of Digitally Signed letters, issuance of physical copies has been discontinued.

Your Applicant ID is-52930632

We will keep you posted with the joining formalities.

Stay tuned.

Best Regards,

Anuja Tribhuwan
Talent Acquisition
HDFC BANK 9th floor, Lodha I think Techno Campus,
Kanjurmarg (E) ,Mumbai - 400 042

HDFC Bank officials or representatives will NEVER ask you for your personal information i.e. your card details, passwords, PIN, CVV, OTP etc. DO NOT share these details with anyone over phone, SMS or email

To read more about secure banking http://www.hdfcbank.com/aboutus/security/security_tips.htm



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Regd. Office : HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013. "

(3)

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HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

HDFC Bank Ltd.

April 23, 2019
Applicant No.52930792

Name : Arti Ramesh Nagpure
Grade : Trainee
Vertical : RETAIL BRANCH BANKING
Location : Pune
Contact No : 8623998790

	Per Month (Rs)	Per Annum (Rs)
Base	7,500	90,000
Other Allowance	12,840	1,54,080
City Allowance *	1,250	15,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		10,800
Gross	25,350	3,15,000

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
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Personal & Confidential

April 23, 2019

52930792

Arti Ramesh Nagpure

Pune

Dear Arti Ramesh,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-PERSONAL BANKER** 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. 1,54,080/- 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 **Pune**. 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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Corporate Identity No.: L65920MH1994PLC080618

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HDFC Bank Limited
HDFC Bank House,
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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.

HDFC BANK
We understand your world

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 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 from the date of this letter.

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

(Digitally Signed by Archana Shiroor.)

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 HDFC Bank Ltd - Human Resources - Archana Shiroor
Date: 2019.04.23 15:41:49 +05:30

Applicant No. 52930792

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.
Corporate Identity No.: L65920MH1994PLC080618

(6)

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HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

HDFC Bank Ltd.

March 27, 2019

Applicant No.52930624

Name : Harish Vijaykumar Sharma
Grade : Trainee
Vertical : RETAIL BRANCH BANKING
Location : Nagpur
Contact No : 9970767281

	Per Month (Rs)	Per Annum (Rs)
Base	7,500	90,000
Other Allowance	12,840	1,54,080
City Allowance *	1,000	12,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		10,800
Gross	25,100	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

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Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Personal & Confidential

March 27, 2019

52930624

Harish Vijaykumar Sharma

Nagpur

Dear Harish,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-PERSONAL BANKER** 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. 1,54,080/- 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 **Nagpur**. 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.

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
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.

HDFC BANK
We understand your world

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 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 from the date of this letter.

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

(Digitally Signed by Archana Shiroor.)

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 HDFC Bank Ltd - Human Resources - Archana Shiroor
Date: 2019.03.27 15:35:34 +05:30

Applicant No. 52930624


HDFC BANK
HARISH SHARMA
H5341
RETAIL BRANCH BANKING
O+
Authorised Signatory

(5)

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

HDFC Bank Ltd.

April 12, 2019

Applicant No.52930581

Name : Hitesh Prakash Gandhi
Grade : Trainee
Vertical : RETAIL BRANCH BANKING
Location : Pune
Contact No : 9403117516

	Per Month (Rs)	Per Annum (Rs)
Base	7,500	90,000
Other Allowance	12,840	1,54,080
City Allowance *	1,250	15,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		10,800
Gross	25,350	3,15,000

Note: City Allowance - Linked to place of posting.

Welcome to the HDFC Bank family.

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Personal & Confidential

April 12, 2019

52930581

Hitesh Prakash Gandhi

Pune

Dear Hitesh,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-PERSONAL BANKER** 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. 1,54,080/- 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 **Pune**. 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.

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
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.

HDFC BANK
We understand your world

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HDFC Bank House,
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Lower Parel (West),
Mumbai - 400 013.

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Yours truly,

For HDFC BANK LIMITED

(Digitally Signed by Archana Shiroor.)

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 HDFC Bank Ltd - Human Resources - Archana Shiroor
Date: 2019.04.12 09:59:33 +05:30

Applicant No. 52930581

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.
Corporate Identity No.: L65920MH1994PLC080618

(8)

Offer Lwn Fl.
26/4/19

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

HDFC Bank Ltd.

April 22, 2019
Applicant No.52930629

Name : Mangesh Dnyandeo Datir
Grade : Trainee
Vertical : RETAIL BRANCH BANKING
Location : Pune
Contact No : 8408865707

	Per Month (Rs)	Per Annum (Rs)
Base	7,500	90,000
Other Allowance	12,840	1,54,080
City Allowance *	1,250	15,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		10,800
Gross	25,350	3,15,000

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
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HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Personal & Confidential

April 22, 2019

52930629

Mangesh Dnyandeo Datir

Pune

Dear Mangesh,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-PERSONAL BANKER** 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. 1,54,080/- 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 **Pune**. Your final place of posting will be intimated to you subsequently. 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 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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HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Secrecy:

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Alternative Employment:

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Maternity Benefits:

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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 creche 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 House,
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Lower Parel (West),
Mumbai - 400 013.

Conditions Precedent:

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c) The Self Declaration given by you in respect of your medical fitness is in order.

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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

(Digitally Signed by Archana Shiroor.)

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Digitally signed by HDFC Bank Ltd - Human Resources - Archana Shiroor
Date: 2019.04.22 16:49:57 +05:30

Applicant No. 52930629

(4)

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

HDFC Bank Ltd.

March 26, 2019
Applicant No.52930608

Name : Pallavi Suresh Khatri	
Grade : Trainee	
Vertical : RETAIL BRANCH BANKING	
Location : Pune	
Contact No : 9096281887	

	Per Month (Rs)	Per Annum (Rs)
Base	7,500	90,000
Other Allowance	12,840	1,54,080
City Allowance *	1,250	15,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		10,800
Gross	25,350	3,15,000

Note: City Allowance - Linked to place of posting.

Welcome to the HDFC Bank family.

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HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Personal & Confidential

March 26, 2019

52930608

Pallavi Suresh Khatri

Pune

Dear Pallavi Suresh,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-PERSONAL BANKER** 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. 1,54,080/- 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:

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Termination of Contract:

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HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
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Lower Parel (West),
Mumbai - 400 013.

Secrecy:

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Alternative Employment:

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Maternity Benefits:

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Creche facility:

a) The Bank will provide creche 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.

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.
Corporate Identity No.: L65920MH1994PLC080618

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

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Yours truly,

For HDFC BANK LIMITED

(Digitally Signed by Archana Shiroor.)

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Digitally signed by HDFC Bank Ltd - Human Resources - Archana Shiroor
Date: 2019.03.26 17:49:44 +05:30

Applicant No. 52930608

Offer letter file
3/4/19

HDFC BANK
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HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

HDFC Bank Ltd.

March 26, 2019
Applicant No.52930632

Name : Pankaj Rajkumar Khatri
Grade : Trainee
Vertical : RETAIL BRANCH BANKING
Location : Pune
Contact No : 8087121385

	Per Month (Rs)	Per Annum (Rs)
Base	7,500	90,000
Other Allowance	12,840	1,54,080
City Allowance *	1,250	15,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		10,800
Gross	25,350	3,15,000

Note: City Allowance - Linked to place of posting.

Welcome to the HDFC Bank family.

www.hdfcbank.com

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.
Corporate Identity No.: L65920MH1994PLC080618

HDFC BANK
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HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Personal & Confidential

March 26, 2019

52930632

Pankaj Rajkumar Khatri

Pune

Dear Pankaj Rajkumar,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-PERSONAL BANKER** 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. 1,54,080/- p.a.**
Medical	: **Rs. 15,000/- p.a.**
Conveyance	: **Rs. 19,200/- p.a.**
Lunch Allowance	: **Rs. 10,920/- p.a.**
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Yours truly,
For HDFC BANK LIMITED

(Digitally Signed by Archana Shiroor.)

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Digitally signed by HDFC Bank Ltd - Human Resources - Archana Shiroor
Date: 2019.03.26 17:55:23 +05:30

Applicant No. 52930632

(2)

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

HDFC Bank Ltd.

April 12, 2019

Applicant No.52930528

Name : Renuka Vijay Gundage
Grade : Trainee
Vertical : RETAIL BRANCH BANKING
Location : Pune
Contact No : 7559267438

	Per Month (Rs)	Per Annum (Rs)
Base	7,500	90,000
Other Allowance	12,840	1,54,080
City Allowance *	1,250	15,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		10,800
Gross	25,350	3,15,000

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
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Personal & Confidential

April 12, 2019

52930528

Renuka Vijay Gundage

Pune

Dear Renuka Vijay,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-PERSONAL BANKER** 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. 1,54,080/- 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 **Pune**. 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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Senapati Bapat Marg,
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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We understand your world

HDFC Bank Limited
HDFC Bank House,
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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 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 from the date of this letter.

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

(Digitally Signed by Archana Shiroor.)

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 HDFC Bank Ltd -
Human Resources - Archana Shiroor
Date: 2019.04.12 10:21:45 +05:30

Applicant No. 52930528

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.
Corporate Identity No.: L65920MH1994PLC080618

(7)

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Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

HDFC Bank Ltd.

April 03, 2019
Applicant No.52930593

Name : Sachin Shrikisan Purwar
Grade : Trainee
Vertical : RETAIL BRANCH BANKING
Location : Pune
Contact No : 8888382999

	Per Month (Rs)	Per Annum (Rs)
Base	7,500	90,000
Other Allowance	12,840	1,54,080
City Allowance *	1,250	15,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		10,800
Gross	25,350	3,15,000

Note: City Allowance - Linked to place of posting.

Welcome to the HDFC Bank family.

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HDFC Bank House,
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Lower Parel (West),
Mumbai - 400 013.

Personal & Confidential

April 03, 2019

52930593

Sachin Shrikisan Purwar

Pune

Dear Sachin,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-PERSONAL BANKER** 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. 1,54,080/- 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 **Pune**. 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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HDFC Bank House,
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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 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 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 from the date of this letter.

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

(Digitally Signed by Archana Shiroor.)

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 HDFC Bank Ltd - Human Resources - Archana Shiroor
Date: 2019.04.03 13:27:27 +05:30

Applicant No. 52930593

MAHARASHTRA KNOWLEDGE CORPORATION LIMITED

CIN: U80302 PN2001 PLC135349

ISO 9001:2015 Company

MKCL
Creating a Knowledge Lit World
www.mkcl.org

22

Offer Letter

Y: MKCL: HRD: 2018
Date: August 20, 2018

Dhananjay Ravindra Mali
At. Wazegaon, Post Kazikhed,
Tq. Balapur Dist. Akola

Subject: Offer of Appointment as Marketing Consultant

24/8/18

Dear **Dhananjay**,

This refers to your application for the above mentioned position in Maharashtra Knowledge Corporation Limited (MKCL).

I am pleased to inform you that keeping in view your educational qualification, your performance in the interview, MKCL has decided to offer you the position of **Full Time Marketing Consultant** with effect from August 20, 2018. The place of your posting shall be at the LLC's office at Buldhana for the District of Buldhana.

You will be paid an honorarium of Rs. 10000/- (Rupees Ten Thousand Only) per month. You shall be eligible for Monthly Performance Allowance of Rs. 2000/- (Rupees Two Thousand Only) per month subject to satisfactory performance of your work. This Monthly Performance Allowance shall be payable on March 31, 2019, for each of the completed number of months after successful completion of Consultancy period up to March 31, 2019. Taxes as applicable shall be deducted from the above-mentioned amount.

In addition to this you will get reimbursement for the following expenses.

- Mobile phone : Up to Rs. 350/- per month (all inclusive)
- Internet facility: Up to Rs. 500/- per month (all inclusive)
- Conveyance Charges: Up to Rs. 200/- per day

Your appointment shall be valid from August 20, 2018 to March 31, 2019. Please find the details of your role and responsibilities in the attached Annexure-A. In order to fulfill your responsibilities, you will be reporting to respective LLC Coordinator. You are requested to submit the Monthly Performance Report to LLC preferably by email on 25th of each month. This report should also be accompanied by next month's proposed plan of work. The monthly report should also include the reasons for deviation, if any, from the monthly plan submitted earlier. This report and plan document shall form the basis of payment of honorarium in each month.

Your services shall be governed by the various rules, and regulations of MKCL as may be applicable to you from time to time. Your services are purely temporary. Your services may be terminated by either party giving a one month's notice in writing to the other.

You will be entrusted with the responsibilities related to business development and other allied areas.

We request you to affix your signature on the duplicate copy of this letter and return the same to us as a token of your acceptance of this offer.

While we do look forward to your deep involvement in MKCL's mission, your acceptance of this offer within its validity period of 10 days shall be highly appreciated, failing which this offer shall stand null and void.

With best wishes,
Sincerely Yours,

Veena Kamath
Senior General Manager, HRD
Enclosure: Annexure A

Registered Office: ICC Trade Tower, 'A' Wing, 5th Floor, Senapati Bapat Road, Shivajinagar, Pune 411 016, Maharashtra, India.
Tel.: +91 20 4011 4500/ 4011 4501, Fax No: +91 20 2563 0302

24/8/18

22

Me-Hin

Me-Hin Tech-Edge Solutions

Date:15-May-2019 MTSBIB02360

To
Mr./Mrs. **Dhananjay Ravindra Mali**
PUNE

Subject: Appointment Letter

Dear Dhananjay Ravindra Mali,

We welcome you to join "Me-Hin Group" and foster your passion for excellence. "Me-Hin Group" is dedicated to providing opportunities, career advancement and development. We are sure you will find your career with us a challenging and rewarding experience full of opportunities.

We are pleased to make an offer of employment and appoint you as **PL_DST** with "Me-Hin Group" on the following terms and conditions:

TERMSAND CONDITIONS:

1. **Salary and benefits**

Your Salary and benefits are as detailed in the Annexure enclosed herewith.

2. **Place of work**

Your initial employment location will be **PUNE**. However, your services are transferable and you may be assigned to any location in India, where the Company or any of its associate or sister concern or its subsidiary or clients, conduct business, at the sole discretion of the "Me-Hin Group" management. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

3. **Probation and Notice Period**

of your employment with "Me-Hin Group" during the term of your employment with "Me-Hin Group".

10.Termination

"Me-Hin Group" reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory. Any violation of the above mentioned or any other procedures and policies of "Me-Hin Group" would attract action as per "Me-Hin Group" disciplinary policy in force, including and up to termination. In the event of termination by "Me-Hin Group" on account of breach of disciplinary policy, "Me-Hin Group" will not be liable to pay any amount in lieu of notice.

11.Signing of agreement for Training or any other business purpose.

You may be required to sign an agreement as per the "Me-Hin Group" policy, for training or any other business purpose.

12.Reporting

You will report to the person to whom you are assigned by the "Me-Hin Group" Management.

13.General

Your appointment will be governed by the rules and regulations in vogue and those that may change from time to time. With respect to any subject matter(s) / issues(s), if any conflict arises between this Offer cum Appointment Letter and any subsequent agreement(s)/letters, then the respective provision(s) in such agreement(s) shall prevail over the Appointment Letter.

All payments to you, by "Me-Hin Group" shall be subject to the deduction of applicable taxes / levies, as per the prevailing statutory provisions.

The above terms and conditions are based on the "Me-Hin Group" policies and other rules currently applicable in India and are subject to amendments, regulations of "Me-Hin Group" as shall be in force. Only those authorized by a specific approval by "Me-Hin Group "or letter of authority signed by the Proprietor or power of attorney may sign legal documents, representing the organization. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules of "Me-Hin Group" framed from time to time.

We look forward to having you on board on or before 15-May-2019. Please sign and return the duplicate copy of this letter and annexure attached herein as a token of your acceptance of the terms and conditions mentioned herein. This offer cum appointment letter is valid only if the above two conditions are met, else this letter shall stand void.

Yours Sincerely,

Me-Hin Group – Central Admin

For Me-Hin Tech-Edge Solution

Central Admin

Encl : Annexure – Salary working and other benefits, Mandatory documents to be produced at the time of joining.

At t

joining, please submit the following documents:

- al Qualification Proof (Certificate etc)
- s organizations – Appointment Letter / Relieving Letter / Experience
- test Salary Revision Letter
- & Address Proof
- ax PAN (Permanent Account Number) Card
- s of the candidate.
- rd Size Family Photo (for ESIC)
- rd Copy

This
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yment is being made considering the facts and information submitted by you in your academic credential, compensation and work experience. Any deviation on tide the company to take decisions deemed fit and as per the existing "Me-Hin

Plea
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cond

in Group" may conduct a reference check on you either directly or through an about your academics, previous employment, family background, character and

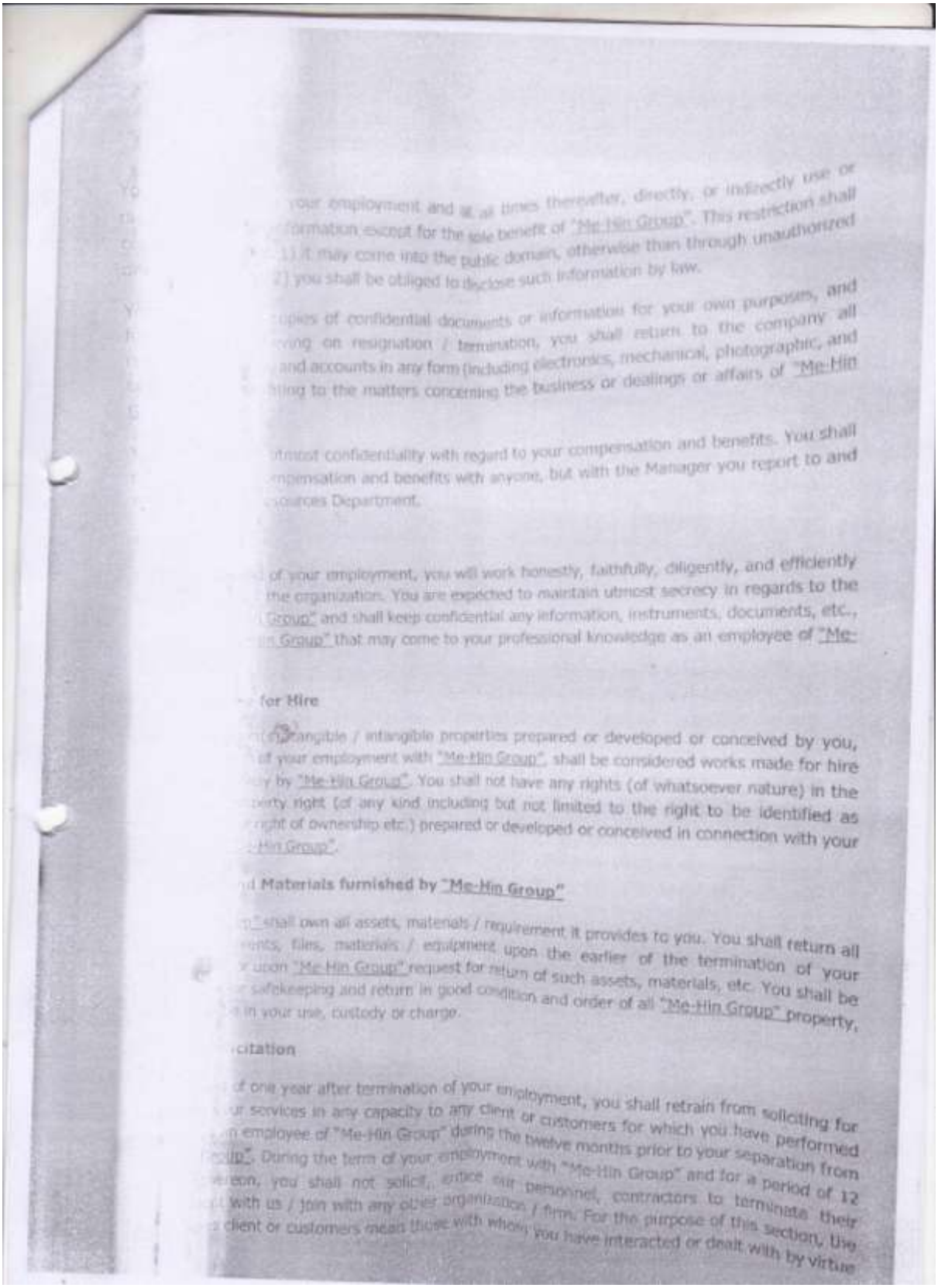
I hav
signat

ugh the contents of this letter and understand the contents. By affixing my n my acceptance of the terms of this letter.

Candi
Date:
Date o

Annexure

y Head	Amount (Rs.)
	8856
	4428
	1600
Allow	447
entive	0
Gross Fees	15331
oyee_PF	1063
mployee_ESI	268
ofessional Tax	0
her Deduction	0
tal Deduction	1331
t Salary	14000
mployer_PF	1165
mployer_ESI	728
st to Company	17224



your employment and at all times thereafter, directly, or indirectly use or formation except for the sole benefit of "Me-Hin Group". This restriction shall 1) it may come into the public domain, otherwise than through unauthorized 2) you shall be obliged to disclose such information by law.

opies of confidential documents or information for your own purposes, and ving on resignation / termination, you shall return to the company all and accounts in any form (including electronics, mechanical, photographic, and ting to the matters concerning the business or dealings or affairs of "Me-Hin

utmost confidentiality with regard to your compensation and benefits. You shall mpensation and benefits with anyone, but with the Manager you report to and ources Department.

of your employment, you will work honestly, faithfully, diligently, and efficiently the organization. You are expected to maintain utmost secrecy in regards to the Group" and shall keep confidential any information, instruments, documents, etc., n Group" that may come to your professional knowledge as an employee of "Me-

for Hire

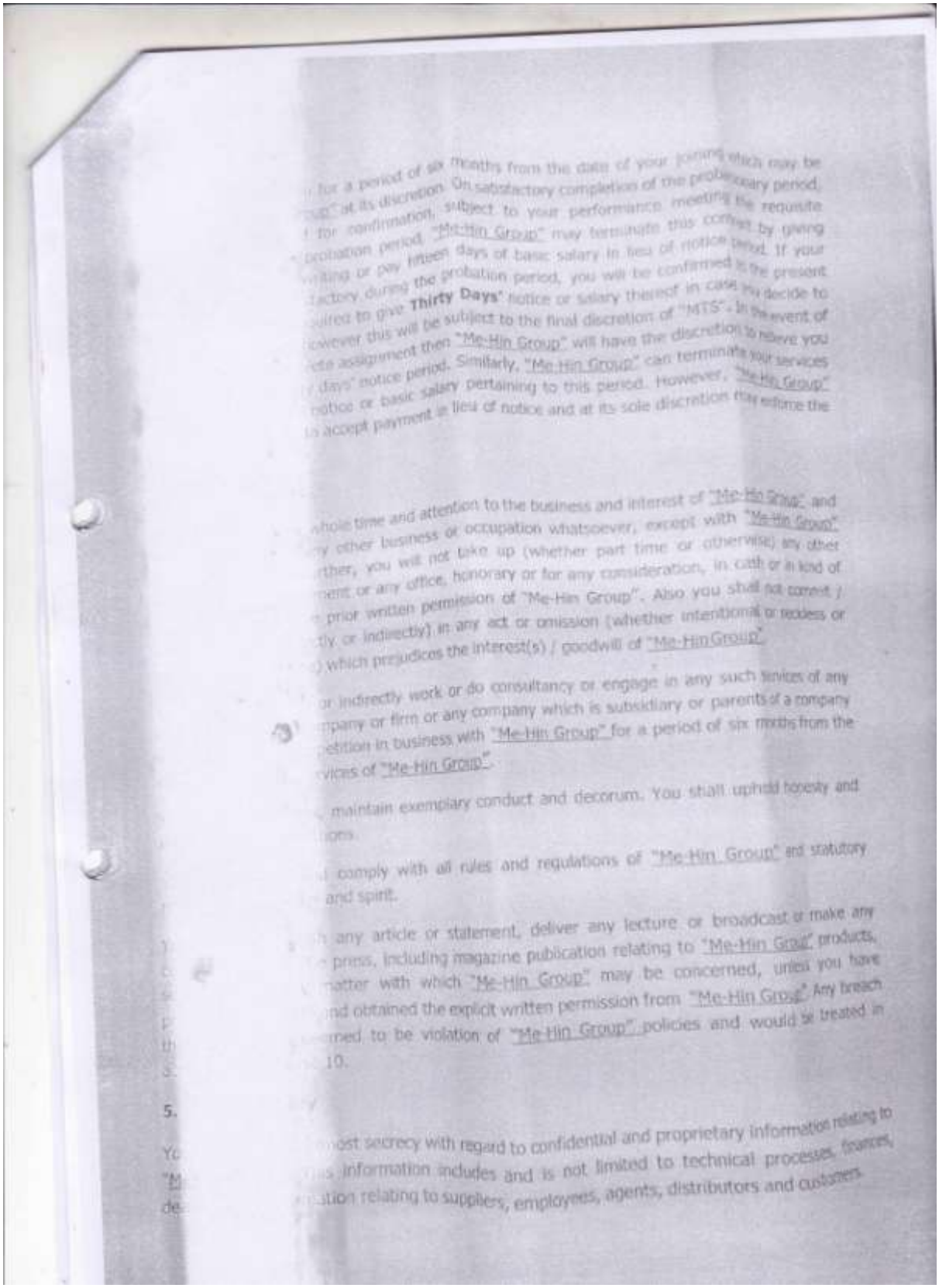
angible / intangible properties prepared or developed or conceived by you, f your employment with "Me-Hin Group", shall be considered works made for hire y by "Me-Hin Group". You shall not have any rights (of whatsoever nature) in the erty right (of any kind including but not limited to the right to be identified as right of ownership etc.) prepared or developed or conceived in connection with your -Hin Group".

d Materials furnished by "Me-Hin Group"

" shall own all assets, materials / requirement it provides to you. You shall return all nts, files, materials / equipment upon the earlier of the termination of your upon "Me-Hin Group" request for return of such assets, materials, etc. You shall be safekeeping and return in good condition and order of all "Me-Hin Group" property, in your use, custody or charge.

citation

of one year after termination of your employment, you shall retrain from soliciting for r services in any capacity to any client or customers for which you have performed employee of "Me-Hin Group" during the twelve months prior to your separation from p". During the term of your employment with "Me-Hin Group" and for a period of 12 on, you shall not solicit, entice our personnel, contractors to terminate their with us / join with any other organization / firm. For the purpose of this section, the client or customers mean those with whom you have interacted or dealt with by virtue



for a period of six months from the date of your joining which may be
Group" at its discretion. On satisfactory completion of the probationary period,
for confirmation, subject to your performance meeting the requisite
probation period, "Me-Hin Group" may terminate this contract by giving
writing or pay fifteen days of basic salary in lieu of notice period. If your
factory during the probation period, you will be confirmed in the present
quired to give **Thirty Days'** notice or salary thereof in case you decide to
owever this will be subject to the final discretion of "MTS". In the event of
ate assignment then "Me-Hin Group" will have the discretion to relieve you
days' notice period. Similarly, "Me-Hin Group" can terminate your services
notice or basic salary pertaining to this period. However, "Me-Hin Group"
o accept payment in lieu of notice and at its sole discretion may enforce the

whole time and attention to the business and interest of "Me-Hin Group" and
y other business or occupation whatsoever, except with "Me-Hin Group".
rther, you will not take up (whether part time or otherwise) any other
ment or any office, honorary or for any consideration, in cash or in kind of
prior written permission of "Me-Hin Group". Also you shall not commit /
tly or indirectly) in any act or omission (whether intentional or reckless or
) which prejudices the interest(s) / goodwill of "Me-Hin Group".

or indirectly work or do consultancy or engage in any such services of any
mpany or firm or any company which is subsidiary or parents of a company
etition in business with "Me-Hin Group" for a period of six months from the
vices of "Me-Hin Group".

maintain exemplary conduct and decorum. You shall uphold honesty and
ions.

comply with all rules and regulations of "Me-Hin Group" and statutory
and spirit.

any article or statement, deliver any lecture or broadcast or make any
press, including magazine publication relating to "Me-Hin Group" products,
natter with which "Me-Hin Group" may be concerned, unless you have
nd obtained the explicit written permission from "Me-Hin Group". Any breach
rmed to be violation of "Me-Hin Group" policies and would be treated in
10.

5.

ost secrecy with regard to confidential and proprietary information relating to
information includes and is not limited to technical processes, finances,
tion relating to suppliers, employees, agents, distributors and customers.

Date:13-08-2019

Welcome Note

Dear **Mr. Vaibhav Sudhakar Marode**

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial.You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to **Click here to log in Randstad Portal**
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

Our Core Values: As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.

N. Swaminathan

N Swaminathan Iyer
Vice President - SSC

Registered Office :
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Date: 13-08-2019

To,
Mr. Vaibhav Sudhakar Marode,
Empcode -1403667

FIXED TERM CONTRACT OF EMPLOYMENT

We are pleased to appoint you in our organisation as Rep Client Processing, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of 6 months from 12-08-2019 to 11-02-2020. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.

2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.

3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the client's business.

4. Details of your salary break up with components is as per the Annexure 1.

5. Provident Fund will be remitted as per law, applicable from time to time.

6. You will be covered under a Group Accident Insurance Scheme to the extent of and medical insurance upto , per annum. This policy will come into effect after 30 days of employee joining the company.

7. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.

8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.

10. This contract shall be terminable by either party giving 15 days notice in writing or salary in lieu of notice, to the other.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to wholeheartedly contribute in this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Wishing you the very best!
Yours truly,

For Randstad India Pvt Ltd.

N Swaminathan Iyer
Vice President - SSC

Registered Office :
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Acceptance:

I Vaibhav Sudhakar Marode have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Registered Office :
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Date: 13-08-2019

Mr. Vaibhav Sudhakar Marode,
Empcode -1403667

DEPUTATION LETTER

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED with effect from 12-08-2019 at their PUNE office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 12-08-2019, be required to work at our client's office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED.
5. You shall be bound to follow the working hours of BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED and use such information only in connection with the service provided to BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED.This arrangement is purely a contractual agreement between Randstad and BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED entrusted to you in the due discharge of your duties and shall indemnify BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.
As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,
For Randstad India Pvt Ltd.

N Swaminathan Iyer
Vice President - SSC

I, Vaibhav Sudhakar Marode have read and hereby accept the above mentioned terms and conditions

Signature :

Registered Office :
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Date :

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Schedule A

Assignment Details of Vaibhav Sudhakar Marode

Name	**Vaibhav Sudhakar Marode**
Client Name	BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED
Place of Deputed	PUNE
Designation	Rep Client Processing
Start date of Assignment	12-08-2019
End date of Assignment	11-02-2020

Salary Break - Up Details

Component	Monthly	Yearly
Basic	8,904.00	106,848.00
House Rent Allowance	3,562.00	42,744.00
Statutory Bonus	742.00	8,904.00
Child Education Allowance	200.00	2,400.00
Driver Salary	761.00	9,132.00
Vehicle Reimbursement	2,400.00	28,800.00
Gross Salary	16,569.00	198,828.00
Employer's Contribution to ESI	539.00	6,468.00
Employer's Contribution to EPF	1,472.00	17,664.00
Insurance	170.00	2,040.00
CTC (Cost to the company)	18,750.00	225,000.00
Employee's Contribution to EPF	1,472.00	17,664.00
Employee's Contribution to ESI	125.00	1,500.00
Net-Take Home	14,972.00	179,664.00

* Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law.
* Your salary is strictly confidential.

For Randstad India Pvt Ltd.

N Swaminathan Iyer
Sudhakar Marode
Vice President - SSC

Accepted By

Vaibhav

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General Terms & Conditions

1. You will have to provide signed copies of all documents and forms in the joining kit including the signed appointment letter to Randstad India Private Ltd. (RIPL) within a period of 30 days from your date of joining. The documents can be either couriered or handed over in person at the designated RIPL offices. You will not be eligible for payroll in the subsequent months if these documents are not received within the 30 day period from your date of joining.

2. RIPL is working towards having a safe transaction mode for all payments and follows the practice of remitting salary, reimbursement, F&F and other payments directly to your designated bank account. You are required hereby to confirm your acceptance of the same and provide your Bank Account details with proof (cancelled cheque or copy of bank pass book or bank statement) within 15 days of the date of joining to RIPL personnel at the designated RIPL offices or send an e-mail with scanned copy of the proofs mentioned to flexicare@randstad.in mentioning "bank account details" in the subject line of the mail.

3. You will have to provide your PAN card details within 15 days of your date of joining
   a. In case, you dont have a PAN card, you will have to apply and provide the acknowledgement copy within 15 days from the date of joining.

   b. In case you do not provide PAN card details and your income falls under the taxable limits, you will be paid your monthly salary after deduction of taxes as per the existing tax laws.

4. Your pay slips will be available online for viewing, downloading and printing. This is a digitally generated document and does not require a physical signature for verification. The pay slip will be available at the end of first week of the month and will be deemed to have been received and accepted by you. For any clarifications or queries, regarding the same you can send an email to flexicare@randstad.in referencing your RIPL employee ID.

5. In case of any reimbursable components in your salary structure, you will be required to submit necessary proofs of paymentsand bills for the same, failing which the payments will be made after deduction of appropriate taxes.

6. If you are eligible for ESIC benefits and have an existing ESIC number, please inform in advance through the ESIC nomination form in your joining kit to retain the existing ESIC number. For PF transfer from an existing PF account, you will need to fill and submit the PF transfer form in your joining kit.

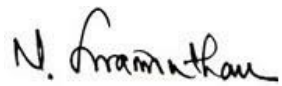
7. RIPL does not accepts or retain any original certificates/ documents pertaining to your educational and other qualifications. You may be required to produce the same for verification purposes only, if requested by authorized RIPL personnel.

8. You will have to complete all the exit formalities and hand over any assets including but not limited to ID cards, laptops, mobiles, etc. in your custody before your Last Working Day (LWD) in the organization. Your Full & Final Settlement (F&F) will be completed only if the exit formalities are done on time, which shall not exceed 45 days.

9. Your F&F settlement amount will be transferred to the bank account used for your salary transactions. In case, there are dues to be recovered from you in the F&F settlement, you will be issued your relieving letter and experience letters only on clearance of these dues.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.
Yours truly,

For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

I, Vaibhav Sudhakar Marode have read and hereby accept the above mentioned terms and conditions

Signature :

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Annexure 2: HEALTH AND SAFETY POLICY

1. Introduction

Randstad recognizes people as its most important asset and is committed to ensuring safe and healthy work environment for all its employees and people visiting its premises. Randstads Corporate Policy necessitates a specific Health & Safety Policy for its outsourced employees. Given that our EWs a redeputed to various client sites, where each clients Health & Safety Policy would be different, it is our commitment to ensure that our EWs have safe working conditions, where risks if any, are well managed and our clients treat all our EWs as they would treat their direct employees in matters of health & safety.

This document is to be read and thoroughly understood by all Randstad EWs at the time of joining an assignment; it requires them to be aware of the policy and our recommendations for safe working practices.

We assure that we will not depute an EW to a client site, which causes an Occupational Hazard or risk to Health. We will only work with clients who are aligned to our Health & Safety Policy for EWs. Additionally, we advise our EWs and employees to bring to our notice, situations that an EW might encounter and could be a potential health & safety issue.

We also ask our EWs not to endanger themselves or their colleagues at work by violating any safety rules, and to comply with work place instructions besides ensuring that they wear Personal Protective Equipment where advised. Our EWs are asked not to interfere with or misuse anything provided for their safety, health and welfare. This is a condition of employment with Randstad. Management reviews will be held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.

2. Health & Safety Policy

Health & Safety in the work place is every ones responsibility. Randstad regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputed employees. Randstad has factored in statutory requirements while arriving at this Health & Safety Policy.

General Safety

1. Ensure that you are aware of your own responsibilities in respect of relevant health, safety and environmental matters.

2. Follow instructions the way it is meant to be. Use entries and exits, lifts in the manner it is meant to be.

3. Ensure you have your EW ID card on your person at all times with your photograph, Randstad contact details and Nos. displayed in a clear manner.

4. If you have a visitor, ensure your visitor signs in and receives a security pass. Do not take your visitor into the client premises without permission.

5. You will not enter your work premises while under the influence of alcohol, drugs or any substance which may endanger your health or safety and/or that of any other person.

6. Beware of fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

Fire Safety

1. Ensure familiarity with the fire safety procedures in work place. Most organizations have fire safety training as a statutory requirement. Ensure you attend the same, after seeking necessary permission from your reporting manager.

2. Understand different kinds of fire fighting equipments installed at your work place.

3. Please become familiar to the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.

4. Attend fire drill if any at your work place and undergo evacuation training.

5. Avoid taking personal risks; do not try to tackle fire on your own.

Accident & First Aid

Familiarize yourself with the First Aid arrangements at your work place. Do not leave vehicles or items relating to your work

in places other than that which is designated. This will help prevent accidents.

1. Follow rules on speed limit and wearing safety gear as is prescribed at the work environment that you are at.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. In the event of an accident, do not handle it on your own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
4. Understand accident report procedures at your work site.
5. Always let someone know, where you are going and your expected time of return.
6. If your office premises require you to wear a helmet while entering or exiting, comply with the same.

As a Randstad EW, you have the right to:

1. Work in places where all the risks to your health and safety are properly controlled.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. To stop working and leave the area if you think you are in danger.
4. To inform your employer about health and safety issues or concerns.

Recommendations for Common Safe Working Practices

1. Do not smoke in areas prohibited.
2. Do not overload electrical outlets.
3. Do not expose electric conduits/plugs/sockets to water.
4. If your work requires you to lift weight frequently, understand load management procedures at work.
5. Do not operate machinery unless you have been trained and authorized to do so.
6. Never throw anything from any height.
7. If you use tools as part of your work use only the right and authorized tools.
8. Report any Health and Safety incidents whether they result in injury or not to your respective Randstad anchor.
9. Cooperate in the investigation of accidents with the objective of introducing measures to prevent recurrence.

For Randstad India Pvt Ltd.

CODE OF CONDUCT

This Code of Conduct describes and summarizes the standards of business conduct for Randstad and also highlights the importance of ethical value in conducting the business affairs of Randstad.

Randstad would also review all applicable Randstad policies and procedures from time to time. This Code of Conduct is subject to modification. It maybe updated as and when needed and the employee hereby agrees to accept the terms of such revised documents.

The Employees of Randstad are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The honest conduct would be a conduct that is free from fraud or deception. Interactions with the clients, candidates, co-employees and any other individual shall be conducted in accordance with the standards mentioned.

It is the policy of the Company to conduct all of its business in an honest and ethical manner. In doing business anywhere in the world, neither the Company nor any employee or an entity associated with the Company shall offer, pay, promise, authorise or receive any bribe or other illicit payment or benefit in violation of any of the Anti-corruption Laws of the Country or the anti-corruption laws of any other nation in which the Company does business or renders services. This shall form part of the Company's Code of Conduct and Business Ethics.

The Employee agrees that he/she shall devote his/her full attention to the activities of Randstad and shall not, either during the term of the Employment or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by Randstad. The Employee further agrees that at any time during the subsistence of the Employment or for a period of six months subsequent thereto, the Employee shall not offer employment or consultancy or otherwise solicit the Employees of Randstad to work with him/her or any employer where he or she is employed.

It is not practical and possible to list all situations in which conflict of interest may arise, however, following examples of situations, which may constitute a conflict of interest, are provided for your perception regarding the nature and scope of the term a conflict of interest:

1. Engaging in any activity that interferes with your performance or responsibilities to Randstad
2. Accepting simultaneous employment with a Randstad supplier, customer, developer or competitor or taking part in any activity that enhances or supports a competitor's position
3. Conducting the business of Randstad with relative or with a business in which a relative is associated in any significant role
4. Accepting any offer, payment, promise to pay, or authorisation to pay any money, gift or anything of value from customers, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to influence any business decision, any act or failure to act, any commitment of fraud, or opportunity for the commission of any fraud.
5. Competing, directly or indirectly, with Randstad for the purchase or sale of the property, products, services or other interest This Code of Conduct is part of the Corporate Governance of Randstad which extends equal opportunities to men and women at work, adhering to all legal compliances. Randstad's policy of transparency among employees are enabled through various HR practices including appraisals and performance evaluation, with adequate health and safety policies in place protecting the employee and the environment with a spirit of working together for the National interest.
6. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

Protection Of Confidential Information

All confidential information must be used for the purposes of Randstad. All Employees of Randstad must protect and respect the Intellectual property rights including the intellectual property rights of the clients of Randstad. Any violation of the intellectual property rights of any of the third parties in the capacity of a employee of Randstad shall be treated as illegal and shall be subject to legal action. The obligation to safeguard the proprietary and confidential information continues to exist even after leaving the employment of Randstad. Each of the Employees has liability to return all corporate confidential information in possession while leaving Randstad. They shall not be destroyed by any employee even while leaving Randstad, which shall amount to infringement of the Intellectual property rights of Randstad.

Protection And Use Of Randstad's Assets

All Employees are responsible for protecting and for appropriate use of the assets of Randstad. The Employees must safeguard the assets of Randstad against loss, damage, misuse or theft. Any violation of this aspect of the code will subject to the disciplinary action up to and including termination of the employment or business relationship. The assets of Randstad including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of Randstad, hardware and software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Unauthorised usage of Randstad's assets to deal with any illegal transaction shall be subject to legal action.

Protection And Use of the Client's Assets

All Employees are responsible for protecting and for appropriate use of the assets of the client where the Employee is stationed. The Employees must safeguard the assets of the client against loss, damage, misuse or theft. The assets of the Client including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of the Client, hardware & software and all other electronic communication devices, must be utilised in legal, ethical and appropriate manner. Further, the Employee shall refrain from any unauthorised use, access, disclosure, alteration and/ destruction of information systems including but not limited to CV database, CV database, client's JD/JS details, client's CTC policy and break-ups, and any other confidential information, written or oral, whether or not, specified explicitly by the Client.

Employee Developments

The Employee agrees to communicate to Randstad as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with Randstad and for a period of 1 [one year] thereafter for the purpose of determining Randstad's rights in such Employee Developments.

press releases

The Employee shall not put out any press or other media release or make any public announcement or statement relating in anyway to the business of the Client/Randstad, the activities of the Client/Randstad and for such other information without the prior written consent of the authorised personnel.

Disciplinary Actions

It is expected from all Employees covered under this Code of Conduct that they will adhere to the principles and rules laid down in this code. The appropriate disciplinary action will be taken against the delinquent Employee who is found to violate these principles and policies or any other policy of Randstad. The disciplinary action may include immediate termination of employment, appropriate legal action or severing of business relationship at Randstad's sole discretion. Randstad will recover any loss suffered by it due to violation of the provisions of this code by any delinquent in legal manner. All Employees are encouraged to report any suspected violation promptly.

(The Employee)	(Randstad India Ltd.)
By	By
.....	.....
Name	Name
.....	.....
Title	Title
.....	.....
Witness	Witness
.....	.....

Non-Disclosure Agreement

This Non-Disclosure Agreement is made and entered on this..... day of.....at..... by Mr/Ms.....Son/Daughter of .....aged about.....years and residing at.....
hereinafter referred to as employee.

To
Randstad India Ltd. a company incorporated under the Companies Act, 1956 and having its registered office at Old No.5&5A, No.9, Pycrofts Garden Road, Nungambakkam, Chennai - 600 006, Ph: 044-6622 7000

WHERE AS
Randstad India Ltd. is a subsidiary of Randstad Holding NV, Netherlands and includes its other subsidiaries like Randstad Executive Search Ltd, Minvesta Infotech Ltd in India and such other Foreign Subsidiaries across the globe. This NDA is intended to maintain the confidentiality of all such confidential information available to all the EMPLOYEES of the Group. Essentially this NDA applies to whichever Group of Company, the EMPLOYEE is employed with, irrespective of his/her employment in maintaining the confidentiality of the available confidential information.

In the above context, the Group Company which has employed the Employee shall hereinafter be construed as "Company", which expression shall include the group companies within the context and meaning of this NDA agreement to maintain the confidentiality by the Employee. This expression shall hold good for the purpose of this NDA only and not in any other context of interpretation.

WHERE AS

1. The Company has offered and the Employee has agreed to take up employment with the Company under the terms and conditions set out in the letter of Appointment the ("Employment Agreement").

2. In accordance with the terms of the Employment Letter, the Employee hereby executes this Non-Disclosure Agreement with regard to the confidential information and the competition obligations of the Employee.

NOW THE PARTIES AGREE AS FOLLOWS
For the purpose of this Agreement, the term "Confidential Information" shall mean and include any and all tangible expression of information including all written or oral disclosures made by the Company to the Employee, provided to the Employee by the Company or parent, subsidiary, group company or customer of the Company or otherwise received by the Employee in the course of his/her employment with the Company or any intellectual property belonging to the Company, and shall specifically include, without limitation, pricing, methods, processes, financial data, technical data, lists, products, trade secrets, know-how, photographs, plans, notes, renderings, journals, notebooks, computer programs, computer readable video, audio or sound files, and samples relating thereto as well as any confidential or proprietary information owned by any other person or entity and furnished by such person or entity pursuant to an undertaking to maintain the same in confidence.

The Employee agrees that he/she shall, at all times, during the term of his/her employment with the Company hold the Confidential Information in trust for the Company and shall not in any manner use, transfer, publish, disclose, or report the Confidential Information directly or indirectly, except to other Employees of the Company or to authorised third parties as may be necessary in the ordinary course of the duties of the Employee for the Company or otherwise as directed by the Company.

The Employee represents that his/her performance of the terms of this Agreement and his employment with the Company does not and will not breach any agreement to keep in confidence information previously acquired by him/her in confidence from any third-party. The Employee represents that he has not entered into, and agrees not to enter into, any agreement in conflict with this Agreement or which in any way prohibits his performance of or restricts his ability to perform his obligations under this Agreement. The Employee has not brought, and agrees he/she will not bring, with him/her to the Company for use in his/her employment with the Company any materials or documents of a former employer or any other person or entity for whom he/she has provided services (paid or unpaid) that are not generally available to the public unless he/she has obtained express written authorisation from the former employer or other person or entity for whom he/she has provided such services for their possession and use.

The Employee agrees that if his/her employment is terminated at any time during or at the end of the probationary period as provided in the Employment Letter, the provisions of this Agreement shall continue to remain binding on the Employee.

The Employee agrees that he/she shall not for a period of three years from the date of termination of the Employment Letter, directly or indirectly, disclose, transfer, or use any Confidential Information, except with the prior written consent of the Company or except, in accordance with the provisions of Clause 6 hereunder, when so required pursuant to a valid and subsisting order of a court or other judicial, quasi-judicial or government body.

If the Employee is required, either during his/her employment or at any time within the three-year period specified in Clause 5 above, to disclose Confidential Information pursuant to a valid and subsisting order of a court or other judicial, quasi judicial or government body, the Employee shall, forthwith, upon receiving notice of the requirement of such disclosure, give adequate notice to the Company thereof so as to allow the Company a reasonable opportunity to limit such disclosure. In any event the Employee, in making such disclosure shall only disclose such information as maybe absolutely necessary and only to the extent expressly required by the court or other judicial, quasi judicial or government body.

The absence of any marking or statement that a particular item of information is Confidential Information shall not affect its status as Confidential Information.The Employee shall bear the burden of proving that, that information is not Confidential Information.

All notes, proposals, documents, data, floppy disc(s), zip drives, tapes, reference items, sketches, drawings, memoranda, records, and other materials and media in any way containing any Confidential Information or related to the Confidential Information or otherwise to the Company's business shall belong exclusively to the Company. The Employee shall make copies of such material only if absolutely necessary in the course of the Employee's employment with the Company or otherwise for the benefit of the Company. The Employee hereby undertakes to return to the Company all copies of such materials in the Employee's possession or under the Employee's control at the request of the Company or, in the absence of such a request, upon the expiry of the terms of this Agreement.

The Employee represents and warrants that the performance by him/her of all of the terms of this Agreement and any services to be rendered by him/her as an Employee of the Company do not and will not breach any fiduciary or other duty, covenant, or agreement relating to any proprietary information, knowledge of data acquired by the Employee in confidence, trust, or otherwise, prior to the Employee's employment by the Company to which the Employee is a party or by the terms of which the Employee may be bound. The Employee covenants that he/she shall not, during his/her employment with the Company do any act or deed which conflicts with the provisions of any prior contract or agreement. The Employee further

covenants and agrees not to enter into any agreement or understanding, either written or oral, in conflict with the provisions of this Agreement. The Employee shall promptly disclose to the Company and assign in favour of the Company in such form and manner as the Company may reasonably require all

1. inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trade marks, trade names, logos, art work, slogans, know-how, processes, source code, application development, designs (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials therefore), and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages whether now existing or subsequently developed by the Employee ("Employee Developments") and

2. such information and data pertaining to the business, operations, personnel, activities, financial affairs, and other information relating to the Company and its customers, suppliers, Employees and other persons having business dealings with the Company as maybe reasonably required for the Company to operate its business ("Proprietary Information"). It is understood that the Employee Developments and the Proprietary Information is proprietary in nature and shall be for the exclusive use and benefit of the Company, shall be and remain the property of the Company both during the term of employment with the Company and thereafter and shall be held in trust by the Employee for the sole right and benefit of the Company. If so requested by the Company, the Employee shall execute and deliver to the Company any instrument as the Company may reasonably request to effectuate the assignment of any such Employee Developments or Proprietary Information to the Company or to otherwise evidence, establish, maintain or protect the Company's right, title and interest thereto. Without limiting the generality of the foregoing, the Employee hereby releases and waives and assigns to the Company any and all claims and rights which he/she has against the Company in respect of the Employee Developments, including without limitations, technology, know-how, licences or other proprietary rights or processes of the Company.

The Employee agrees to communicate to the Company as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with the Company and for a period of [one year] thereafter for the purpose of determining the Company's rights in such Employee Developments. During the term of his/her employment and thereafter, the Employee will assist the Company and/or its nominees or assigns (without charge but at no expense to Employee) in every lawful way to obtain, maintain and enforce any and all intellectual property rights and protections relating to all Employee Developments, including by executing relevant documents. Employee hereby irrevocably designates and appoints the Company and its duly authorised officers and agents as his/her agent and attorney in fact to execute and file any and all applications and other necessary documents and to do all other lawfully permitted acts to further the prosecution, issuance or enforcement of patents, copyrights, trade secrets and similar protections related to such Employee Developments with the same legal force and effect as if the Employee had executed them himself/herself.

The Employee agrees that he/she shall devote his/her full attention to the activities of the Company and shall not, either during the term of the Employment Letter or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by the Company. The Employee further agrees that at any time during the subsistence of the Employment Letter or for a period of six months subsequent thereto the Employee shall not offer employment or consultancy or otherwise solicit the Employees of the Company to work with the Employee or any employer of the Employee.

The breach alleged or otherwise, by the Company of any obligation arising or in any manner owed by the Company to the Employee shall not affect the validity or enforceability of the Employee's covenants/obligations set forth in this Agreement.

The Employee understands that the Company shall suffer irreparable harm and injury in the event the Employee breaches any of its covenants/obligations under this Agreement and that money damages shall be inadequate to compensate the Company for such breach. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement, the Company, shall in addition to and not in limitation of any other rights, remedies or damages available to the Company at law or in equity, be entitled to a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Employee, or by and/or all persons directly or indirectly acting for, on behalf of, or with, the Employee.

Notwithstanding anything contained in this Agreement, the obligations of the Employee and the rights of the Company arising hereunder shall be deemed to have commenced upon the date of the execution of the Employment Letter regardless of the actual date of execution of this Agreement and shall continue to remain in full force and effect and continue to be binding upon the parties until the expiry of three years from the date of termination of the Employment Letter unless the parties mutually agree to extend such confidentiality period

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

IN WITNESS WHEREOF these presents have been executed by the parties hereto on the day and year first herein above written.

(The Employee)	(Randstad India Ltd.)
By	By
.....	.....
Name	Name
.....	.....
Title	Title
.....	.....
Witness	Witness
.....	.....

Self-Declaration & Undertaking form

Name:
Employee ID:
Designation:
Service Function / Vertical :
Centre / Location :

Sub: Acceptance of Established policies and affiliated risks

I hereby Confirm that I have read through the Randstad and applicable client policies & procedures. I understand its implication to the fullest and hereby confirm to the fact that i would be held personally responsible for actions done, in contravention to established policies and procedure.

Signed

Date

Registered Office :
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

(12)

SCIT

Saturday, August 11, 2018

Mr. Shubham Murlidhar Pinjarkar,
Basera Colony, Malkapur,
Tal- Akola,
Dist- Akola-444004.

Contact: 08378918718

Dear Mr. Pinjarkar,

We are pleased to extend this offer of employment to you, based on the interview and discussions you had with us. You are expected to join duty on or before 16/08/2018.

You will be appointed to the position of Executive- Compliance and in this capacity, you will report directly to the Manager Security. Your annual CTC remuneration will be Rs 2,04,000/- (Two Locks Four Thousand Only). You will be on a probation period of six months.

You will be reporting to work in our Pune Factory at Sanaswadi, Pune Nagar Road. The Company may, if required, transfer you to other locations within India.

Your working hours will be decided by the Manager Security, your working location at Pune- Mumbai and it may change from time to time. However, the total number of hours that you will have to work will be as per the law of the land.

After successful completion of the probation and review thereof, your employment will be confirmed as per policies of the organization. Regular performance reviews will be done to assess your continued suitability for the job entrusted to you.

This offer will stand canceled in case of any deviations in information provided by you or if you fail to report on or before the pre-decided date. We will assume that you have not accepted this job offer if you do not reply with acceptance signature on the copy of this letter on or before 14/08/2018.

You will need to bring with you all your original qualification documents, relieving documents and salary slips of last three months with a copy of each, on the date of joining. The originals will be verified, and the copies will be retained by the Company.

We at Smart Card IT Solutions Limited hope that you'll accept this job offer and look forward to welcoming you aboard soon. Feel free to call us if you have questions or concerns.

We look forward to an enduring relationship with you.

Yours Truly,
For Smart Card IT Solutions Limited

SMART CARD IT SOLUTIONS LTD. PUNE 412 208

Swanand Batule
Sr. Manager HR

Acceptance
By signing and dating this letter below, I Shubham Murlidhar Pinjarkar accept this job offer for the position of Executive- Compliance by signing this document.

Signature: _____ Date: _____

SMART CARD IT SOLUTIONS LIMITED

Confidentiality, Intellectual Property Rights and Non-Competition Agreement with Smart Card IT Solutions Limited (the 'Agreement')

This is to establish that I Shubham Muralidhar Pinjarkar agree as follows in respect of my appointment effective as of the Date of Joining in Smart Card IT Solutions Limited:

1. Confidential Information

I hereby acknowledge that in the course of my employment with the company I shall have access to and/or generate, make conceive or contribute to the Confidential Information of the Company, its subsidiaries, affiliates and/or group companies (the 'Smart Card IT Solutions Limited'). "Confidential Information" means information about the Smart Card IT Solutions Limited business and/or that of its customers and/or other third parties which is not available to the general public and which may be learned, and/or generated, made, conceived, or contributed to by me in the course of my employment with the Company. This includes, without limitation, information relating to the Smart Card IT Solutions Limited organization, its Software (as hereinafter defined), its Products (as hereinafter defined), intellectual property, business and customer information, marketing strategies and plans, trade secrets, customer lists, employment policies, personnel, and information about the Smart Card IT Solutions Limited products and processes, including ideas, concepts, projections, know-how, technology, manuals, drawings, designs, specifications, all data, documents, applications, statements, programs, plans, papers, resumes, records and other documents containing and/or relating to such Confidential Information, and any and all information of value to the Smart Card IT Solutions Limited, or which gives the Smart Card IT Solutions Limited an edge over competition, which the Smart Card IT Solutions Limited and/or its employees are legally obliged to treat as confidential, or which the Smart Card IT Solutions Limited treats and/or designates as confidential, whether or not owned or developed by the Smart Card IT Solutions Limited.

The term "Software", as used in this Agreement refers to software in various stages of development and includes, without limitation, the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure and organisation), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including, without limitation, diagrams, flow charts, designs, drawings, specifications, models, data, bug reports and customer information.

The terms "Products" as used in this Agreement refers to any Software or Software Package, whether or not developed by the Smart Card IT Solutions Limited, which the Smart Card IT Solutions Limited deals in, including, without limitation, its sales, customisation, servicing etc.

I acknowledge that Confidential Information is specialised, unique in nature, and of great value and importance to Smart Card IT Solutions Limited, its customers and/or other third parties, and, except as may be required in the course of my employment with the Company, I agree not to directly or indirectly use, publish or disclose, any Confidential Information, whether during or after my employment with the Company. I agree to safeguard Confidential Information at all times in order that it is not made available to any unauthorized persons, and when entrusted to me, I will ensure its safekeeping. Upon the expiry or termination of this Agreement and/or my Employment, I agree to deliver to the Company or its designee all Confidential Information and any other Smart Card IT Solutions Limited related information and property in any form and/or stored, recorded or contained in or on any medium whatsoever, including without limitation, soft and hard copies of any personal notes and files, equipment, samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like. I understand that my

(12)

SMART CARD IT SOLUTIONS LIMITED

Card IT Solutions Limited, its successors, assigns or nominees, whether during the period of my Employment or thereafter.

3. Non-Competition

For the protection of Smart Card IT Solutions Limited's interest in its Confidential Information and proprietary information, I agree that I shall not (a) upon the expiry or termination of this Agreement and/or my Employment, directly or indirectly, disclose, use, exploit or infringe upon, or cause to be disclosed, used, exploited or infringed upon the Confidential Information, proprietary information or intellectual property of Smart Card IT Solutions Limited in any manner and for any purpose whatsoever; (b) for a period of two (2) years after the later, of the expiration or termination of this Agreement and/or my Employment, directly or indirectly, either on my own behalf or on behalf of any other person or entity in India, solicit business from any clients of Smart Card IT Solutions Limited, or solicit any employees, consultants, agents and the like of Smart Card IT Solutions Limited.

4. Termination

This Agreement shall be terminated upon the termination of my Employment with the Company or upon the Company giving me notice thereof in writing. Upon termination of this Agreement and/or my Employment, I shall, if requested by the Company, reaffirm my recognition of the importance of the confidentiality of the Confidential Information and shall reaffirm all my obligations set forth in this Agreement.

For Smart Card IT Solutions Limited.

SMART CARD IT SOLUTIONS LTD. PUNE 412 208

Authorised Signatory

ACCEPTED at Place

Name : Shubham Murlidhar Pinjarkar
Date :

Congratulation - Campus Drive Result.

Shyam Chaudhari <shyam.chaudhari@vivoglobal.com>

Mon 4/1/2019 10:58 AM

To:satyamohanmishra <satyamohanmishra@live.com>;patil.vishalv <patil.vishalv@rediffmail.com>

Cc:manjusha.khare <manjusha.khare@vivonagpur.com>

2 attachments (12 KB)

D2928751@551CA17D.1DA1A15C; SHORTLISTED CANDIDATES LIST_SHEGAON COLLEGE.xlsx;

Dear Sir,

This is in reference to the campus hiring drive done by us dated 26-March-2019, as per the JOB Description already provided by us to your college we have done the campus hiring drive.

Our candidate selection has been done as per our company process and policy, and rest of the joining and induction process of selected candidates shall share with you by providing the Offer Letter in the names of selected candidates.

We congratulate the students those have passed their final interview round and selected as a "Management Trainee" with us.

We wish them all the best towards their Journey as an employee with us.

We always thankful to the college management and training placement department for giving your wholehearted support and co-ordination to do the successful campus drive.

The list of selected final candidates is attached herewith the email for sharing to the student by the college faculty.

Thanking you.

Regards,

Shyam Chaudhari

HR Nagpur

UNIMAY ELECTRONIC PVT LTD

+91 9665656176

Fw:Congratulation - Campus Drive Result.

Shyam Chaudhari <shyam.chaudhari@vivoglobal.com>

Fri 6/14/2019 3:04 PM

To:satyamohanmishra <satyamohanmishra@live.com>

Cc:manjusha.khare <manjusha.khare@vivonagpur.com>

3 attachments (14 KB)

6DEFF16E@AEC9893A.2F6A035D; 1C020537@07C89679.2F6A035D; SHORTLISTED CANDIDATES LIST_SHEGAON COLLEGE.xlsx;

Dear Sir,

Reference to trail email.,

Herewith inform you that we are finalize the date of joining of selected candidate on coming 17th JUNE 2019 & same is inform to selected candidates.,

So herewith request you that from college side also inform to selected candidates.,

Thanking you.

Regards,

Shyam Chaudhari

HR Nagpur

UNIMAY ELECTRONIC PVT LTD

+91 9665656176

---------- Original ----------

From: "Shyam Chaudhari"<shyam.chaudhari@vivoglobal.com>;
Date: Mon, Apr 1, 2019 01:26 PM
To: "satyamohanmishra"<satyamohanmishra@live.com>; "patil.vishalv"<satyamohanmishra@live.com>;
Cc: "manjusha.khare"<manjusha.khare@vivonagpur.com>;
Subject: Congratulation - Campus Drive Result.

Dear Sir,

This is in reference to the campus hiring drive done by us dated 26-March-2019, as per the JOB Description already provided by us to your college we have done the campus hiring drive.

Our candidate selection has been done as per our company process and policy, and rest of the joining and induction process of selected candidates shall share with you by providing the Offer Letter in the names of selected candidates.

We congratulate the students those have passed their final interview round and selected as a "Management Trainee" with us.

We wish them all the best towards their Journey as an employee with us.

We always thankful to the college management and training placement department for giving your wholehearted support and co-ordination to do the successful campus drive.

The list of selected final candidates is attached herewith the email for sharing to the student by the college faculty.

Thanking you.

Regards,

Shyam Chaudhari

HR Nagpur

UNIMAY ELECTRONIC PVT LTD



+91 9665656176

Fwd: Welcome to vivo smartphone !!!

ajay rathod <ajayra297@gmail.com>
Mon 7/8/2019 6:30 PM
To:satyamohanmishra@live.com <satyamohanmishra@live.com>

1 attachments (2 KB)
F42EE830@7CDF561B.742E075D;

Appointment letter

---------- Forwarded message ---------
From: **Shyam Chaudhari** <shyam.chaudhari@vivoglobal.com>
Date: Mon 17 Jun, 2019, 11:38 AM
Subject: Welcome to vivo smartphone !!!
To: ajayra297 <ajayra297@gmail.com>
Cc: manjusha.khare <manjusha.khare@vivonagpur.com>

Dear Ajay,

Further to our discussions, we are pleased to make an offer for employment as **Management Trainee.** You will be on probation for 6 months.

Your annual compensation, calculated on a cost to company basis would be **INR 232140/- PA.** A detailed appointment letter will be issued on successful completion of your training.

We expect you to join at the below mentioned address as early as possible as but not later than **17-JUNE-2019** beyond this date the offer will automatically stand withdrawn.

Time: 9:30 am

Address: Unimay Electronic Private Limited

Riaan House Sixth Floor Above Nexa Showroom

Kings way, Mohan Nagar, Nagpur - 440001

Kindly confirm your acceptance within **01** days of receipt of this letter to the undersigned.

As a part of your acceptance of the offer, you are requested to adhere to the joining instructions given below. It will help us to ensure you're on boarding is smooth and pleasant.

Please bring the originals and a copy of the following documents on the date of joining:

(a) 2 passport sized color photographs

(b) Mark sheet (SSC / HSSC / Degree / Diploma / etc.)

(c) Address Proof (Passport / ration card)

(d) PAN Card

(e) Aadhar Card

(f) Cancelled bank cheque

We welcome you to the Organization and look forward to a long and mutually beneficial association.

Regards,

Shyam Chaudhari

HR Nagpur

UNIMAY ELECTRONIC PVT LTD

+91 9665656176

Recalled | Reply All | Delete | Delete Permanently | « BackEdit AgainForward Previous Next

TAP/2019/R/14

Offer: Computer Consultancy
Ref: TCSL/CT20172187015/Pune
Date: 28/09/2018

Ms. Rucha Naresh Rathi
B-5,Mahesh ApptShegaon Road,
Opposite To Government Hospital,
Khamgaon-444303,
Maharashtra.
Tel# 91-9422323558

Dear Rucha Naresh Rathi,

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 **ECM (Enterprise Content Management)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1095, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**10,200/-** 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 ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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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 6603 7107 Website: www.tcs.com

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

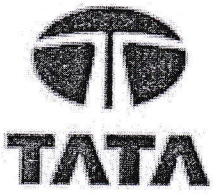
Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Niyati Tiara, Ground Floor, S.No #03/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

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET Annexure 1

Name	Rucha Naresh Rathi
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TAP/2019/R/11

Offer: Computer Consultancy
Ref: TCSL/CT20182558966/Pune
Date: 28/09/2018

Ms. Payal Krushnarao Kale
Ward No.3 ,At Post.Manabha, Ta.Karanja Dist.WashimManabha,
Manabha,
Manabha-444105,
Maharashtra.
Tel# 91-9834432655

Dear Payal Krushnarao Kale,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**10,200/-** 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 ₹**4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of ₹**6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Payal Krushnarao Kale**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Ref No. 237913 Private & Confidential

Date: 10 June 2019

Ms. Ankita Vinod Batle,
Mohan Bhaji Bhandar Mage Galli, Mahajani Plot, Dur
Mohan Bhaji Bhandar Mage Galli, Mahajani Plot, Dur
Tapidya Nagar, Akola
Maharashtra - 444001

Dear Ankita,

Subject : Offer Cum Appointment Letter

It was a pleasure meeting you to explore a career opportunity with **Karvy Digi Konnect Limited**. Please find your Offer letter detailing the terms and conditions for your employment with us.

1. Date of joining, posting & location

We look forward to you joining us on **10 June 2019** in our KDKL Division at **Hyderabad.** Your title will be **Trainee Customer Support Officer** in **L1 (Trainee).** The Management reserves the right to transfer you on any assignment in any unit / department / associate concern of the Company anywhere in India or Abroad, as it may consider necessary, in its absolute discretion, from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

2. Compensation

You shall be entitled to an all inclusive annual gross compensation of **Rs.1,56,000/- (Rupees One Lakhs Fifty Six Thousand only).** A detailed break-up of your compensation structure is given in the Annexure (I) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

3. Hours of Work

3.1. A working day shall comprise of nine hours.
3.2. You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
3.3. Employees at the client site shall follow the working hours as applicable at client site.

Ref No. 237913

4. Salary and Benefits

4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.

4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is KDKL' policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under KDKL' policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you

5. Leave Entitlement Policy

All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company's leave and vacation policy.

6. Separation of Employment

6.1. Your employment with KDKL is subject to Separation on:

Employee Band	Period of Employment	Notice Period
Level 1 &2	Less than 1 Month	07 Days
Level 1 &2	More than 1 Month	30 Days
Level 3,4,&5	from commencement of employment	30 Days
Level 6 &Above	from commencement of employment	60 Days

6.2. KDKL reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

6.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with KDKL, and that your termination/resignation letter (by whatever name it is called) will be accepted by KDKL only on your satisfying the mandatory notice period as stated in KDKL HR handbook. Further, till such time as KDKL accepts your resignation letter, you will be deemed to be an employee of KDKL and the terms and conditions of your employment will still continue to bind you.

6.4. KDKL shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

6.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with KDKL' policies and code of conduct; or

6.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of KDKL is likely to bring KDKL any disrepute whether or not such act is directly related to the affairs of KDKL; or

6.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of KDKL.

6.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause.

6.4.5. You shall not be entitled to any benefits whatsoever.

6.4.6. 3 days of continuous uninformed absence from your employment with KDKL will be deemed terminated.

7. Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

8. Confidentiality

8.1. You agree at all times during the term of your employment and thereafter (Without limit of time);

8.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of KDKL, and

8.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of KDKL.

8.1.3. You agree to return to KDKL all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with KDKL IT Services.

8.2. For the purposes of Clause 10.1., "Confidential Information" means any of KDKL proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of KDKL with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by KDKL in any country or jurisdiction (until the same is generally available to the public), and any other business information of KDKL including its business plans, practice methodologies and technologies (including computer software) training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of KDKL, or which is generally known outside KDKL.

Ref No. 237913

8.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of KDKL and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with KDKL.

9. Code of conduct

In addition to your adherence to the Code of Conduct detailed in the HR intranet of the Company, you also abide and understand that you are being hired in a position of trust and confidence and realize your accountability towards protection of Company's interest and matters relating to its business and shall:

(i) Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company.

(ii) Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation &documents and in over all conduct.

(iii) You will help in maintaining &enhancing the congenial, disciplined, participative and supportive work environment created by the company that fosters team spirit and high performance standards.

iv) You will adhere to the guideless of the company with respect to social media and desist yourself from posting or publishing in social media (blogs, articles, video content or images) or releasing to print media any information which is of proprietary or confidential in nature or defamatory or harassing or libellous or any information that will contribute to hostile environment at work place.

10. Intellectual Property

10.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive discover or create during or in consequence of this employment with KDKL shall belong to KDKL absolutely.

10.2. You agree, at KDKL expense, to provide, during and after this employment, all such assistance as KDKL reasonably considers necessary, to secure the vesting of such rights in KDKL or Terms of Employment KDKL its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

11. Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below:

11.1. You consent to the processing of your personal data in accordance with KDKL data privacy policy (the "Policy"), a copy of which can be obtained upon request;

11.2. In particular, you explicitly consent to:

- The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
- The transfer worldwide of personal data held about you by KDKL to other employees and offices of KDKL worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

Ref No. 237913

11.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to KDKL by you on their behalf. The reference to 'sensitive personal Data' may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.

11.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other KDKL' policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

12. Non-Compete

You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by KDKL to such client, either directly or indirectly with any of KDKL, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to KDKL as damages.

13. Non Solicitation of Employees and Clients

You agree that during the period of your employment with KDKL, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of KDKL, you will not, either directly or indirectly:

(A) (solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of KDKL; or

(B) adversely affect the business prospects of KDKL by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an Employee of the KDKL for any purpose related in any manner to the business of KDKL.

(C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of KDKL present business and the duties of your employment.

Ref No. 237913

14. Warranty

14.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with KDKL.

14.3. You warrant that you will comply with all KDKL applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of KDKL.

14.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

15. Indemnification

You agree to indemnify KDKL for any losses or damages sustained by KDKL caused by or related to your breach of any of the provisions contained in this Terms of Employment.

16. Retirement

You will automatically retire from the services of the company at the end of month in which you attain the superannuating age of 58 years. Your date of birth as recorded with us, will be used to calculate your age of superannuation.

17. General

This agreement contains the entire agreement between the employee and KDKL, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure.

17.1. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Hyderabad (Telangana).

17.2. This agreement shall remain current and in force, irrespective of whether you are under employment of KDKL or not.

17.3. Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

17.4. In the event of termination of your employment by the Company and/or your resignation before completion of 12 months in service, you will need to refund Joining bonus paid to you at the time of joining , all or any expenses incurred by the Company on account of your Relocation.

Ref No. 237913

18. Background Verification Clause

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative. Background Verification shall be done in line with the Background Verification Policy of the company.

We wish you a long and happy association with us.

Thanking you,
for **Karvy Digi Konnect Limited**
Sd/-

Bharath Balan
Vice President
Human Resources

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed : Compensation Structure - Annexure I

Acknowledgement and Acceptance of Appointment with KDKL

I, _____ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

*I confirm my acceptance of the offer and shall report for work on **10 June 2019***

Name: Ankita Vinod Batle Place : (.....)

Ref No. 237913

Annexure – I

Name:	Ankita Vinod Batle	Designation:	Trainee Customer Support Officer
Grade:	L1 (Trainee)	Location:	Hyderabad

Compensation Structure

Particulars	Amount in INR per month	Amount in INR per annum
Basic	2,600	31,200
HRA	1,300	15,600
Advance Bonus	217	2,604
Conveyance Allowance	800	9,600
Medical Reimbursement	1,250	15,000
Other Allowance	5,809	69708
Total Gross Earnings	11976	143716
Employer PF	338	4,056
Employer ESI	569	6828
Mediclaim Insurance	117	1,400
Total CTC	**13,000**	**1,56,000**

(Rupees One Lakhs Fifty Six Thousand only)

Other benefits:

Personal Accident Cover:	:	Personal accident cover for self in cases of death or disability
Mediclaim	:	Covered under ESIC or Mediclaim Insurance for Self, Spouse and Two children, whichever is applicable.
Gratuity	:	As per Gratuity Act

Note:

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anyone other than your department head or HR is liable for disciplinary action.

----------x---------

CR/HR/2022/469

March 31, 2022

Ms. Aruna Gajanan Sambare
Belad, Ta - Malkapur
Belad PR, Buldhana,
Malkapur, Maharashtra – 443 102

Phone: 8788091620

Dear Aruna,

We are very pleased to extend an offer of employment to you for the position of **Consultant– Band A2.** Your date of joining will be **Wednesday, April 13, 2022.**

A detailed copy of your appointment letter will be issued to you on your joining. Your employment with us will be subject to receiving the following:

- Copy of University Certificate, qualifications and experience letter.
- Proof of last salary drawn.
- Satisfactory reference checks.
- Copy of resignation/relieving letter from previous employer.
- 06 Passport size photographs with white background.

MindCraft observes a 6-day week with Sunday as a weekly holiday. Business hours are from 9.30 hrs to 18.30 hrs subject to a lunch break of half an hour.

You are expected to follow the client's working hours and holidays while on deputation to client's site.

You will be on probation for a period of three months, which can be extended on the sole discretion of the Management. While on probation, you will have a notice period of 15 days. On completion of the probation period, or extended period, unless confirmed in the services in writing, you will be deemed to be continuing probation.

On confirmation, you will have a notice period of three-months while on project and one-month while on bench.

The Retention Pay of Rs. 49,992/- will be payable on completion of every year of service.

Enclosed is the compensation sheet giving details of your offer. The future increases will be performance based. Your next salary review will be as per the company rules. The company is not liable to review your compensation either at the end of probation period or thereafter until the company's annual compensation review.

The company is not liable to adhere to any commitment, verbal or otherwise which is not explicitly stated in this offer letter.

Thanking You,
Yours faithfully,
For **MindCraft Software Pvt. Ltd**

Swetha Suvarna
Senior Manager, Human Resources

Compensation Package

Name: Aruna Gajanan Sambare

Designation: Consultant

Band: A2

Appendix 'A'		
Please find below your total earnings break-up per month.		
	Cost to Company (CTC)	**79,166**
	Gross Salary:	**75,000**
A	**Fixed Salary:**	**Amount in Rs. PM**
	Basic	26,250
	HRA	13,125
	Conveyance	1,600
	Total of A	**40,975**
B	**Flexible Benefit Plan:**	**30,801**
	Special Allowance	
	Meal Coupons (Sodexo)	
	LTA	
C	**Retirals:**	
	Gratuity	1,268
	Employer Contribution to Provident Fund	1,800
	Total of C	**3,068**
D	**Other Benefits:**	
	Medical Insurance Premium (approx)	133
	Accident Insurance Premium (approx)	23
	Total of D	**156**
E	**Retention Pay (payable on completion of 1 year):**	**4,166**
TDS as applicable will be deducted every month based on the investment declaration given to Accounts. Other Statutory Deductions will be deducted as applicable.		

Employee can split the FBP as per tax plans based on the eligibility guided by the Policy and procedures laid down.

The HR facilitator will help you fix up the Flexible Benefit Plan. Please ensure that you declare the FBP selection within 10 days of your joining.

For Provident Fund, you will also have to contribute an equal amount same as employer's contribution from your salary.



Strictly Private and Confidential

26-Dec-2019

Bharati suresh Jaware

C8429023

Near Jagdamba Mata Temple, Gopal Nagar, Khamgaon.

9422051511

Dear **Bharati,**

We are pleased to extend an Offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Centers, India as per the below terms and conditions:

Role - Application Development Associate

Career Level - Career level - 12

Talent Segment - Software Engineering

Please refer to:

• Annexure I for the compensation and benefits details

• Annexure II for the documentation to be submitted by you

• Terms of Employment

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

Pre-joiner-Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least 45 days before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help and guidance will be provided to you to clear the assessment.

Your employment with Accenture is subject to your successful completion of the assessment of the program, as mentioned above.

After you have cleared the Pre-Joiner Program; you will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

Upon joining the Company, an Accenture specific training program will be conducted for a specific duration on the specific skill set assigned to you. Periodic tests will be conducted throughout this training program which you are expected to clear as per the standard process outlined below. You are required to score minimum 60% marks in each test to clear the Accenture specific training program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the training. Your employment with Accenture is subject to your successful completion of this training as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the Offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This Offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company - http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx.

This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

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

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

Yours sincerely,



Mohan Sekhar
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

ANNEXURE - I

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	314,225
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	26,709
Maximum Annual Total earning potential (A+B)	340,934

(C) Joining Bonus	
Joining Bonus (Refer to the section C)	25,000

(D) Additional Benefits	
Gratuity as per law#	5,290
Insurance Premium (notional value)	3,776
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	375,000

(A) Annual Fixed Compensation

- Your annual fixed compensation is INR 314,225. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

(B) Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 26,709. The LVB 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 the Company during the year. The pay-out that you receive will depend on but not limited to your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. 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 Local Variable Bonus guidelines.

(C) Joining and Additional Bonus

- You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below

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

Additional bonus- of **INR 25,000** payable in the subsequent compensation revision cycle subject to, you complete 1 year of service with the company and payable as per company process, provided you are in the employment of the company at the time of pay-out and have not been subjected to any disciplinary proceedings/non-performance related issues. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of pay-out; then this whole amount shall be recovered from you.

Note: For International Worker Only*

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

*As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

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

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.

   a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.

   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

      - 10% of such claims for self, spouse and 2 dependent children
      - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan

2. Personal Accident coverage for self, up to three times your gross annual fixed compensation.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

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

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

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

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

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE - II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original mark sheet of all semester (PG/UG)
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of provisional degree certificate or convocation degree certificate.
6. Pan Card.
7. Copy of Passport / Driving License/ Voter ID card.
8. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number - this is needed to comply with the requirement of the regulatory authorities like - EPFO etc and Accenture does not require this as a photo identity proof.

43 2018-19

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16th January 2019

Intent to Offer

This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.

Dear Gayatree L Sharma,

Syntellect ID: SBE1918526

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

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

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

This Offer of Intent is valid subject to:

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

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The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

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

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

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

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

Yours Sincerely,

For Syntel Pvt. Ltd,

darsh Krishna

ead – Global Recruitment

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

gnature Sharma

16/01/2019

Gayatree . L . Sharma

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Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name : Gayatree L Sharma			
Designation : Associate Consultant	-		
Band : AC1	-		
Pay and Allowances	%	**Monthly**	**Yearly**
Basic Pay (A)	40%	9,033	108,400
HRA (B)	50%	4,517	54,200
Meal Allowance (CC)	-	1,500	18,000
Special Allowance (D)	-	2,830	33,960
City Allowance (EE)	-	903	10,840
Bonus (F)	-	2,000	24,000
Co.'s Contribution to PF (G)	-	1,800	21,600
Transport Expenses	-	1,600	19,200
Medical Reimbursement Expenses	-	1,250	15,000
	-		
Sub-Total - I (H)	**100%**	**25,433**	**305,200**
	-		
Reimbursements and Other Benefits	-		
Leave Travel Assistance	-	400	4,800
Sub-Total - II	-	**400**	**4,800**
	-		
Total Compensation (I + II)	-	**25,833**	**310,000**

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ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC


Deloitte.
Gayatree Lalitkumar Sharma
Personnel No: 606874
Blood Group: O+ve

Offer : Computer Consultancy
Ref : TCSL/EP2022CN1717728/ Ahmedabad/2017569
Date : 20-DEC-2022

Ms. Pragati Sanjay Sambare
Karve Nagar,Pune
Pune, Maharashtra, India
Tel No.: 7774852648

Sub: Letter of Offer and Terms of Employment

Dear Ms. Pragati Sanjay Sambare,

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile, relevant work experience and performance in the selection process. You have been selected for the position of Asst.Systems Engineer in Grade C1Y at TCS - Pune. Your gross salary including all benefits will be Rs. 3,84,614/- per annum. Annexure 1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer on-line through the option 'Accept Offer letter' and propose your tentative date of joining. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCSL. Please initiate your Background Check and submit required documents online within 5 days of your offer acceptance. Kindly note that your Offer is subject to a positive background check.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by TCSL.

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Nyati Tiara S No 103/A-1/129 CTS 1995 Nagar Road Yerwada Pune 411 006 India
Tel 91 20 6608 7777 Fax 91 20 6608 7799 Website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai – 400021.

COMPENSATION & BENEFITS

The details of your compensation and benefits are given below:

FIXED COMPENSATION

Basic Salary
Your Basic Salary will be **Rs. 14,898/-** per month.

Bouquet of Benefits (BoB)
Bouquet of Benefits offers you the flexibility to design 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 are as per the pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join the company. 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:
Your HRA will be **Rs. 7,449**/- 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 set up to a maximum of **Rs. 3,000/-** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

PERFORMANCE PAY

1. Monthly Performance Pay
You will receive a monthly performance pay of **Rs. 2,200/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

2. Performance Bonus
Your Performance Bonus will be **Rs. 1,500/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the

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extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This Pay / Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of **Rs. 1,100/-** 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

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS).For the current financial year, you and your dependent will be covered under the 'Gold' health plan.

The entitlements under the 'Gold' plan are as follows:

i) Base Cover

Entitlement – Includes domiciliary expenses up to Rs. 6,000/- per insured person per annum and basic hospitalisation expenses up to Rs. 2,00,000/- per insured person per annum.

Premium – Basic premium for self, spouse and up to 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.

ii) Floater Cover

Floater Cover is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalization benefits.

Entitlement – You and your enrolled dependents will be entitled for Rs.12,00,000/- as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.

Premium – For Floater Cover, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

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The above Health Plan is applicable to you and your dependents for this FY. In the subsequent years, you will have the flexibility to opt for a higher plan from the bouquet of plans offered. The additional premium in case of an upgrade to a higher plan will have to be borne by you.

***Note**: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

2. Compensation Benefits under ESI Act / Employees' Compensation Act*:
If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

3. Maternity Benefits:
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 to TCS India Policy - Maternity Leave.

4. Professional Memberships:
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

5. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT):
You will become a member of the TWT, on completion of continuous service of one year from the date of joining TCSL and a nominal annual membership fee of **Rs. 250/-** will be recovered from you. 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.

RETIRALS

1. 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 submit your Universal Account Number (UAN), if any, issued by

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your previous employer on the Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account.

2. Employees' Pension Scheme:
Your enrolment under the Employees' Pension Scheme will based on the details you provide under the Declaration Form (Form 9) at the time of joining TCSL.

3. Gratuity:
You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

Terms of Employment:

1. Relevant Experience:
As per the recommendation of our management review panel, out of your total experience, **1.17** years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCS (while in service with current employer) till the date of relieving from your current employment will be added to your total & relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. Probation Period:
You will be on probation for 3 Months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment in case your performance, behavior and / or conduct during the probation period is found unsatisfactory.

3. Working Hours:
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility:
TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Increments and Promotions:
Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion Policy.

6. Alternative Employment:
As a full-time employee of TCSL, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of TCSL.

7. Confidentiality, Data and Intellectual Property Protection:

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As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

The detailed Confidentiality related terms and conditions are set out in Annexure 4.

8. Work in SBWS™ mode:
TCS' Secure Borderless Workspaces™ (SBWS™) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. Overseas Agreement / International Assignment Agreement:
If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation.

Accordingly, you will be required to sign the applicable Overseas Deputation / International Assignment Agreement(s). In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

10. 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 employee of TCSL.

11. Notice Period:
This contract of employment is terminable by you by giving 90 days' notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily 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.

This contract of employment may be terminated by TCSL by giving you 90 days' notice or payment in lieu thereof.

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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.

12. Retirement:
You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

13. Employment in India:
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 for permanent employment with TCSL. Keeping your permit / permission up to date during the course of employment with TCSL and submitting a valid copy of that to TCSL is your responsibility.

14. Medical Certificate of Fitness:
You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction coordinator.

15. Background Check:
Please initiate your background check within 5 days of your offer acceptance. Your background check initiation is complete only when you initiate your BGC online at www.tcs.com/careers/lateral-hiring and submit all the relevant documents for background check online.

An agency will check the credentials specified by you in the application form. The process is normally completed within 5 weeks after Background Check initiation. Verification of your last employment is initiated only post you are released. Your offer will be subject to a positive clearance of your background check. For more details on BGC documents submission, please refer to Annexure - 2.

16. Joining Documents:
For a convenient joining process, the joining documents as mentioned in Annexure – 2 should be submitted within 5 days of Offer Acceptance, after due verification against originals. For any clarification on the above, please connect with the point of contact for your joining location as mentioned in Annexure - 3.

17. Letter of Appointment:
You will be issued a letter of appointment at the time of your joining post completing joining formalities as per TCSL's policy.

18. Data Privacy:
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

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career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

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.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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.
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.

19. Terms and Conditions:
The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

20. 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.

21. Compliance to all clauses:
You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle TCS in withdrawing this offer letter at its sole discretion.

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Offer Letter Validity

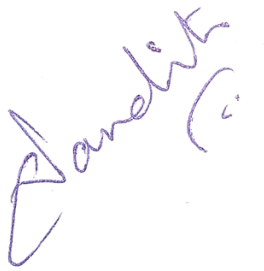
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

If you accept the offer from TCSL and fail to join within 120 days from the date of offer, the offer will stand automatically terminated.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



Click Here or use a QR Code scanner from your mobile to validate the offer letter

Girish Nandimath

Global Head -Talent Acquisition

Encl :
Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Document Submission
Annexure 3: List of TCSL Offices
Annexure 4: Confidentiality, Data and Intellectual Property Protection

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Annexure 1

GROSS SALARY SHEET

Name	Ms. Pragati Sanjay Sambare		
Designation	Asst.Systems Engineer		
Grade	C1Y	**Relevant Experience**	1.17 years

Table 1: Compensation Details: (All Components are in Rs.)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Monthly	14,898	1,78,776
Bouquet Of Benefits #	9,191	1,10,286
2) Performance Pay		
Monthly Performance Pay	2,200	26,400
Performance Bonus *	1,500	18,000
3) City Allowance	1,100	13,200
4) Annual Components/Retirals		
Health Insurance	NA	7,900
Provident fund	1,788	21,453
Gratuity	717	8,599
Total of Annual Components & Retirals	**2,504**	**37,952**
TOTAL GROSS	**31,393**	**3,84,614**

Refer to Table 2 for TCSL defined Structure

In case, you wish not to opt for the BoB, Defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis

Table 2: TCSL defined structure for BoB (All Components in Rs.)

Component Category	Monthly	Annual
House Rent Allowance	7,449	89,388
Leave Travel Assistance	1,242	14,898
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**9,191**	**1,10,286**

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Annexure 2

Document Submission

List of BGC and Joining Documents

BGC:

1. **Address Proof** (Ration card/Landline /Telephone bill/Electricity bill/House Lease Agreement).
   - Present and Permanent Address Proof to be attached (If different then provide separate proof).
   - Mobile phone bill not acceptable as Address Proof.
2. **Identify Proof** (Passport/Voter's ID/PAN card/ Driving License/Aadhar Card).
3. **Education**: Highest Degree/Provisional Degree Certificate & Highest Degree Mark sheets for all semesters.
4. **Previous Employment Proof:**
   - Experience Certificate and Relieving Letter from all previous employer(s). It is mandatory that you submit the relieving and experience certificates from your current employer within 30 days of your joining TCSL. Your BGC status will be positive only after successful completion of employment checks including your current employer.
   - Last 3 Salary Certificates.
   - Resignation acceptance letter from current employer.
5. **Documents to explain gaps during Employment/Education:** Medical records for gap due to medical reasons / Affidavit with Notary Authorization for gap due to other personal reasons.

Joining:

1. Birth Certificate
2. Standard Xth and XII the mark sheets / equivalents
3. Degree certificate and mark sheets for all semesters
4. Postgraduate Degree certificate and mark sheets for all semesters
5. Passport / Driving License / Ration Card
6. Experience certificate from previous employers indicating the following:
   - Period of employment
   - Technology areas you have worked on
   - Certificates for any training provided by your previous employers in various technologies
   - Release letter and experience letter from current and all previous employers indicating date of release
7. PAN card
8. Medical certificate of fitness
9. Work permit or any other documentation required to take up permanent employment with TCSL
10. Two passport size photographs
11. Aadhar Card

Please mention your EP Reference number on all the documents and also carry originals of the joining documents for verification. Please take a prior appointment with the Regional Point of contacts mentioned in Annexure - 3.

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Annexure 3

Regional Offices

TCS Careers Serviceline: 1800 209 3111 (Monday to Friday: 8:00 AM to 8:00 PM) | Email: careers@tcs.com		
Ahmedabad TATA Consultancy Services Limited GARIMA PARK,IT/ITES SEZ, PLOT # 41, Gandhinagar – 382007 Tel: 079 - 61705709	**Bangalore** Tata Consultancy Services Limited Brigade Bhuwalka Icon ITPL Road Whitefield, Bangalore Karnataka - 560066 Tel: 080 61396172	**Bhubaneshwar** TATA Consultancy Services Limited IT/ITES Special Economic Zone, Plot 35, Chandaka Industrial Estate, Patia, Chandrasekharpur, Bhubaneshwar 751 024 Tel: 033-66537137
SPOC: Fiza Amin Saiyed	**SPOC:** Shijimol SV	**SPOC:** Dipika Sarkar
Joining: fizaamin.saiyed@tcs.com	**Joining:** shijimol.sv@tcs.com	**Joining:** sarkar.dipika@tcs.com
BGC: raghuraman.senguthar@tcs.com	**BGC:** gobika.v@tcs.com	**BGC:** debarun.1@tcs.com
Chennai TATA Consultancy Services Limited A1 Module, 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tel: 044-66162209	**Delhi** TATA Consultancy Services Limited 5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 Tel: 011-66506283	**Hyderabad** TATA Consultancy Services Limited Deccan Park No.1, Software Units Layout, Madhapur, Hyderabad 500 081 Tel: 040-66673510
SPOC: Dominica Lourdu	**SPOC:** Geetika Bhutani	**SPOC:** Naushad Alam
Joining: dominica.lourdu@tcs.com	**Joining:** bhutani.geetika@tcs.com	**Joining:** n.alam@tcs.com
BGC: BALAKRISHNAN.N@tcs.com	**BGC:** gobika.v@tcs.com	**BGC:** kumanan.m@tcs.com
Kochi TATA Consultancy Services Limited TCS Centre SEZ Unit, Infopark PO, Kochi - 682042,Kerala Tel: 0484-6187117	**Kolkata** TATA Consultancy Services Limited ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3, Action Area - II, New Town Calcutta - 700156, West Bengal Tel: 033-66537137	**Lucknow** TATA Consultancy Services Limited TCS Awadh Park, Vibhuti Khand, Gomti Nagar Lucknow 226 010 Tel: 0522-6661135
SPOC: Varun V	**SPOC:** Dipika Sarkar	**SPOC:** Geetika Bhutani
Joining: v.varun5@tcs.com	**Joining:** sarkar.dipika@tcs.com	**Joining:** bhutani.geetika@tcs.com
BGC: gobika.v@tcs.com	**BGC:** debarun.1@tcs.com	**BGC:** gobika.v@tcs.com
Mumbai TATA Consultancy Services Limited Atithi Building, Yantra Park, Pokhran Road No. 2, Subhash Nagar, Thane West 400601 Tel: 022-67782616	**Pune** TATA Consultancy Services Limited Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune 411 057 Tel: 020-67943058	**Thiruvananthapuram** TATA Consultancy Services Limited Peepul Park, Technopark Campus, Kariyavattom P.O. Thiruvananthapuram 695 581 Tel: 0471-6624569
SPOC: Shreyas Khopkar	**SPOC:** Harsh Thakkar	**SPOC:** Varun V
Joining: shreyas.khopkar@tcs.com	**Joining:** harsh.thakkar2@tcs.com	**Joining:** v.varun5@tcs.com
BGC: raghuraman.senguthar@tcs.com	**BGC:** mulani.yusuf@tcs.com	**BGC:** gobika.v@tcs.com

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Annexure 4

Confidentiality, Data and Intellectual Property Protection

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.

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 any 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 TCS. 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

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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.

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 Associate 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;

a) 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.
b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual

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Property or any portion thereof, to be so created, unless;

i. Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii. TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third-Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) Knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third-Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity.

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained, acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

a) Process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

b) Abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

c) Promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

d) Promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS' prior written consent;

e) Not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data

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protection policy, regulation or legislation;

f) Upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

g) Promptly bring to TCS' notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use Third-Party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such Third-Party services provider or sub-contractor's compliance with TCS' obligations hereunder.

7. Working in SBWS™ Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access

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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.

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 the Confidentiality Clause 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, 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, 1996 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.

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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.

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 employment of the Associate with TCS and shall continue thereafter in perpetuity.

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2018-19

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Atos | Syntel

16th January 2019

Intent to Offer

This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.

Dear Prerana Ravindra Talole,

Syntellect ID: SBE1918364

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

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

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

This Offer of Intent is valid subject to:

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

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The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

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

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

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

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

Yours Sincerely,

For Syntel Pvt. Ltd,

Adarsh Krishna

Head – Global Recruitment

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

Signature Tabole

(Prerana Ravindra Tabole)

16/01/2019

Atos | Syntel

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name : Prerana Ravindra Talole			
Designation : Associate Consultant	-		
Band : AC1	-		
Pay and Allowances	**%**	**Monthly**	**Yearly**
Basic Pay (A)	40%	9,033	108,400
HRA (B)	50%	4,517	54,200
Meal Allowance (CC)	-	1,500	18,000
Special Allowance (D)	-	2,830	33,960
City Allowance (EE)	-	903	10,840
Bonus (F)	-	2,000	24,000
Co.'s Contribution to PF (G)	-	1,800	21,600
Transport Expenses	-	1,600	19,200
Medical Reimbursement Expenses	-	1,250	15,000
	-		
Sub-Total - I (H)	**100%**	**25,433**	**305,200**
	-		
Reimbursements and Other Benefits	-		
Leave Travel Assistance	-	400	4,800
Sub-Total - II	-	**400**	**4,800**
	-		
Total Compensation (I + II)	-	**25,833**	**310,000**

Mindtree
A Larsen & Toubro Group Company

Date:19-Apr-2021

To

Priyanka Thakare
INDIA

Dear Priyanka Thakare,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an JUNIOR ENGINEER in the Salary Grade C subject to the following terms and conditions.

2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme are provided separately.

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent mails.

2.4. The period of Orchard is for about 60 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall also execute a Service Agreement along with a surety undertaking to serve the Company for a minimum period of 24 months. Please go through the terms and conditions enclosed in Annexure A and also the terms and conditions stated in the specimen of the Service Agreement.

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneshwar, for completing the joining formalities.

- Signed Service Agreement in originals
- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

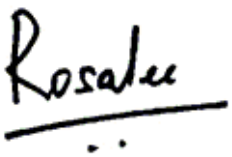
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus@mindtree.com.

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function



Mindtree
A Larsen & Toubro Group Company

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, Priyanka Thakare, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	PRIYANKA THAKARE

Annexure 1

Compensation stack during the Orchard Learning Program **(from the date of joining till the date of confirmation)**

Name **: Priyanka Thakare**

Salary Grade **: C**

Designation **: JUNIOR ENGINEER**

Stipend **: INR 21,100 per month**.

Payment will be after deduction of below amount from the monthly stipend:

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance which is **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2021 - 2022 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family.Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

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Annexure 2

Compensation stack effective from the date of confirmation

Name : Priyanka Thakare

Salary Grade : C

Designation : JUNIOR ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	44,520
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Annual Gross	**261,360**
Bonus / Variable Compensation**	35,640
Annual Cost to Company	**297,000**

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

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Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 500,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.

- You will be given an option to coveryour Parents or Parents-in-law.If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. This amount is guaranteed and will be payable to you in equal monthly installments. The amount thus payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

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Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification.**

2. The term, 'the Company' refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company.**

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 1 and 2, Service Agreement (Annexure 3) and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 60 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. you will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you through a Learning Advisory Document .

separately. Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of Employment

7.1 Upon confirmation, your designation will be JUNIOR ENGINEER and in the Salary Grade of C will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 The Service Agreement signed by your guarantor, witnesses and you is in effect from your date of joining.

7.3 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2016, the date of confirmation will be 16-Sept-2016 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2016, the date of confirmation will be 01-Oct-2016.

7.4 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.5 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.6 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, Service Agreement etc., are not complied with.

7.7 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.



8. Compensation and benefits

8.1 During the Orchard learning program, you will be paid a stipend of INR 21,100 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtrends confirmed. On confirmation, your total compensation would be INR297,000.00. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

8.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

8.3 You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.

8.4 The performance management and career progression will be as per the existing policies.

8.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible forsanction of loans and salary advance, payment of year-end payout component of bonus, compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

8.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility Component, amongst other criteria.

9. Vacation and leave

9.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

9.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

9.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.



10. Termination of employment

10.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures as listed in the Service Agreement and return of the Mindtree assets, within two working days.

10.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3)months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree, including the amount mentioned in the Service Agreement if last date of employment is within 2 years from the date of joining. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & fixed components(as applicable), in your compensation at the time of termination of your employment.

10.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

a) On termination of your employment for any reason, you shall comply with the Service Agreement, and with Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.

b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.

c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

11. Nature of employment

11.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct and if it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your back ground check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

11.2 The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.

12. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.



On the date of joining at Mindtree Kalinga Bhubaneshwar, you shall execute a Service Agreement. The Acceptance of terms and conditions of the offer of Appointment shall be deemed as your consent to execute the Service Agreement. You should read the Service Agreement and understand your obligations thereof before confirming the acceptance of this Offer. Please note that in the event that the terms and conditions of the Service Agreement are not acceptable to you, you should not accept this offer. The signing of the offer letter would be deemed a voluntary and fully evaluated decision to commit the Service Period mentioned in the Service Agreement.

13. Transfer

13.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

13.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from Mindtree Kalinga to the work location will be as per the existing relocation policy for Campus Minds.

14. Retirement and retirement benefits

14.1 Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

14.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

14.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

15. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

16. Mindtree's Code of Conduct and Policies

16.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

16.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

16.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

17. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

18. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.

19. Personal Safety and conduct

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

Mindtree
A Larsen & Toubro Group Company

Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than $25. If you receive any gifts from a vendor with a value greater than $25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and *https://www.mindtree.com*.

Agreed and Accepted

Signature : 

Name : Priyanka Anil Thakar

Date : Apr 20, 2021

Mindtree Offer Letter

Final Audit Report 2021-04-20

Created:	2021-04-19
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoDXDALg6J0lsmyMbhVq80s_f1frG-vnC

"Mindtree Offer Letter" History

Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2021-04-19 - 1:02:17 PM GMT- IP address: 20.44.36.220

Waiting for Signature by Priyanka Anil Thakare (thakarepriyankaa@gmail.com)
2021-04-19 - 1:02:21 PM GMT

Document e-signed by Priyanka Anil Thakare (thakarepriyankaa@gmail.com)
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Signature Date: 2021-04-20 - 2:52:11 AM GMT - Time Source: server- IP address: 157.33.113.180

Agreement completed.
2021-04-20 - 2:52:11 AM GMT

Cognizant

21-Aug-2019

Dear Rasika Vilasrao Virdande,
B.Tech/B.E., Computer Science & Engineering
Shri Sant Gajanan Maharaj College of Eng.

Candidate ID – 13524526

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-.** This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs. 21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Cognizant

Annexure A

Name: Rasika Vilasrao Virdande **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		**297,000**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		**338,005**

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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

Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

LocationGuru

Date: 10.06.2019

To,
Mr. Atharva Gharote
Bawis Chowk,
Samadhi Ward No. 1,
Chandrapur, Maharashtra- 442401

Subject: Letter of Employment

Dear Atharva,

Ability alone does not lead to achievement. Enthusiasm, Knowledge, Perseverance, Unity and a sense of purpose promote success. Because you possess these characteristics, LocationGuru Solutions Pvt. Ltd. is pleased to offer you employment in the position of "**Software Engineer**".

Your appointment will commence on **10-Jun-2019**. Your current work location would be Nagpur. Your employment with us will be governed by the **Terms & Conditions** as described in **Annexure –1.** You are requested to bring original documents for proof as mentioned in the **Annexure –3** at the time of joining & submit the photocopies.

You will be entitled to compensation of **Rs. 2,81,400/- (Rupees Two Lacs Eighty-One Thousand and Four Hundred only)** per annum as detailed in **Annexure –2**.

We look forward to your acceptance of the appointment on the above terms and conditions. Please sign the duplicate copy of this appointment letter as an acknowledgement of your acceptance and return to the HRD cell.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. Assuring you of our support for your professional development and growth, "**We welcome you to our innovative and dynamic team.**"

Thanking you.

Yours Sincerely,

Mr. Abhay Chaudhary
(VP Engineering)

LocationGuru Solutions Pvt. Ltd. NAGPUR

Annexure-2 Salary Breakup

Name	Atharva Gharote	
Designation	Software Engineer	
Date of Joining	June 10, 2019	
Annual CTC (in INR)		**2,81,400**
Monthly CTC (in INR)		**23,450**
	Monthly Amount	Annual Amount
Basic	7,500	90,000
House Rent Allowance	3,750	45,000
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Miscellaneous Allowance	3,459	41,505
Technical Allowance	3,459	41,505
City Compensatory Allowance	-	-
Gross Salary (A)	21,018	2,52,210
Continuity Bonus (B)	1,173	14,070
Deductions (D)		
Monthly P.F. (Employee)	900	10,800
Professional Tax	200	2,400
Net Salary (A+B-D)	**21,090**	**2,53,080**
Total Benefits (C)		
Provision for Gratuity	360	4,320
Monthly P.F. (Employer)	900	10,800
Variable Pay	-	-
Total CTC (A+B+C)	**23,450**	**2,81,400**

- Continuity Bonus (5%) of CTC is paid on monthly basis. In the event of employee leaving the organization prior to completion of one year from date of joining & subsequent every year completion, the Bonus amount paid for that particular year will be recovered at the time of full & final settlement.
- It is expected that individual compensation package would not be shared with other employees. Doing so, it will be considered as breach of trust & company confidentiality.
- Applicable Income Tax as per Income Tax Act will be deducted at source.

LocationGuru Solutions Pvt. Ltd. NAGPUR

01-Nov-2022
Ref: Ness - 169451

Mr. Lakhan Bhaiya
Bhaiya Sadan, Bhaiya nagar, Ghatpuri road,
Khamgaon, Buldhana, Maharashtra, 444303

Dear Lakhan Bhaiya,

Strictly Private & Confidential

Sub: Appointment letter - Senior QA Engineer

We are pleased to offer you a position as a **Senior QA Engineer** at **L2** with Ness Digital Engineering (Ness). We are delighted to welcome you to the team! You are joining Ness at an exciting time, and we know your fresh thinking and expertise will help us in our rapid growth and success.

Your annual total cost of compensation to the company will be INR. 500004.00/- (Rupees **Five Lakhs Four** only).

Please refer Compensation (Refer to Annexure - I for the details) and Benefits for additional details on your compensation and statutory deductions.

We would like you to join us on or before **02-Nov-2022.** Please inform us of your decision by within 2 days else the offer stands void.

We look forward to a mutually rewarding association with you at Ness.

Yours sincerely,
For Ness Digital Engineering (India) Private Limited

Sameer Patel
AVP & Head – Talent Acquisition

Naveen Kumar Anjanappa
Director – HR Operations & C&B

ACCEPTED

_____
By :
Date :
Start Date :

DNEG

MAINFRAME IT PARK, BLDG H
ROYAL PALMS, GOREGAON (EAST)
MUMBAI 400065, INDIA

+91 22 4209 5000
INFO@DNEG.COM
WWW.DNEG.COM

24-Jun-21

Mr Pranil Deshmukh

Mumbai

Dear Pranil,

Sub: Offer Letter

This has reference to your application and the subsequent interview you had with us. We are pleased to inform you that you have been selected for the post of **Character FX Trainee** for **DNEG India Media Services Limited** as per the terms and conditions discussed with you in person.

Your Annual Total cost to the company (TCTC) will be **Rs.2,52,000.00/**- **(Rupees Two Lac Fifty Two Thousand Only)** less the applicable deductions. A detailed break-up of your compensation can be found in **Annexure 1**.

As discussed and agreed, you will join on or before **02-Aug-21**. On joining the company all the rules and policies of DNEG India Private Limited will be applicable to you.

Your letter of appointment with full terms and conditions will be issued to you once you have joined us and on submission of:

- Duly filled Personal Information form,
- 4 PP size photograph,
- Photocopy of PAN Card, Proof of residence,
- Photocopy of education certificates (SSC onwards),
- Photocopy of experience certificates,
- Salary proof,
- Photo copy of Aadhaar card and
- Relieving/ resignation letter from current employer.

You will maintain high standards / degree of confidentiality with respect to this offer.

Please sign the duplicate copy of this letter as a token of your having accepted this offer.

Thanking you,

For DNEG India Media Services Limited

Delna Dhamodiwala
Global Head of Human Resources

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.



Signature
Pranil Deshmukh

DNEG

MAINFRAME IT PARK, BLDG H
ROYAL PALMS, GOREGAON (EAST)
MUMBAI 400065, INDIA

+91 22 4209 5000
INFO@DNEG.COM
WWW.DNEG.COM

Annexure – I

Name: **Pranil Deshmukh**

Components	Monthly Working (Rs.)	Annual Working (Rs.)
Salary Allowances & Reimbursements (A)		
Basic	12,000.00	1,44,000.00
House Rent Allowance	5,142.00	61,704.00
Statutory Bonus	1,000.00	12,000.00
Leave Travel Concession	00.00	00.00
Books & Periodicals	00.00	00.00
City Compensatory Allowance	00.00	00.00
GROSS	**18,142.00**	**2,17,704.00**
Additional Benefits (B)		
PF Employer Contribution	1,691.00	20,292.00
ESIC Employer Contribution	590.00	7,080.00
Gratuity	577.00	6,924.00
Total Benefits	2,858.00	34,296.00
Cost To Company (A+B)	**21,000.00**	**2,52,000.00**

Please Note:

- Group Mediclaim costs are inclusive in the above Offer and appropriate monthly deductions as per policy, would be effected along with the monthly salary payout.
- Through signing-off your acceptance to this offer, you also hereby authorize the Company to carry out comprehensive and detailed background and reference checks on your social, professional, criminal and any other background and conduct, as and when required and without the need to alert/intimate yourself. In the event, the Company discovers anything that is illegal or unacceptable as per the Company's social and/or professional standards or contrary to what has been declared by yourself at the time of employment, your appointment will stand terminated. The Company will in all situations, retain the right for future legal recourse / remedy and any delay in exercising this right will not be construed or interpreted as a waiver.

For DNEG India Media Services Limited.

Delna Dhamodiwala
Global Head of Human Resources

Acknowledge & Acceptance

I, **Pranil Deshmukh,** have read and understood the above terms and conditions and hereby signify my acceptance to the same.

Signature: 

November 27, 2019

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Rohit Pardhi

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Associate - Technical Engineer, in band 04G to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise - you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment 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 a part of our team.



November 27, 2019

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Rohit Pardhi

We are pleased to offer you the position of Associate - Technical Engineer, in band 04G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% in your highest completed education, failing which IBM may, at its sole discretion, withdraw this offer of employment

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e November 29, 2019. 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 your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at PLOT NO.26, BLOCK-A, SECTOR-62, GAUTAM BUDH NAGAR, NOIDA - 201309. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self-photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not

hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.
- Passport and Pan card- If you do not have a Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving License
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for university hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.
- Education documents (for university hires only) - Degree certificate and all year mark sheets for the highest degree attained.

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in NOIDA, However, your services are transferable and you may be assigned to any other department, location or office of IBM, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at IBM is conditional 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). 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.

- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
    - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).

- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- 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.
- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and

registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.

- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 15th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	November 27, 2019		
NAME	Rohit Pardhi	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	NOIDA
Compensation Components		IBM Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		154459	
3. Annual Reference Salary (ARS)		334459	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		364699	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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Other Benefits- Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *

**Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and

maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____ Date Of Hire : __ __ / __ __ / __ __ __ __

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to



the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as “Excluded Developments”). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM’s business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.
I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written “None,” “Non/Applicable,” or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM

Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date

Offer: Computer Consultancy
Ref: TCSL/CT20172187196/Pune
Date: 30/08/2018

Mr. Rohit Radhakisan Tidke
Survey No. 69/2, Ayodhya Nagar, Tidke LayoutCivil Colony,
Behind Bus Stand,
Deulgaon Raja-443204,
Maharashtra.
Tel# -

Dear Rohit Radhakisan Tidke,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

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 **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹6,270/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TATA CONSULTANCY SERVICES
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Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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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

provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Disclaimer**
   Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

   This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found

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unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This

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Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving

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notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
  You are required to submit a copy of your PAN card along with other joining forms,immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a

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Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
-An affidavit/notarised undertaking stating:
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university
*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

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.

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23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Rohit Radhakisan Tidke**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Regional Offices

Ahmedabad **Lead -Talent Acquisition** Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601	**Bangalore** **Lead -Talent Acquisition** Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114
Chennai **Lead- Talent Acquisition** Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555	**Delhi** **Lead-Talent Acquisition** Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735
Hyderabad **Lead-Talent Acquisition** Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222	**Kolkata** **Lead-Talent Acquisition** TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003
Lucknow **Lead -Talent Acquisition** Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001	**Mumbai** **Lead-Talent Acquisition** Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190
Pune **Lead-Talent Acquisition** Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107	**Thiruvananthapuram** **Lead - Talent Acquisition** Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499

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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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.

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2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-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 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
The Retainer/Consultant 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. The Retainer/Consultant 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**
The Retainer/Consultant 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**
The Retainer/Consultant 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 Retainer/Consultant's Rights**
The Retainer/Consultant 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 engagement 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 the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.

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9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant 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. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

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

edureka!

23-04-2021

SALARY REVISION LETTER

Dear Shivam Shrivastava,

The success of **Edureka! (Registered as Brain4ce Education Solutions(P) Ltd.)** is directly related to the efforts and performance of our employees. We are proud of the work you do and very much appreciate your energy and accomplishments.

The management is pleased to revise your salary effective **01-04-2021.** The revised CTC stands at **Rs.448,540/-**
The Break-up of your compensation is provided in **Annexure 1-A.**

Note:
Appraisal Amount:
The revised compensation package has been customized for you taking into account your performance, company policies & related factors.

Confidentiality:
Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody apart from your department head or HR will be considered a breach of the agreement by you.

All the other terms & conditions of your appointment letter and any succeeding letters issued will remain the same.

Congratulations and Best Wishes!

Sincerely,
For, Edureka! (Registered as Brain4ce Education Solutions (P) Ltd.)

Lovleen Bhatia

Lovleen Bhatia
Cofounder and CEO
edureka!

edureka!

ANNEXURE 1-A		
Brain4ce Education Solutions (P) Ltd		
Employee Name	**Shivam Shrivastava**	
Designation	Technical Consultant	
Components	**Monthly in INR**	**Annual in INR**
Basic	15,000	180,000
HRA	6,000	72,000
Statutory Bonus	1,250	14,999
Special Allowance	9,607	115,283
Meal*	0	0
Gross	**31,857**	**382,282**
Company's Contribution to PF	1,800	21,600
Employee Welfare Benefit Plan**	3,000	36,000
Gratuity (As Per Gratuity Act 1972)	722	8,658
Total Cost to Company (CTC)	**37,378**	**448,540**

Notes:

1. Employee Welfare Benefit Plan** consists of a range of benefits such as Health & Medical Insurance, shift allowances if any, company trips, reimbursement of expenses incurred for the company, use of company-owned vehicle, etc. or any such expenses borne by the company for your welfare.
2. Employee can opt for Meal voucher* which will provide added benefit to save tax.
3. You are eligible for Health Insurance (GMC), Accident Insurance (Group Personal Accident) and Life Insurance (Group Term Life Insurance) – Sum Insured depends on band eligibility.
4. An employee is eligible for gratuity only after completion of 5 years of continuous service in the same organization
5. Any personal tax liability arising out of the compensation will be borne solely by the employee
6. Salary information is confidential and not to be discussed other than the HR
7. As per Company Leave Policy, you are eligible for 13.2 PL (Privilege Leave) and 12 SL (Sick Leave) per year.

This is digital copy of Appraisal letter.

Ref: TCSL/CT20172187203/1334998/Pune
Date: 20 December 2019

MR. SUMIT KRUSHNAMURTHI MUSKAWAR
Behind Sarda Collection Main Road,
Near Bus Stand, chandrapur,
maharashtra-441224.
Tel# 919765423695

Sub: Joining Letter

Dear Mr. Sumit Krushnamurthi Muskawar,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **02nd January 2020** and your training location is **Nagpur** . We are pleased to inform you that your work location is **Nagpur** and your stream is **IT** . This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Mihan SEZ; Village Dahegaon Survey No. 72
Hingna PS Post Khapri,
Nagpur,
Nagpur, Maharashtra-441108.
(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Ms. Mukula Rajendra Pandit
Phone: 917126689254
Email Id: mukula.p@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Akruti Business Port Gateway Park Road NO. 13 MIDC Andheri Mumbai 400 093 India
Tel 91 22 6779 6868 Fax 91 22 6779 6855 Website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Your TCS Xperience Program location would be the same as your base branch and hence this program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

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We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development

Click here or use a QR code scanner from your mobile to validate the joining letter

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GOVERNMENT OF INDIA
DEPARTMENT OF POST INDIA

O/O The Sr. Supdt. Of Post Offices Amravati Division, Amravati 444602

FINAL ORDER OF ENGAGEMENT

Memo No : BII/PF/BPM/ Kurha B.O /2021-22 Dated at Amravati the 20.08.2021

1. DHAGE TRUSHA JANARDAN Daughter of Janardan Dhage whose Date of Birth is 09/11/1997 and who belongs to category OBC /selected against UR is hereby engaged as BPM Kurha B.O in account with Karajgaon S.O under Amravati HO on regular basis with effect from dated 06.07.2020 F/N in TRCA scale of-12000-29380Level-I. She Shall be paid such allowance as admissible from time to time.

2. DHAGE TRUSHA JANARDAN Daughter of Janardan Dhage should clearly understand that her engagement shall be governed by the Department of Posts, Gramin Dak Sevak (Conduct & Engagement) Rules, 2020 as amended from time to time.

Sr. Supdt. of Post Offices
Amravati Dn. Amravati 444602

py of this memo is issued to:
The DHAGE TRUSHA JANARDAN
PF of the Candidate
The SDI(P) N/W Sub Division, Paratwada
The Postmaster Paratwada H.O
A/ SA/ L Br in Division Office for information
O/C/Spare

TAP/2019/S/38

विदर्भ कोकण ग्रामीण बँक
Vidharbha Konkan Gramin Bank
Govt. of India, Bank of India & Govt. of Maharashtra Undertaking

Ref: VKGB/HO/HRD/SMG/2021-22/48/11 Date -04/06/2021

TO,
Shri./Smt.NIKITA PRADIP SATAO,
GOPAL KRUSHNA COLONY,KHAMGAON GRAMIN,
SHEGAON ROAD KHAMGAON,BULDHANA,MAHARASHTRA,444303.

ROLL NO. 1931002194

APPOINTMENT LETTER

Dear Sir/Madam,

Your appointment as Officer in Junior Management Grade/Scale - I

We refer to our offer letter no. VKGB/HO/HRD/RBP/2020-21/589/14 dated 23/03/2021 and your acceptance thereof.

2. We have pleasure in advising your appointment in the Bank as Officer in **Junior Management Grade/Scale-I** on Basic pay of Rs. 36,000/- per month in the pay scale of Rs. 36000-1490/7-46430-1740/2-49910-1990/7-63840 plus admissible allowances under the Bank's Staff Service Regulations and related provisions. You are advised to report for duty on 28/06/2021 to:-

The Branch Manager, NANDURA Branch, AKOLA Region.

Your posting at the said branch is mainly for the purpose of imparting on-the-job training to you. The full address of the concerned Branch is given on the page No. 4 of this letter.

Your appointment will be effective subject to your reporting for duty at NANDURA Branch in AKOLA Region.

You must seek our prior approval in case you are not in a position to report for duty on this date.

3. You will be on probation for a period of two years.

4. You will be given on-job training at various branches/offices of the Bank for a period as may be decided by the Bank. For the said purpose you will be posted to any of our branches/offices as may be decided by the Bank from time to time. During such type of postings/transfers, you will not be entitled for any joining period and allowances except reimbursement of actual travelling expenses for reporting to the new place of posting.

Cont'd--2

5. In case you do not have proficiency in computer skills/Marathi language, and working knowledge of commonly used application packages in office automation such as MS OFFICE, you will be required to acquire the said skills by undergoing a suitable course at your cost within a period of 6 months from the date of your joining the Bank's services. You will ensure that the said foundation course is pursued after office hours and it will not affect your duties in the Bank.

6. Your confirmation in Officers cadre will be subject to your making satisfactory progress during the probationary period and attaining the standard required by the Bank, failing which, the Bank may decide to terminate the appointment or choose to extend the probationary period to give you further opportunity and time to attain the required standard.

7. Your confirmation in the Bank's service will be subject to satisfactory report regarding your character and antecedents from (a) Police Authorities (b) Present and previous employers. If any of the said Reports received afterwards, turns out to be adverse, your services are liable to be terminated.

8. During your probationary service, and your service as an Officer after confirmation, you will be governed by the rules in vogue or framed from time to time for service of Officers in the Bank.

9. One of the terms of your appointment is that you may at any time or from time to time, at the Bank's discretion and according to the exigencies of the service, be posted at any of the existing branch/office of the Bank or where the Bank may hereafter open branches or offices. On such transfer, travelling allowance, etc. payable to you will be governed by the rules as may be applicable.

10. You should lodge with the Bank, Security Deposit of Rs. 1,00,000/- on or before the date you are required to report for duty. You may deposit the entire amount (Rs. 1,00,000/-) of aforesaid security deposit at the time of joining the Bank. Alternatively, you may deposit Rs. 50,000/- initially and remaining amount by Rs. 5,000/- per month in TEN monthly instalments. If you belong to SC/ST/EWS category, you may deposit the entire amount (Rs. 1,00,000/-) of aforesaid security deposit at the time of joining the Bank. Alternatively, you may deposit Rs. 25,000/- initially and remaining amount by Rs. 7,500/-per month in TEN monthly instalments. This deposit will be refunded to you on completion of three years' service in the Bank. If, however, you resign or are terminated/dismissed for any reasons whatsoever before the completion of this period of three years, the deposit shall be forfeited.

11. Your appointment is further subject to submission of the following original documents, to the Branch Manager, MANDURA Branch.

(a) Submission of Affidavit-cum-Undertaking on Stamp Paper (Rs. 100/-) in the prescribed format enclosed.

Cont'd—3

(b) Clean discharge certificate from your present employer, in case you are already employed;

(c) Three Character Certificates of latest date, out of which one (preferably) from Principal/Head of the Department of the College/University last attended/present Employer and the remaining two character certificates from Gazetted Officers or Bank Officers, not related to you, in case these have not already been produced.

(d) Three copies of your recent Passport size Photographs.

In case you are unable to produce the originals of your certificates (other than Discharge certificate) before your appointment, although you may be permitted to join duty at the Bank's discretion, you will be required to produce them to the Bank within a period of six months from the date of your joining, failing which your services will be liable to be terminated without notice.

12. Notwithstanding what is stated in para 11 above, your appointment is subject to your producing clean discharge certificate from the present employer, if any, at the time of your reporting for duty.

13. Your services are liable to be terminated with appropriate notice if it is revealed, at any time after your appointment, that the information given and the particulars furnished by you to the Bank in the application for securing appointment or in connection therewith are materially incorrect or false or any particulars, called for by the Bank or otherwise, are suppressed by you.

14. **If you do not report for duty on the stipulated date, or if we do not receive your request for extension of time for joining, it would be deemed that you have declined to accept an offer to join the services of the Bank and you will not be permitted to join thereafter.**

15. While you shall be eligible for the pay, allowances and other perquisites as per the Bank's Staff Service Regulations, as modified from time to time, perquisites and other facilities which are not within the purview of Bank's Staff Service Regulations may be applied to you on such basis as may be decided by the Bank from time to time.

16. In case of SC/ST/OBC candidates the appointment is provisional and is subject to Caste/Tribe/Class certificate being verified and if the verification through the proper channels reveals the claim to belong to SC/ST/OBC, as the case may be is false, your service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken [illegible] of the Indian Penal Code for production of false certificate.

Contd-4

17. In case of Economically Weaker Section candidates, the appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.

(Bidyut Kundu)
Chairman

I have read this Appointment Letter & Order reference No. VKGB/HO/HRD/SMG/2021-22/48/11 dated 04/08/2021 and agree to all the terms and conditions stated herein.

Accordingly, I have reported for duty today i.e. ____

Place:
Date:

(Signature)
Name: NIKITA PRADIP SATAO

Note: Please handover copy of this Appointment Letter duly signed by you to the Branch Manager, NANDURA , AKOLA Region, where you are posted.

C.C. To,

1) The Regional Manager
Vidharbha Konkan Gramin Bank
AKOLA REGION

For information. Please advise us the date of reporting of Shri./Smt. NIKITA PRADIP SATAO and forward to us all documents/papers submitted by the candidate at the time of his/her joining.

(Bidyut Kundu)
Chairman

2) The Branch Manager
Vidharbha Konkan Gramin Bank
BRANCH: - NANDURA , AKOLA Region

Please ensure fulfillment of conditions in the Appointment Letter. Please send all documents/papers submitted by the candidate at the time of his/her joining, to Regional Office for its onward transmission to Head Office.

(Bidyut Kundu)
Chairman

ADDRESS:
BRANCH MANAGER
VIDHARBHA KONKAN GRAMIN BANK,
BRANCH- NANDURA , AKOLA Region.

TAP/2019/3/9

Anupam <crc02@cinifglobal.in>

a.hr@cinifglobal.in,
do@cinifglobal.in,
cinif.crc@gmail.com,
crc06@cinifglobal.in,
am.crc@cinifglobal.in,
crc02@cinifglobal.in

Chawlavaishali942@gmail.com

Date: Jan 16, 2019, 1:44 PM

Subject: Congratulation Mail

To: cinifglobal.in

Dear Vaishali Anil Chawla,

Greetings from Cinif Technologies Limited, Chandigarh!

Congratulations on getting accepted to the 2019 batch of selected candidates, and welcome to the Cinif Technologies Limited Global family!

We are looking forward to your working at CINIF TECHNOLOGIES PUBLIC LIMITED as a Graduate Trainee Engineer (Telecom) – www.cinifglobal.com.

In your journey from now till you report at the headquarters, our Client Relations Cell team will be your Point of Contact! Our role is to ensure that you step into our company prepared, confident and excited about the journey ahead.

Do remember that your deadline to confirm your placement offer and proceed with your reporting is

25 JANUARY,2019.

Please feel free to reach out to us for any questions you might have.

You can write to us at crc02@cinifglobal.in or call us at +91 8210077435 between 9am to 6pm.

I wish you well in your pursuit of a career opportunity.

"OPTIMISM IS THE FAITH THAT LEADS TO ACHIEVEMENT
NOTHING CAN BE DONE WITHOUT HOPE AND CONFIDENCE"

With Thanks and Regards

CRC Team

8210077435/ 9855815675

Client Relationship Cell | Division: TEIECOM/IT/HR | Chandigarh

TAP/2019/5/40

CAPGEMINI

Joining letter + salary slip

Candidate ID: 4432864 /734918,

Date of Joining: 04/15/2021,

Joining Location: Mumbai,

Designation: Analyst,

Dear Radhika Sanjay Mule,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Mumbai office, for joining formalities as per the address mentioned below:

Address

CAPGEMINI Knowledge Park,IT 1 / IT 2, TTC Industrial Area,Thane-Belapur Road,
Airoli, Navi Mumbai, Maharashtra - 400708

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1. Hard copy / email copy of Capgemini offer letter shared with you

2. Employment Documents:

Current Employment(Immediate Previous)

a) Relieving letter /Experience Certificate(if both these documents are not there, Resignation Acceptance Res
acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last work
from the HR is mandatory)
b) Payslips for last 3 months
c) Form 16
d) Salary Account 6 months Bank Statement
e) Letter of appointment/Offer letter from employer which captures start date

Previous Employment

Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day

3. Education Documents

a) 10 Marksheet and certificate.
b) 12th marksheet and Certificate.
c) Graduation Marksheets and certificate/Diploma certificate.
d) Post-Graduation Marksheets and degree certificate(If applicable)
e) Any other relevant certificate

4. Proof of Identity/ Address

a) PAN Card
b) AADHAR Card
c) Passport
In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs
i) Voters Id
ii) Driving License
iii) Ration card
iv) Electricity Bills
v) Gas card
vi) Notarized Self Affidavit

Passport size photographs(6 nos)

Self Employed/CO-owner/Freelancing/ Partnership employment(s)(If applicable)

a) Form 16/Form 26AS
b) Bank statement for 6 months
c) Shop License

Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory

Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, If earlier member PF/EPS sche

ase note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background rification process.

the absence of the above listed documents your onboarding may be delayed or deferred.

indly note:
Capgemini has a dress code policy and you need to always dress in formal attire.
If you are driving to office on the first day, please ensure you are there by 8:15 AM IST, and contact security at the main gate for your ntry pass.

st Regards,
am HR

e information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

EMPLOYMENT OFFER LETTER

Capgemini Ref: 4432864 /734918,

04/12/2021,

Radhika Sanjay Mule
ghamodia plots paratwada, Achalpur, Amravati, Maharashtra - 444805,
Achalpur ,Maharashtra,
India

Confidential

Dear Radhika Sanjay Mule,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology
India Limited ('Capgemini' or 'Company') starting from 04/15/2021 (or such other date as may be communicated to you by the C
as per details given below.

A) Your current designation will be Analyst/A4

B) You will be required to work at the Company's offices in location Mumbai

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 300,002.00 (Rupees Three Lakh a
only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to yo
compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

adhika Sanjay Mule,

nalyst

otal Cost to Company (CTC). Rs.300,002.00

onthly Components	Per Month	Annualized
asic	Rs 10,000.00	Rs 120,000.00
ouse Rent Allowance	Rs. 4,005.00	Rs 48,060.00
ther Reimbursements & Allowances#	Rs. 0.00	Rs.0.00
ersonal Allowance	Rs. 5,000.00	Rs. 60,000.00
dvance Statutory Bonus	Rs. 3,064.00	Rs. 36,768.00
ross monthly salary	Rs.22,069.00	Rs. 264,828.00
tatutory payments ++		
ppgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
ratuity (accrual only)		Rs.5,772.00
otal Fixed Compensation		Rs.292,200.00
otal Cash Compensation		Rs.292,200.00
enefits		
edical, Accident & Life Insurance Premium		Rs. 7,802.00
Capgemini contribution to ESI		Rs.0.00
tal Cost to Company		Rs. 300,002.00

You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance w is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments pleas Other Allowance and Reimbursements FAQ and Claim Forms.

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.

2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any chang accepted as per Company policy applicable from time to time.

3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you wi submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed fo within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Co policies, which are subject to change without notice. The payments described above will not be further grossed up and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax interest/penalty thereon.

4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on wh deductible at source under the applicable tax law.

5. The Company reserves the right to change the compensation structure and/or the compensation components from time.

++ These statutory payments are included based on current applicable practice and law and are subject to changes changes in law from time to time. Also, please further note, that any changes / modification to statutory payments change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice change will be provided to you. However, Company shall endeavor to inform you, via separate email communicatio any changes/ modification to statutory payment.

++ Employee's contribution towards PF will be made from the monthly salary.

This is the maximum limit you are eligible for. You may choose any of the following optional components unde Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by e through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's polic

The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.

2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.

3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.

2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.

3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.

4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.

5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you the compensation payable to you and collect any remaining balance from you.

Probationary Period:

1. You will be on probation for period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment.The Company reserves the right to revise the probation period depending on your performance and/or other consideration.

2. At any time during your probation period the Company may confirm your employment by way of a written comm your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceed in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company p

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

a. You will submit relevant documents as mandated by the Company.

b. You obtain requisite certification or complete mandated assessments which are basis for offering you e opportunity with the Company;

c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of Company;

d. You represent that acceptance of employment with the Company does not breach any terms/provisio previous employment agreement or any other agreement to which you are bound.

e. You acknowledge that the Company has offered you employment based on the fact that there are n claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse your ability to perform your duties hereunder and/or upon the Company.

f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capger

g. Your background verification check (including address, academics, employment, criminal etc as a conducted by the Company is cleared; and

h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-j otherwise) which you have not disclosed from the Company prior to your joining.

i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the pr same by 30-April-2021, our Offer shall stand automatically revoked or otherwise your employment with the shall cease immediately without any further obligation or liability upon the Company.

b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company attempt. The details of the mandatory certification and the test will be communicated to you upon your j Company. If you do not successfully clear such test, your employment with the Company shall cease im without any further obligation or liability upon the Company.

c. As a condition of your employment with the Company, you will be required to undergo certain specialized certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration you shall be required to sign a training agreement or service agreement with the Company, and inter alia commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities would need to bear. Prior to acceptance of our Offer, you may request HR Department for more deta respect including draft of such an agreement, for your review.

You fill the complete Back ground verification link given along with the welcome mail of the offer.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

Your employment with the Company will also be governed by the terms and conditions of employment contained in Exhibit 1 attached hereto.

The Company's address for sending notice in relation to your employment is as below:

Kind Attn:	Head - Human Resources
Address:	Capgemini Technology Services India Limited, Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi Mumbai, Maharashtra 400708
Email:	hremployeeservices.in@capgemini.com

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or ent
to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal
balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosph
you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below a
duplication version of this letter immediately to us within fifteen(15)days from the date of this letter. Our offer shall automatically la
(i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your da
stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited

Anilkumar Singh
Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all t
and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein
me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that
breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Radhika Sanjay Mule

Date: 04/12/2021

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

CURRENT WORK LOCATION:

Capgemini Technology Services India Limited ("Capgemini" or "Company") may require you to work at other Company locations and/or customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, to take into account your personal circumstances where appropriate.

Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the mpany in any capacity as the Company may desire from time to time, from:

a) one location to another; or

b) one team/department/account/function/Business Unit to another; or

c) one project/job to another; or

d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your vice. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of sfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. sequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to category of employees in the new location (which includes but is not limited to office days/hours and holidays).

DUTIES AND RESPONSIBILITIES:

You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your rting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any in its sole discretion, suitably modify your roles, responsibilities and duties.

COMPENSATION:

Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and other you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with it for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurr training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreem other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the co employment, regardless of the reason of cessation of employment, you will not:

a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, re solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you hav personal contact or supervised while performing your duties or otherwise, to terminate their employment relatio the Company;

b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliate

c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Compan organization where you have been taken or sent for training, deputation or secondment or professional wo Company; and

d.) provide or attempt to provide professional services similar to those provided by the Company to its current or pro customers, with whom you (i) had business interactions or any other dealings on behalf of the Company dur employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reas Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determi judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body maki determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to de that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information S Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go throu same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with con department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, proc procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to ter your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, s provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally acc ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate

payment without notice.

You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such matters.

You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

During the term of your employment, you shall 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.

You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, disclosure and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corr Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Co give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

a.) you are legally permitted to reside and be employed in India;

b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the sa

c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;

d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and th and conditions will not impose an undue hardship upon you;

e.) you have accepted these terms and conditions of your own free will and without relying upon any statements ma Company or any of its representatives, agents or employees; and

f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and en the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Info "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal informatio inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, e lists and any other personally identifiable information about any employee of the Company or its affiliate or personally ide information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing info projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and a information which due to the nature or character of such information, any prudent person might reasonably under similar circum treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to wheth information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or pros clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of a Confidential Information, and to prevent it from any unauthorized use.

You agree and confirm that, you will, at all times:

a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;

b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;

c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;

d) prevent the unauthorized use, dissemination or publication of such Confidential Information;

e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;

f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);

g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;

h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and

i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights cluding, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is ited or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative t of, or otherwise exploit its own Confidential Information.

You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if nformation:

a) was in your possession before receiving the same from the Company pursuant to this Letter;

b) is or becomes a matter of public knowledge through no fault of yours; or

c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Informatic unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such sub process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlie return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, sou provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Com effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, us divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, incl to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'nee basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Furth your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not tr Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and mora including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, servic service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation ar constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any th materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the e Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you ur to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, co expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal busines or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any in

vention, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any intellectual Property Right whatsoever (including all work in progress) or any interest therein whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively 'Developments') that:

a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;

b) results from tasks assigned to you by the Company; or

c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

4. You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

5. All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

6. Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively 'Moral Rights'). If, and to the extent deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and prepare the Development, without identifying you or seeking your consent.

7. If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

8. Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed

and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, e consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) enga business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with pr services being developed, marketed, distributed or otherwise provided by the Company

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of whatsoever, so long as you are in employment with the Company.

8.3 During you employment if you become aware of any potential or actual conflict between your interests and those of the Compa you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or cou it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the be any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending t any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social sta of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the inte the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you comple (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Co three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Com upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company

months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

(iii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).

(iv) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii)misconduct by you as provided under the labour laws and/or in the Company policies.

(v) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

(vi) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

Effects of Cessation of Employment

(i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.

(iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

LIMITATION OF LIABILITY AND INDEMNITY:

Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, even if whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors,

officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, dam
charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result o
omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from y
comply to any statute or enactment's (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served eith
delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addre
address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and con
including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served eith
delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address ref
the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, i
unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enfo

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associat
media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the intere
and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclo
which includes any information about the Company or its affiliates/customers for possible publication or dissemination ou
Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Fu
agree to make such modifications/deletions/revisions to the article as are requested by the Company to pr
property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make a
defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasona
to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as
of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single
exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforceme
right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its
remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may
subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the insta
for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all p
agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to
shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

18 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, pute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or idity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual ciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 96, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the itrator shall be final and binding on Parties.
is Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive sdiction.

19 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your ligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive lief in a court of appropriate jurisdiction with respect to such provisions.

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I,_____residing at _____ hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No. Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the"Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors nominees, assigns and administrators) as follows:

1.That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
b) payroll processing agencies for processing my payroll (including reimbursement claims),
c) law enforcement agencies,
d) to comply with a judicial/quasi judicial order,
e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
f) insurance companies for the purpose of group insurance, personal accident insurance etc.
g) service providers providing services for biometric access to office premises for monitoring attendance.
h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

a.) affiliates of the Company for administrative purposes and/or audit;
b.) clients/prospects in relation to any staff augmentation assignments.

3.That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4.That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6.I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and the corresponding obligation to immediately update my sensitive personal data or information inCompany's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____ hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No. Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the"Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1.That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information, sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information, bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
b) payroll processing agencies for processing my payroll (including reimbursement claims),
c) law enforcement agencies,
d) to comply with a judicial/quasi judicial order,
e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
f) insurance companies for the purpose of group insurance, personal accident insurance etc.
g) service providers providing services for biometric access to office premises for monitoring attendance.
h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

a.) affiliates of the Company for administrative purposes and/or audit;
b.) clients/prospects in relation to any staff augmentation assignments.

3.That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4.That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

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7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
(CIN U40109MH2005SGC153646)
HUMAN RESOURCE – TECHNICAL ESTABLISHMENT DEPARTMENT

No.MSETCL/HR-T/AE (Trans)/Appt./PR- 610/File No.182/7047 Date: 06.10.2023

APPOINTMENT LETTER (BY POST / E-MAIL)

To,
SHRI. HARSHAL UMESH DHORE
GOREGAON BK, GOREGAON KH
NEAR HANUMAN MANDIR
AKOLA- 444006
MAHARASHTRA
Email:- harshaldhore1997@gmail.com

Sub: Appointment as **Assistant Engineer (Transmission)** in the pay scale of Rs. **49210-2165-60035-2280-119315/-**
Ref: 1) Advertisement No. 04/2022
2) Your Application dtd. 09-05-2022
3) Final Select List Published on 04.08.2023

Sir,

On the recommendation of the Competent Selection Committee and in pursuance to the approval accorded by the Competent Authority, you are hereby appointed as **Assistant Engineer (Transmission)** from amongst wait listed candiadtes on purely temporary basis in the pay scale of **Rs. 49210-2165-60035-2280-119315/- to work at EHV PC O&M Zone, Vashi (Address:- The Chief Engineer, Vashi, MSETCL, ADM Bldg., 4th Floor, Sector No.17, Plot No.5, Near Abhyuday Bank Vashi Navi Mumbai – 400 703)** against the vacant post of Assistant Engineer (Trans). Your appointment as Assistant Engineer (Transmission) is subject to the Terms and Conditions as specified in the Annexure attached to this letter and also the conditions as mentioned below. The details of reservation benefits you have availed are as under:-

Caste Category Applied	Selected against post reserved	Selected under Horizontal Reservation	Selected Under Divyang Quota
OBC	OBC	-	-

2. You will draw pay at minimum of the Pay scale of **Rs. 49210-2165-60035-2280-119315/-** plus D.A. and other allowances as are applicable to the post of Assistant Engineer (Transmission) in MSETCL.

3. Your seniority in the post of Assistant Engineer (Transmission) shall be on provisional basis without prejudice to the claims of seniority of others, if any.

4. As per GoM Resolution No.BCC-2011/Ref.No.1064/2011/16-B dtd.12.12.2011 read with MSETCL Administrative Circular No.306 dtd.19.01.2012, you will be allowed to join only after submission of all documents, certificates required for Caste Certificate Validation. Further, it will be your sole responsibility to obtain Caste Validation Certificate from the concerned Caste Scrutiny Committee and produce the same within six months from the date of appointment letter, failing which your services will be terminated without giving any notice. **(This clause is applicable to you if you have applied under social reservation benefit).**

5. Immediately after receipt of this Appointment Letter, you should apply for Character & Antecedent Certificate (Police Verification) at https://pcc.mahaonline.gov.in and submit the same at the time of Joining. If you do not possess the Character & Antecedent Certificate at the time of joining, you will not be allowed for joining. [While applying online for Character & Antecedent Certificate, the Designation should be mentioned as the **Chief General Manager (HR), Plot No. C-19, Prakashganga 7th floor, Bandra-Kurla Complex, Bandra (E), Mumbai-400051.]**

6. You will have to submit following documents at the time of your joining.
- Physical Fitness Certificate issued by the Civil Surgeon
- Attestation Form
- Application Form prescribed by the Company
- Surety Bond **(Sureties should be other than family members)**
- Character & Antecedent Certificate (Police Verification)
- Educational Qualification Certificates & Marksheets
- Attested copy of SSC/School Leaving Certificate for Date of birth
- Caste Certificate & Caste Validity **(If applicable)**
- EWS Certificate **(If applicable)**
- Non-Creamy Layer Certificate **(If applicable)**
- Domicile Certificate
- Certificate issued by the Appropriate Authority regarding Sports Reservation / Divyang Reservation / Divyang (alongwith UDID Card) **(If applicable)**
- Relief Order from the present employer, if you are in service.
- Aadhaar Card / Pan Card & Bank details.

7. Request for extension in joining time, for whatsoever reason, will not be accepted. In case you need any clarification in this regard or have any doubt, please feel free to contact **Shri. Swapnil Salunkhe, Senior Manager (HR-TE) on 09594933494 / 022-26595278, E-mail-id:- srmgr9hr@mahatransco.in.**

8. You are requested to please go through the attachments carefully. Please carry all original documents / Certificates with you along-with a set of Photostat copies.

9. If you are willing to accept this appointment on the terms and conditions, fill in the Appointment Acceptance form enclosed with this Appointment Letter and forward the same on srmgr9hr@mahatransco.in before **13.10.2023. Non receipt of the same will treated that you are not interested in joining MSETCL and in such case your appointment will be treated as cancelled and your vacancy will be filled from amongst wait listed candidates, no correspondence will be entertained in this regard, which may please be noted.**

10. Also if you submit appointment acceptance form and do not report at the place of posting i.e. EHV PC O&M Zone, Vashi on or before **06.11.2023**, your appointment will be treated as cancelled and your vacancy will be filled from amongst the wait listed candidates. No further correspondence shall be entertined.

11. If you accept this appointment on the terms and conditions you are requested to report at the place of posting i.e. by **06.11.2023** alongwith the required documents as mentioned above for documents verification.

12. No travelling allowance or any other kind of allowance shall be admissible to you for joining at the place of posting in pursuance to this appointment letter.

13. Immedialtly after reporting for duty you will have to take an oath of allegiance to the Republic of India.

14. You have to pass the departmental Marathi Language Examination or to get exemption from passing Marathi Language Examination as per rule within three years from the date of joining, failing to witch your increment shall be withheld. Also you will have to pass the Professional Examination as applicable withing three years from the date of joining, failing to witch your increment shall be withheld.

15. You will have to undergo Induction Level Training Program as per Training Order, which will be issued separately by the Training Department, Corporate Office, Mumbai.

16. Your detailed posting order will be issued by the Chief Engineer, EHV PC O&M Zone, Vashi only after completion of all the formalitie of required documents.

17. Please visit our website www.mahatransco.in for more information about Company's profile.

You are welcome to MSETCL family.

Thanking you,

Yours faithfully,
(Sudhir Wankhede)
Chief General Manager (HR)

Encl: 1. Terms & conditions 2. Application form
3. Attestation form 4. Specimen of Surety Bond
5. Appointment Acceptance Form

महापारेषण
MAHATRANSCO

महाराष्ट्र शासन

(उपक्रम)

GOVERNMENT OF MAHARASHTRA (Govt.)

महाराष्ट्र राज्य विद्युत पारेषण कंपनी मर्यादित

Maharashtra State Electricity Transmission Co. Ltd.

(CIN U40109MH2005SGC153646)



ओळखपत्र क्र./ I.D. No. 71948

नाव	हर्षल उमेश ढोरे
NAME	Harshal Umesh Dhore
हुद्दा	सहाय्यक अभियंता (पारेषण)
DESIGNATION	Assistant Engineer (Trans)
कामाचे ठिकाण	४०० केव्ही ग्रहण केंद्र संवसु विभाग, पडघे
PLACE OF WORKING	400 KV RS O&M Dn., Padghe

अधिकाऱ्याची सही

AUTHORISED SIGNATORY

ओळखपत्र धारकाची स

CARD HOLDER'S SIGNATURE

महाराष्ट्र राज्य वीज निर्मिती कंपनी मर्यादित

महाराष्ट्र शासन उपक्रम (CIN : U40100MH2005SGC153648)
एस्ट्रेला बॅटरीज विस्तारीत इमारत, धारावी रोड, माटुंगा, मुंबई - ४०० ०१९.
दुरध्वनी ०२२-२२६९४२५०००
website : www.mahagenco.in Email ID - cgmtechnical@mahagenco.in

क्र. : महानिर्मिती/मुअ(तां)/मासं-१/नियुक्ती/स.अ./२०२३/७६/१२९११ दिनांक : २९.१२.२०२३

नोंदणीकृत टपाल पोचपावतीद्वारे

नियुक्तीपत्र

प्रति,

PARIKSHIT MADHUKAR KALOREY
CHOTI UMARI, NEAR DADASAHEB DIVEKAR SCHOOL,
GHATOL LAYOUT,
AKOLA- 444005
Mobile No : 7218794340/7972945211
Email : kaloreyp@gmail.com

१) उमेदवाराची निवड शाखा (Stream) :- ELECTRICAL
२) उमेदवाराचा मूळ जात प्रवर्ग :- OBC
३) उमेदवाराचा निवड प्रवर्ग :- OBC
४) विशेष/समांतर आरक्षण तपशिल :- NIL

विषय : पदवीधर अभियंता (प्रशिक्षणार्थी) (Graduate Engineer Trainee) पदावर अस्थायी स्वरुपात रु. ४९२१०-२१६५-६००३५-२२८०-१११३१५ या वेतनश्रेणीत नियुक्ती देणेबाबत.

संदर्भ : महानिर्मिती कंपनीची जाहिरात क्र. १०/२०२२

महोदय,

महानिर्मिती कंपनीच्या पदवीधर अभियंता (प्रशिक्षणार्थी) (Graduate Engineer Trainee) या पदावर आपली निवड झाली असून त्याबद्दल आपले अभिनंदन. महानिर्मिती कर्मचारी सेवाविनियमाच्या तिसऱ्या अनसूचिअन्वये प्रदान करण्यात आलेल्या अधिकारानुसार, सक्षम अधिकारी यांनी दिलेल्या मान्यतेनुसार, संदर्भिय जाहिरातीस अनुसरुन आपण केलेल्या अर्जान्वये आपली नियुक्ती पदवीधर अभियंता (प्रशिक्षणार्थी) (Graduate Engineer Trainee) या पदावर सात्पुरत्या स्वरुपात करण्यात येत आहे.

या पत्रात खाली नमुद केलेल्या सर्व अटी व शर्तीं आपणांस मान्य असल्यास आपण दि. २९.०१.२०२४ पर्यंत कोराडी प्रशिक्षण केंद्र, कोराडी येथे हजर व्हावे. आपणांस काही मदत हवी असल्यास आपण उप महाव्यवस्थापक (मासं), औ.वि.केंद्र कोराडी यांच्या कार्यालयाशी संपर्क साधावा. त्यांचा दुरध्वनी क्रमांक ०७१०९-२६२१४१-४६ (का) विस्तारीत क्रमांक १५१० असा आहे.

वरील तारखेपर्यंत आपण सदर पदावर पदवीधर अभियंता (प्रशिक्षणार्थी) म्हणुन रुजू झाला नाहीत तर आपण या कंपनीत नोकरी करणेस इच्छुक नाही असे समजून हे नियूक्तीपत्र रद्द समजण्यात येईल. या संदर्भात भविष्यात कोणताही पत्रव्यवहार केला जाणार नाही.

२/-

आपली निवृत्ती पदवीधर अभियंता (प्रशिक्षणार्थी) या पदावर अस्थायी स्वरुपात खालील शर्ती व अटींवर करण्यात येत आहे. त्यापैकी आपणास लागू असलेल्या शर्ती व अटींची पूर्तता करणे आपणांस बंधनकारक राहील.

१) आपणास पदवीधर अभियंता (प्रशिक्षणार्थी) या पदावर कोराडी प्रशिक्षण केंद्र, कोराडी येथे तात्पुरत्या स्वरुपात प्रशिक्षण पूर्ण करण्याकरीता नेमणूक देण्यात येत आहे. याकरीता आपणांस दरमहा रुपये २२,०००/- विद्यावेतन (Stipend) देण्यात येईल.

२) पदवीधर अभियंता (प्रशिक्षणार्थी) म्हणून पदावर रुजू होणाऱ्या उमेदवारास भविष्यात पदोन्नतीच्या उत्तम संधी उपलब्ध आहेत.

३) आपली पदवीधर अभियंता (प्रशिक्षणार्थी) (GET) पदावरील नियुक्ती (जोडपत्र क्र-१) (सहाय्यक अभियंता-प्रशिक्षणार्थी (GET)- नियुक्तीच्या शर्ती व अटी) मधे नमूद केलेल्या अटींच्या अधीन राहुन करण्यात येत आहे. त्याचे कृपया काळजीपूर्वक अवलोकन करावे.

४) प्रशिक्षणाकरीता रुजू होतेवेळी आपली शारीरिकदृष्ट्या तंदुरुस्त असल्याची वैद्यकीय तपासणी करण्यात येईल व तो अहवाल समाधानकारक असल्यानंतरच आपणांस रुजू करुन घेण्यात येईल. वैद्यकीय तपासणीव्यतिरिक्त आपणांस स्वखर्चाने आपल्या खर्चाचा एकदाचे (re-fixing) अहवाल आणावा लागेल. यासाठी कोणताही प्रवास भत्ता अथवा खर्चाची प्रतिपूर्ती (Reimbursement) दिली जाणार नाही.

५) आपली कोणतीतरी सेवा आपल्या समाधानकारक चारित्र्य व वर्तणूक अहवालावर अवलंबून असेल. यासंबंधात साक्षांकन करुन देत असीत जोडले आहे ते प्रशिक्षणाकरीता रुजू होताना परिपूर्ण असे भरुन कार्यालयास सादर करावे (जोडपत्र क्र-२) तसेच प्रशासकीय परिपत्रक क्रमांक २८ दिनांक ०४.०७.२००८ नुसार रुजू होताना आपणास रु. १००/- च्या स्टॅम्पवर आपणाकडे कोणताही गुन्हा दाखल नाही असे प्रतिज्ञापत्र द्यावे लागेल. प्रतिज्ञापत्राचा नमुना सोबत जोडला आहे (जोडपत्र क्र-३). पुढे असेही स्पष्ट करण्यात येते की, नंतर तुमच्या नावावर काही फौजदारी गुन्हा नोंदविला गेल्याचे उघडकीस आल्यास आपली कोणतीतरी सेवा तात्काळ समाप्त करण्यात येईल महाराष्ट्र नागरी सेवा (लहान कुटुंबाचे प्रतिज्ञा पत्र) नियम २००५ नुसार लहान कुटुंबाचे प्रतिज्ञापत्र सादर करण्यात यावे. (जोडपत्र क्र-८)

६) प्रशिक्षणासाठी रुजू होतेवेळी संबंधित अधिकाऱ्यास तपासणीसाठी आपणास खालीलप्रमाणे कागदपत्रांच्या प्रत्येक प्रमाणपत्रांच्या (०२) अप्रमाणित प्रतींसोबत मुळ प्रती सादर कराव्या लागतील.

अ. सक्षम अधिकाऱ्याने निर्गमित नमूद्यात दिलेले जाती प्रमाणपत्र (लागू असल्यास).

ब. आरक्षणाच्या घटकांतर्गत नेमणूक झालेल्या उमेदवाराचे महाराष्ट्राचे रहिवासी असल्याबाबतचे अधिवास प्रमाणपत्र (Domicile Certificate).

क. दहावीच्या शाळा सोडल्याचा दाखला/ एस.एस.सी. प्रमाणपत्र (जन्मतारखेचा पुरावा म्हणून)

ड. अन्य अर्हता प्रमाणपत्रे (गुणपत्रिका, डिग्री प्रमाणपत्र, पदवीधर/पदवीव्यधारक प्रमाणपत्र इत्यादी)

इ. सक्षम प्राधिकाऱ्याने दिलेले जाती वैधता प्रमाणपत्र किंवा जाती वैधता प्रमाणपत्राकरीता लागणारे सर्व दस्तावेजांचा. (लागू असल्यास).

ई. इतर मागास प्रवर्ग मोडत असल्याबाबतचे सक्षम अधिकारी यांनी दिलेले अद्यावत प्रमाणपत्र (लागू असल्यास)

उ. सर्वसाधारण आरक्षणाबाबतचे सक्षम अधिकारी यांनी दिलेले प्रमाणपत्र (लागू असल्यास)..

ऊ. पॅन कार्ड / आधार कार्ड

ए. ४ X ५ सें.मी. पासपोर्ट आकाराची दोन छायाचित्रे

ऐ. अपंग आरक्षणांतर्गत उमेदवाराने ४०% किंवा त्यापेक्षा जास्त अपंगत्व असल्याबाबतचे सक्षम अधिकारी यांनी दिलेले प्रमाणपत्र (लागू असल्यास)

ओ. खेळाडू आरक्षणांतर्गत उमेदवाराने सक्षम अधिकारी यांनी दिलेले प्रमाणपत्र (लागू असल्यास)

७) (अ) माध्यमिक शालांत प्रमाणपत्र परीक्षा किंवा मॅट्रिक किंवा विद्यापीठीय उच्च परीक्षा मराठी भाषा विषय घेऊन उत्तीर्ण झाल्याचे दर्शविणारे माध्यमिक शालांत प्रमाणपत्र परीक्षा मंडळाचे किंवा संबंधित विद्यापीठाचे प्रमाणपत्र.

किंवा

(ब) उमेदवार उत्तम रितीने मराठी भाषा वाचू, लिहू आणि बोलू शकतो अशा आशयाचे संबंधित विद्यापीठाशी संलग्न असलेल्या महाविद्यालयातील किंवा पदव्युत्तर संस्थेतील भाषा शिक्षकाने दिलेले आणि महाविद्यालयाच्या किंवा संस्थेच्या प्राचार्यांनी प्रतिस्वाक्षरीत केलेले प्रमाणपत्र.

किंवा

(क) सर्वसाधारण स्थायी आदेश क्र. ११७ दिनांक ३०.०३.१९६२ मधील तरतुदीनुसार आपणांस विहीत मुदतीत मराठी भाषा परीक्षा उत्तीर्ण करावी लागेल.

८) कंपनीच्या सेवेत रुजू झाल्याबरोबर आपणास भारतीय गणराज्याशी एकनिष्ट राहण्याची शपथ घ्यावी लागेल.

९) इतर सेवेच्या शर्तींबाबत आपणांस पुर्वीश्रमीच्या महाराष्ट्र राज्य विद्युत मंडळाचे (सध्या कंपनीचे) सेवाविनियम तरतुदी जसे बदलतील तसे लागू राहतील आणि कंपनीने (स्विकृत) केलेले खालील नियम व विनियम आपणांस लागू राहतील.

अ) म.रा.वि.मंडळ वर्गीकरण व सेवाप्रवेश विनियम.
ब) म.रा.वि.नि. कंपनी कर्मचारी सेवा विनियम.
क) म.रा.वि.मंडळ कर्मचारी जेष्टता विनियम.
ड) भविष्य निर्वाह निधी विनियम.
इ) उपदान विनियम.
ई) सामान्य आदेश, सर्वसाधारण स्थायी आदेश तसेच परिपत्रकांद्वारे अस्तित्वात असणारे व बदलणारे नियम.
फ) कंपनीने विहित केलेले मंडळाचे इतर कोणतेही नियम व विनियम जे कंपनीच्या इतर कर्मचा-यांना लागू आहेत ते सर्व आपणांस लागू राहतील.

१०) महानिर्मिती कंपनीच्या सेवेत हजर झाल्याच्या तारखेपासून एक वर्षाचा कालावधी पुर्ण झाल्यानंतर सेवा पुस्तिकेत नोंद केलेली जन्म तारीख बदलता येणार नाही याची नोंद घ्यावी.

११) पदवीधर अभियंता-प्रशिक्षणार्थी (GET) अभियंता पदावर रुजू होण्यासाठी कोणत्याही प्रकारचा प्रवास भत्ता व इतर भत्ते दिले जाणार नाही.

१२) प्रशासकीय परिपत्रक क्र. २५९ दि १४.०२.२०१४ मध्ये नमूद केल्याप्रमाणे आपले प्रशिक्षण ५२ आठवड्याचे राहील. पैकी २६ आठवड्याचे प्रशिक्षण हे प्रशिक्षण केंद्रात/वर्गात व उर्वरित २६ आठवड्यांचे प्रत्यक्ष प्रशिक्षण हे औष्णिक विद्युत केंद्रात घेण्यात येईल. तदनंतर महानिर्मिती कंपनीच्या नियमाप्रमाणे आपणांस सहाय्यक अभियंता या पदाच्या वेतनश्रेणीत (म्हणजे रुपये ४९२१०-२१६५-६००३५-२२८०-११९३१५) मध्ये सामावून घेण्यात येईल.

१३) विमुक्त जाती-अ, भज-बक्कड, विमाप्र, इमाव किंवा महिला आरक्षण (अनु.जाती, अनु.जमाती व शासनाने निर्देशित केलेनुसार लागू असल्यास धरुन), या अंतर्गत आपली निवड झाली असल्यास आपण आर्थिक दृष्टया उन्नत गटात मोडत नसल्याबाबतचे सक्षम अधिकाऱ्याकडील नविनतम नॉन क्रिमीलीयर दाखला आपणांस रुजू होताना पदस्थापनेच्या कार्यालयात सादर करावा लागेल.

१४) आर्थिकदृष्टया दुर्बल घटक या अंतर्गत आपली निवड झाली असल्यास शासन निर्णय, सामान्य प्रशासन विभाग क्र.राआधो-४०१९/ प्र.क्र.३१/ १६-अ दि.१२.०२.२०१९ अन्वये विहित करण्यात आलेले प्रमाणपत्र, कागदपत्र पडताळणीवेळी व आपणांस रुजू होताना पदस्थापनेच्या कार्यालयात सादर करणे आवश्यक राहील.

१५) आपली निवड राखीव प्रवर्गाच्या अंतर्गत झालेली असल्यास, शासन निर्णय क्रमांक सीबीसी-१०/२०१८/प्र.क्र.१३०/मावक, दिनांक ०७.१२.२०१८ आणि शासन निर्णय, सामान्य प्रशासन विभाग क्र.सभाओ-४०१९/प्र.क्र.३१/१६-अ दिनांक १२.०२.२०१९ नुसार आरक्षणासंबंधी तरतुदी आपणांस लागु होतील. तसेच शासन निर्णय क्र.बीसीसी-२०११/प्र.क्र.१०६४/२०११/१६-ब दिनांक १२.१२.२०११ अन्वये जात प्रमाणपत्राची वैधता तपासण्याच्या अटीच्या अधीन राहून आपणांस तात्पुरत्या स्वरूपात नियुक्ती देण्यात येत आहे. नियुक्ती आदेश प्राप्त झाल्यानंतर, नियुक्ती आदेशाच्या दिनांकापासून सहा महिन्याच्या आत आपण जात प्रमाणपत्राची वैधता संबंधित जात पडताळणी समितीकडून करून घेणे आवश्यक राहील. अन्यथा आपली नियुक्ती विनाअट त्वरित रद्द केली जाईल ह्याची नोंद घ्यावी. त्याकरिता आवश्यक असणारी कागदपत्रे तसेच आपणांस नियुक्ती देण्यात आलेल्या विद्युत केंद्रातील मानव संसाधन विभागाकडे सुपूर्द करण्यात यावीत. संबंधित विद्युत केंद्रातील मुख्य अभियंता मार्फत सदरहू कागदपत्रे संबंधित विभागीय जात पडताळणी अधिकाऱ्यांकडे पाठविण्यात येतील याची नोंद घ्यावी. जात पडताळणी समितीकडून जात वैधता प्रमाणपत्र मिळविण्याची सर्वस्वी जबाबदारी आपली असणार आहे. (जोडपत्र क्र-६).

१६) प्रशिक्षणाअंती आपली सेवाज्येष्ठता ही म.रा.वि.नि.कं. गर्या कर्मचारी सेवाज्येष्ठता विनियमामधील प्रचलित तरतुदीनुसार निश्चित करण्यात येईल.

१७) महानिर्मिती कंपनीत प्रशिक्षणाकीरता रुजू होतेवेळी रु.१००/- किंमतीच्या मुद्रांकावर रु. पाच लाख इतक्या रक्कमेचे बंधपत्र (रु. ५,००,०००/-) ०५ वर्षांच्या कालावधीकरीता (जोडपत्र क्र-४) सादर करावे लागेल व ते सादर न केल्यास प्रशिक्षणास रुजू न करून घेता आपले नियुक्ती पत्र रद्द करण्यात येईल याची नोंद घ्यावी.

१८) महानिर्मिती कंपनीचे प्रशासकीय परिपत्रक क्रमांक ५१८ दिनांक ०८.०५.२०२३ च्या अधीन राहून प्रशिक्षण कालावधी पूर्ण झाल्यानंतर नियुक्तीच्या दिनांकापासुन २ महिन्याच्या कालावधीत आपले स्वतःचे मालमत्ता विवरणपत्र नियंत्रण अधिकाऱ्यांमार्फत नमुद परिपत्रकातील सूचनांनुसार संबंधित अधिकाऱ्यांकडे सादर करावे. (जोडपत्र क्र-९).

१९) प्रशिक्षण कालावधीत किंवा त्यानंतर बंधपत्राचा कालावधी पुर्ण होण्याच्या आतच जर आपण महानिर्मिती कंपनीचा सेवेचा राजीनामा दिल्यास आपणांस महाराष्ट्र राज्य वीज निर्मिती कंपनी कर्मचारी सेवाविनियम क्र. १६ नुसार तसेच प्रशासकीय परिपत्रक क्रमांक ४७४ दिनांक २१.०५.२०२१ अन्वये सर्व अटींच्या पूर्ततेसह बंधपत्राचे पोटी रुपये ५,००,०००/- (रुपये पाच लाख) प्रशिक्षणावरील खर्च कंपनीत जमा करणे बंधनकारक राहील.

२०) प्रशिक्षण कालावधी पुर्ण केल्यानंतर आपली पुढील नेमणूक अस्थायी स्वरुपात करण्यात येईल. आपली स्थायी नियुक्ती ही परिविक्षा कालावधीवर अवलंबून राहील. परिविक्षा कालावधी (Probation Period) समाधानकारक पुर्ण केल्यानंतर आपणांस महानिर्मिती कंपनीच्या सेवेत कायम करण्यात येईल.

२१) महाराष्ट्र सिक्किम (Declaration of Small Family) अधिनियम, २००५ अंतर्गत विहित केलेल्या "छोटे कुटुंब" व्याख्येमध्ये मोडत असल्याचे प्रतिज्ञापत्र रुजू होतेवेळी आपणांस सादर करणे बंधनकारक आहे. (जोडपत्र क्र-८).

२२) आपली निवड अपंग आरक्षणाअंतर्गत झाली असल्यास आपणांस सक्षम अधिकाऱ्यांनी दिलेले अपंगत्वाचे (किमान ४०% शारिरीक बाधित व्यंगत्वाचे प्रमाण) प्रमाणपत्र सादर करणे बंधनकारक आहे. अन्यथा रुजू करून घेतले जाणार नाही.

२३) आपली निवड भूकंपग्रस्त आरक्षणाअंतर्गत झाली असल्यास आपणांस सक्षम अधिकाऱ्यांनी दिलेले भूकंपग्रस्ताचे (Earthquake Affected) प्रमाणपत्र सादर करणे बंधनकारक आहे. अन्यथा रुजू करून घेतले जाणार नाही.

२४) आपली निवड माजी सैनिक आरक्षणाअंतर्गत झाली असल्यास आपण रुजू होताना आपले मूळ डिस्चार्ज कार्ड (Discharge Card) आपणांस संबंधित मुख्य अभियंता यांचे कार्यालयात पडताळणी दाखल सादर करणे बंधनकारक आहे.

२५) आपली निवड प्रकल्पग्रस्त आरक्षणाअंतर्गत झाली असल्यास आपणास सक्षम अधिकाऱ्यांनी दिलेले मूळ प्रकल्पग्रस्त प्रमाणपत्र सादर / जमा करणे बंधणकारक राहील अन्यथा रुजू करून घेतले जाणार नाही.

२६) आपली नियुक्ती कागदपत्रे पडताळणीच्या अधीन राहून करण्यात येत असल्याने पडताळणीअंती कोणती कागदपत्रे खोटी / बनावट व अवैध आढळल्यास आपले नियुक्तीपत्र रद्द करण्यात येईल.

२७) आपणांस आपले प्रशिक्षण पुर्ण केल्यानंतर महानिर्मिती कंपनीमध्ये महाराष्ट्रात ज्या औ.वि.केंद्रात पदस्थापना देण्यात येईल त्या ठिकाणी किमान ०३ वर्ष काम करावे लागेल. आपली सेवाजेष्ठता ही राज्यस्तरीय असल्यामुळे आपली महानिर्मिती कंपनीच्या कोणत्याही केंद्रात/कार्यालयात बदली होऊ शकते. बदलीबाबतचे सर्व अधिकार हे व्यवस्थापनाचे राहतील.

२८) प्रशिक्षण कालावधीत आपणांस १५ दिवसाची नैमित्तीक रजा कॅलेंडर वर्षात प्रशिक्षण कालावधीच्या प्रमाणानुसार मिळेल (on pro-rata basis).

२९) आपली नियुक्ती **पदवीधर अभियंता (प्रशिक्षणार्थी) (GET)** या पदावर अस्थायी स्वरुपाची असून आपली सेवा कोणत्याही बाजूने नियमाप्रमाणे २४ तासाची पुर्व सुचना कोणतेही कारण न दर्शविता समाप्त केली जावू शकते.

३०) प्रशिक्षण केंद्रात हजर झाल्यानंतर आवश्यक कागदपत्रांची तपासणी करण्यात येईल. तद्नंतर आपले प्रशिक्षणासाठी मुख्य कार्यालय, प्रशिक्षण विभागामार्फत स्वतंत्र कार्यालयीन आदेश निर्गमित करून त्यात प्रशिक्षणाचा दिनांक नमुद करण्यात येईल. सदर नमुद दिनांकापासुन आपले प्रत्यक्ष प्रशिक्षण (On Job Training अथवा Class Room Training) सुरु होईल. सदरील कार्यालयीन आदेश हा महानिर्मिती कंपनीच्या संकेतस्थळावर प्रसिध्द करण्यात येईल.

३१) पदवीधर अभियंता प्रशिक्षणार्थी प्रशिक्षण कालावधी आपण यशस्वीरित्या पूर्ण केलेनंतर आपली पुढील **पदस्थापना औ.वि.केंद्र, खापरखेडा** येथे निश्चित करण्यात येत असून प्रशिक्षण पूर्ण झालेनंतर आपली पदस्थापना निश्तिच केलेल्या ठिकाणी आपणांस रुजू होणे बंधनकारक राहील.

आपला विश्वासू,

(राहुल जयवंत नाळे)
मुख्य अभियंता (तांत्रिक)

सहपत्र क्रमांक - जोडपत्र क्रमांक-१ (Annexure-I)
(पदवीधर अभियंता-प्रशिक्षणार्थी (GET) नियुक्तीच्या शर्ती व अटी)
जोडपत्र क्रमांक-२- साक्षांकन अर्ज (Attestation Form)
जोडपत्र क्रमांक-३- प्रतिज्ञापत्र (Affidavit)
जोडपत्र क्रमांक-४- बंधपत्राचा नमुना (Specimen copy of Agreement Bond)
जोडपत्र क्रमांक-५- नोकरीचा विहीत नमुना अर्ज
जोडपत्र क्रमांक-६- जाती वैधता प्रमाणपत्राबाबतची कागदपत्रे तपासणी सूची
जोडपत्र क्रमांक-७- SAP करीता आवश्यक असलेला वैयक्तिक माहितीपत्राचा संच
जोडपत्र क्रमांक-८- लहान कुटुंबाचे प्रतिज्ञापत्र
जोडपत्र क्रमांक-९- मालमत्ता विवरणपत्र

प्रत सस्नेह रवाना :-

१) मुख्य अभियंता, मरावीनिकंम, कोराडी प्रशिक्षण केंद्र, कोराडी.

२) मुख्य अभियंता, मरावीनिकंम, औ.वि.केंद्र, कोराडी.

- प्रशिक्षणार्थी अभियंतांचे दरमहा अदा करावयाचे विद्यावेतन आपले औ.वि.केंद्रामार्फत तयार करुन संबंधित प्रशिक्षणार्थीस आपले स्तरावर अदा करण्याचे करावे. विद्यावेतन व इतर अनुषंगिक देयके अदा करण्यासाठी संबंधित प्रशिक्षणार्थी अभियंते हे आपल्या केंद्राशी संलग्न करण्यात येत आहेत.
- नियुक्त केलेल्या प्रशिक्षणार्थींना रुजु करुन घेण्यासाठी व त्यांचेकडुन नियुक्ती आदेशातील कागदपत्रांची पूर्तता पुर्ण करुन घेण्याचे कामी आपले कार्यालयातील उप महाव्यवस्थापक (मासं) / व्यवस्थापक (मासं) या स्तरावरील दोन अधिकारी व दोन सहाय्यक कर्मचारी यांना सदर कामासाठी निर्देशित करावे.

३) मुख्य महाव्यवस्थापक (मासं), मरावीनिकंम, प्रकाशगड, मुंबई.

प्रत रवाना :-

१) महाव्यवस्थापक (विवले), मरावीनिकंम, औ.वि.केंद्र, कोराडी.

२) उप महाव्यवस्थापक (मासं), मरावीनिकंम, औ.वि.केंद्र, कोराडी.

- संबंधित पदवीधर अभियंता - प्रशिक्षणार्थी (GET) यांचेकडुन सदरच्या नियुक्तीपत्रातील नमुद केलेल्या सर्व अटी व शर्तींची पूर्तता पुर्ण करुन घ्यावी आणि त्यानंतरच संबंधित नियुक्तीधारकास रुजु करुन घ्यावे.
- नियुक्तीचा अहवाल स्विकारल्यावर कार्यालयीन नोंदीसाठी नियुक्तीधारकांनी सादर केलेला रुजु अहवाल व आवश्यक ती कागदपत्रे मुख्यालयास पाटविण्यात यावा.

३) सहाय्यक महाव्यवस्थापक (विवले-भनिनि), धारावी, मुंबई.

४) सहाय्यक महाव्यवस्थापक (मासं-मावक), मरावीनिकंम, धारावी, मुंबई.

५) उप कार्यकारी अभियंता (प्रशिक्षण), मरावीनिकंम, सांघिक कार्यालय, मुंबई.

६) वै.नस्ती / का.आ.नस्ती. / संबंधित क्रमणिका अहवाल.

MAHATRANSCO

MAHARASHTRA STATE ELECTRICITY TRANSMISSION
(CIN U40109MH2005SGC153646)
HUMAN RESOURCE – TECHNICAL ESTABLISHMENT DEPARTMENT
Phone No. (022) 26598595/2659500
Fax - (022)26598587/26592001
E-mail - cgmhr@mahatransco.in
Web Site: www.mahatransco.in
Plot No. C-19, Prakashganga 7th floor, Bandra-Kurla Complex, Bandra (E), Mumbai-400051

No.MSETCL/HR-T/AE (Trans)/Apptt./PR- 610/File No.182/ 5115 Date: 17 JUL 20

APPOINTMENT LETTER
BY POST / E-MAIL

To,
Shri. OMKESH UDHDAVRAO NAWALKAR
AT POST PIMPLOD
TQ DARYAPUR
DIST AMRAVATI
AMRAVATI-444706
MAHARASHTRA
Email:- omkesh.nawalkar1@gmail.com

Sub: Appointment as **Assistant Engineer (Transmission)** in the pay scale of Rs. **49210-2165-60035-2280-119315/-**

Ref: 1) Advertisement No. 04/2022
2) Your Application dtd. 21-05-2022

Sir,

On the recommendation of the Competent Selection Committee and in pursuance to the approval accorded by the Competent Authority, you are hereby appointed as **Assistant Engineer (Transmission)** on purely temporary basis in the pay scale of **Rs. 49210-2165-60035-2280-119315/-** Your appointment as Assistant Engineer **(Transmission)** is subject to the Terms and Conditions as specified in the Annexure attached to this letter and also the conditions as mentioned below. The details of reservation benefits you have availed are as under:-

Caste Category Applied	Selected against post reserved	Selected under Horizontal Reservation	Selected Under Divyang Quota
NTC	NTC	-	-

2. You will draw pay at minimum of the Pay scale of **Rs. 49210-2165-60035-2280-119315/-** plus D.A. and other allowances as are applicable to the post of Assistant Engineer (Transmission) in MSETCL.

3. Your seniority in the post of Assistant Engineer (Transmission) shall be on provisional basis without prejudice to the claims of seniority of others, if any.

4. As per GoM Resolution No.BCC-2011/Ref.No.1064/2011/16-B dtd.12.12.2011 read with MSETCL Administrative Circular No.306 dtd.19.01.2012, you will be allowed to join only after submission of all documents, certificates required for Caste Certificate Validation. Further, it will be your sole responsibility to obtain Caste Validation Certificate from the concerned Caste Scrutiny Committee and produce the same within six months from the date of appointment letter, failing which your services will be terminated without giving any notice. **(This clause is applicable to you if you have applied under social reservation benefit).**

5. As per GoM Resolution No. अनाथ-२०१८ /प्र. क्र. १८२/का-०३ दि. २३.०८.२०२१ you will be allowed to join provisionally subject to verification of your claim for Orphan Reservation from the appropriate authority. **(This clause is applicable to you, if submitted application under Orphan Reservation).**

6. You will have to undergo the Induction Level Training of approximately 45 working days (including Saturdays) at National Power Tainting Institute, NPTI Complex, Faridabad Bypass Road, Near NHPC Chowk, Sector 33, Faridabad, Haryana- 121003. For training related activities assistance like accommodation, how to reach etc. please contact Dr. Vatsala Sharma, Program Director, Cell No. 9810743209, Shri. Sandeeep Sharma, Coordinator, Cell No. 9098482038, Shri. Amit Mishra, Assistant Director (For Hostel Coordination), Cell No. 8882444435 & Shri. Mukesh, Hostel Caretaker, Cell No. 9873551882. On completion of training, you will have to pass the test / exam prescribed by the Competent Authority for this purpose.

7. Immediately after receipt of this Appointment Letter, you should apply for Character & Antecedent Certificate (Police Verification) at https://pcs.mahaonline.gov.in and submit the same at the time of Joining. Please note that, at the time of joining if you do not possess the Character & Antecedent Certificate, you will not be allowed to join. [While applying online for Character & Antecedent Certificate, the Designation should be mentioned as the **Chief General Manager (HR), Plot No, C-19, Prakashganga 7th floor, Bandra-Kurla Complex, Bandra (E), Mumbai-400051.]**

8. You will have to submit following documents at the time of your joining.

- Physical Fitness Certificate issued by the Civil Surgeon
- Attestation Form
- Application Form prescribed by Company
- Surety Bond
- Character & Antecedent Certificate (Police Verification)
- Educational Qualification Certificates & Marksheets
- Attested copy of SSC/School Leaving Certificate for Date of birth
- Caste Certificate & Caste Validity **(If applicable)**
- EWS Certificate **(If applicable)**
- Non-Creamy Layer Certificate **(If applicable)**
- Domicile Certificate
- Certificate issued by the Appropriate Authority regarding Orphan Reservation / Sports Reservation / Divyang Reservation / Divyang (alongwith UDID Card) **(If applicable)**
- Relief Order from the present employer, if you are in service.
- Aadhaar Card / Pan Card & Bank details.

9. Request for extension in joining time, for whatsoever reason, will not be accepted. In case you need any clarification in this regard or have any doubt, please feel free to contact **Shri. Swapnil Salunkhe, Senior Manager (HR-TE) on 09594933494 / 022-26595278, E-mail-id:- srmgr9hr@mahatransco.in.**

10. You are requested to please go through the attachments carefully. Please carry all original documents / Certificates with you along-with a set of Photostat copies.

11. No travelling allowance or any other kind of allowance shall be admissible to you for joining at the place of training in pursuance to this appointment letter.

12. If you are willing to accept this appointment on the terms and conditions, **fill in the Appointment Acceptance form** enclosed with this Appointment Letter and forward the same on srmgr9hr@mahatransco.in before **26.07.2023. Non receipt of the same will treated that you are not interested in joining MSETCL and in such case your appointment will be treated as cancelled and your vacancy will be filled from amongst wait listed candidates, no correspondence will be entertained in this regard, which may please be noted.**

13. If you accept this appointment on the terms and conditions you are requested to report at the place of Induction Training National Power Tainting Institute, NPTI Complex, Faridabad Bypass Road, Near NHPC Chowk, Sector 33, Faridabad, Haryana- 121003 on 27.08.2023 i.e. Sunday at 9.00 AM alongwith the required documents as mentioned above for documents verification. However, your 45 days Induction Training will start from 28.08.2023 & your joining date in MSETCL for all purposes will be treated as 28.08.2023.

14. Please visit our website ***www.mahatransco.in*** for more information about Company's profile.

You are welcome to MSETCL family.

Thanking you,

Yours faithfully,

(Sudhir Wankhede)
Chief General Manager (HR)

Encl: 1. Terms & conditions 2. Application form
3. Attestation form 4. Specimen of Surety Bond

Copy s.w.rs. to:

The Director (Projects) / Director (Operations) / Director (HR), MSETCL, Corporate Office, Mumbai

Copy to:-

1. The General Manager (HR-MPP) / (HR-Esstt), MSETCL, Corporate Office, Mumbai
2. The Superintending Engineer (HR-Training), MSETCL, Corporate Office, Mumbai
   - He is requested to do needful regarding arrangement for Induction Level Training.
3. The A.G.M. (HR-DA) / (HR-Claims) / (HR-TE), Corporate Office, Mumbai
4. The AGM (HR-CPF), Dharavi, MSETCL, Corporate Office, Mumbai
5. The AGM (HR-TE), Corporate Office, Mumbai
   - It is requested to arrange to collect following documents from the above appointee on 27.08.2023 in pursuance to this appointment letter.

   a) Prescribed application form duly filled in.
   b) Character & Antecedent Certificate (Police Verification)
   c) Bond of five years executed on stamp paper
   d) Attested copy of SSC/School Leaving Certificate for Date of birth
   e) Attested copy of Degree Certificate/Mark-list.
   f) Attested copy of Caste Certificate issued by the Appropriate Authority, if any.
   g) Attested copy of "Caste Validity Certificate" belonging to SC/ST/VJ-A/NT-B/ NT-C/NT-D/Spl. BC/ OBC community, as the case may be.
      - In case the Caste Validity Certificate is not available then required documents for caste validation, if applicable.
   h) Attested copy of "Non-creamy layer" Certificate for the candidates belonging to VJ-A, NT-B, NT-C, NT-D, Spl. BC, OBC and required for Woman Reservation, if any.
   i) Domicile Certificate of Maharashtra State
   j) EWS Certificate if applicable
   k) Orphan Certificate / Sports Certificate / Divyang Certificate (alongwith UDID Card) if applicable.
   l) Relief Order from the present employer, if in service
   m) Aadhaar Card/Pan Card & Bank details

   - It is also requested to arrange to collect Physical Fitness Certificate of the appointee obtained from the Civil Surgeon and X-Ray film of the chest. On report for duties/training by the above appointee, his/her joining report may be obtained from them.
   - Arrangement for completing other post joining formalities such as hiring in SAP/ERP System, detailed posting of appointee and for drawl of salary of the appointee from the date of his / her joining at National Power Tainting Institute, NPTI Complex, Faridabad, Haryana- 121003 etc. may please be done.
6. The Sr. Manager (F&A-ET), MSETCL, Corporate Office, Mumbai
7. PR File/Follow up/PF/PR-610

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MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD
PAYSLIP FOR THE MONTH OF January 2024

Name : Omkesh Udhdavrao Nawalkar		Office of Work :220
Personal No :00026754	Designation :Assistant Engineer (Trans)	Ctrl.Off :EHV O&M I
CPF No : 02903580	Emp Group :Class II	Bank A/C No : 0428(
UAN No : 101794716324	Emp Subgrp :Astt. Engr Eq	Name of Bank :ICICI
PAN NO : BSAPN6573N	Date of retirement :29.02.2056	Date of Payment :3(
Basic Pay : 49,210.00	Next Increase Date :28.08.2024	
PayScal : 49210-2165-60035-2280-119315		

LEAVE BALANCE/TOTAL ACCRUED: | LOAP= 0.00 / 0.00 COMM= 0.00 / 0.00 | CL= 15.00 /15

Earnings		Deductions		Perks/Other Inc
Monthly Basic Salary	49,210.00	Ee PF contribution	8,622.00	Agg of Chapter
Dearness Allowance	22,637.00	Prof Tax - split period	200.00	Er Pension cont
House Rent Allowance	4,429.00	Staff Welfare Fund	10.00	Er Dependend We
Electricity Charge Allow	530.00	Ee Dependend Welfare Fun	30.00	
Special Compensatory All	400.00	Flag Day Contribution	1,000.00	
Fringe Benefit-Field	1,130.00	Mediclaim Contribution	1,238.00	
Transport Asst Allowance	250.00			
Entertainment Reimbursem	670.00			
Book Reimbursement	880.00			
Mobile Reimbursement	500.00			
BF-Night Shift Allowance	1,200.00			
Total	81,836.00	Total	11,100.00	

Take Home Pay 70,736.00

Form 16 summary	
Gross Salary	571,410.00
Balance	571,410.00
Std Deduction	50,000.00
Emp mnt tax (Prof Tax)	1,600.00

MESSAGE OF THE MONTH

(17)

Tech Mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Ref: 706425/1723805/ELTP

01-AUG-2019

Mr. Prashik Anilrao Tidake
Pune (Mah) - 411027
Mobile: 8446116634

Subject: Offer of Appointment

Dear **Mr. Prashik Anilrao Tidake**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.

2. You will be on probation for a period of **6 months** from the date of joining the Company during which you will be on training. The training program called **"Entry Level Integrated Training and Enablement"(ELITE)** will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only).** Please refer **Annexure B** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following:-

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

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Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only**). As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only**) towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.

9. You are required to join on **08-AUG-2019** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **Chi*rangda Parihar** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD,PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE,SPECIAL ECONOMIC ZONE,PUNE-411057(MAHARASHTRA),INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **08-AUG-2019**.

For Tech Mahindra Limited

Venkat Paturi
Head - Resource Management Group

Encl: **Annexure-A & B**(Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** – General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:
Prashik Anilrao Tidake

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ANNEXURE - A

NAME	**Mr Prashik Anilrao Tidake**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**PUNE**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67,712
HRA (@50% OF BASIC)	33,856
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8,125
FLEXIBLE COMPONENTS OF TFP	92,013
TOTAL FIXED PAY..... (A)	**2,25,706**
TOTAL VARIABLE PAY (TVP)..... (B)	**25,079**
ADDITIONAL BENEFITS..... (C)	**9,215**
GRATUITY	3,257
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,958
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**260,000**

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 Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12, 000
Meal Card	26,400

(Contd...)

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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   a) **Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
   b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

Venkat Paturi
Head - Resource Management Group

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Ref: 826326/1945216/ELTP **27-AUG-2021**

Ms. Shrutika Avinash Naphade
Pune (Mah) - 411061
Mobile: 8421441416

Subject: Offer of Appointment

Dear **Ms. Shrutika Avinash Naphade**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.

2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**"(**ELITE**) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only).** Please refer **Annexure B** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following:-

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

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7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/-** (**Rupees One Lakh Only**). As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/-** (**Rupees Fifteen Thousand Only**) towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.

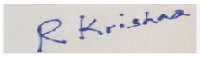
9. You are required to join on **03-SEP-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **VINCY VARGHESE** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD,PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE,SPECIAL ECONOMIC ZONE,PUNE-411057(MAHARASHTRA),INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **03-SEP-2021.**

For Tech Mahindra Limited



Krishna Ramaswami
Head - Resource Management Group

Encl: **Annexure-A & B**(Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** ? General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:
Shrutika Avinash Naphade

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ANNEXURE - A

NAME	**Ms Shrutika Avinash Naphade**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**PUNE**

COMPONENTS	**Per Annum** (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67541
HRA (@50% OF BASIC)	33771
BONUS / STATUTORY BONUS	24000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8105
FLEXIBLE COMPONENTS OF TFP	91718
TOTAL FIXED PAY..... (A)	**225135**
TOTAL VARIABLE PAY (TVP)..... (B)	**25015**
ADDITIONAL BENEFITS..... (C)	**9850**
GRATUITY	3249
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	6601
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**260000**

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 Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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ANNEXURE A (Contd...)

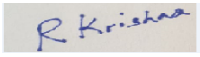
3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   - **a) Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
   - **b) Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh.**
   - **c) Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   - a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   - **b) Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,



Krishna Ramaswami
Head - Resource Management Group

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ANNEXURE - B

NAME	**Ms Shrutika Avinash Naphade**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**PUNE**

COMPONENTS	**Per Annum** (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	84865
HRA (@50% OF BASIC)	42433
BONUS / STATUTORY BONUS	24000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10184
FLEXIBLE COMPONENTS OF TFP	121402
TOTAL FIXED PAY.....(A)	**282884**
TOTAL VARIABLE PAY (TVP)..... (B)	**31432**
ADDITIONAL BENEFITS..... (C)	**10684**
GRATUITY	4083
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	6601
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325000**

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 Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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ANNEXURE B(Contd...)

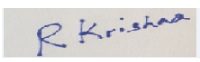
3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   - **a) Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
   - **b) Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh.**
   - **c) Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   - a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   - **b) Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited



Krishna Ramaswami
Head - Resource Management Group

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ANNEXURE ? C

1. **Terms and Conditions**

(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 Tech Mahindra 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) **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.

(d) **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 Tech Mahindra 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 Tech Mahindra Ltd
ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
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 or a service provider and the Company

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(e) **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.

(f) **Confidentiality / Non-Disclosure**

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.

i) 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.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra 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 Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

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During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.
In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such 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**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 days** on 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, Tech Mahindra 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.

iii) 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.

iv) 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** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

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v) 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**.**

vi) 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** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) 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** herein above on the grounds of misrepresentation of facts.

viii) 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** 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.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of 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 misstated 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 forthwith terminate your employment as per the procedure mentioned in **Clause 3** 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.

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(b) You confirm and represent that there exists 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 Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra 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 Tech Mahindra's 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 Tech Mahindra's policies. Tech Mahindra 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**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited'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 individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

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

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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 work table and storage space is 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.

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) your 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 arise 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 Tech Mahindra Limited 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 **Mumbai** only.

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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 & B** (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 / work days 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 Tech Mahindra Limited's 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 Tech Mahindra Limited's 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 Tech Mahindra Limited 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.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ? C** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

Place :

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ANNEXURE - D - Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**.

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

(d) **Valid Passport**
Please submit copy of the valid Passport (front and back 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.

(e) **PAN Card and Proof of PAN Number**
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.

(f) **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 KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **Indemnity Bond**
*Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

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.
Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

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ANNEXURE - E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra 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 "Tech Mahindra 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 Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's 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 Tech Mahindra Limited and I shall regard it as confidential and secret information.
- The confidential information is the property considered to be the trade secrets of Tech Mahindra 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 Tech Mahindra 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 Tech Mahindra Limited.
- I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
- I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
- Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., 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 Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra 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 to Tech Mahindra Limited upon termination of my employment.
- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

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 :
Signature :
Date :

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ANNEXURE - F - Medical Self-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?			

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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?			

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/MMM/YYYY)

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ANNEXURE - G - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra 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 Tech Mahindra 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 Tech Mahindra 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.

Tech Mahindra 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, Tech Mahindra 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 Tech Mahindra 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 Tech Mahindra Limited to secure to Tech Mahindra 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 Tech Mahindra 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 Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

_____

ACCEPTED

_____

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ANNEXURE - H - Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra 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 Tech Mahindra 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 Tech Mahindra Limited during the term of my employment with Tech Mahindra 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 Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra 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 Tech Mahindra 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 Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's 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 Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

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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 Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra 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, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra 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 Tech Mahindra 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 Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra 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:** Tech Mahindra 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 Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's 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 Tech Mahindra 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. Tech Mahindra 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 Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement

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that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra 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 Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra 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 Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra 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 Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra 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 Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra 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 Tech Mahindra Limited's 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 Tech Mahindra Limited's 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 Tech Mahindra 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, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 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 Tech Mahindra 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, Tech Mahindra 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.

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10. **Severability:** Each clause 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.

11. **Entire Agreement**: This Agreement reflects the full and complete agreement between myself and Tech Mahindra 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 Tech Mahindra 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 Tech Mahindra 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.

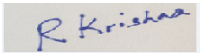
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra 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 Tech Mahindra 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 _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited



Krishna Ramaswami
Head - Resource Management Group

Signature

_____

(Shrutika Avinash Naphade)

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ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Ms. Shrutika Avinash Naphade** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Shrutika Avinash Naphade** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ___day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

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Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr. /Ms. /Mrs**. << Name >> age <<Age>>** S/o Mr**. <<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr**.<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No _____dated of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.

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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.

7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part: **Sig**:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety: **Sig**:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

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(23)

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Date: **January 03, 2022**

Letter of Offer

Dear Manasi Sarnaik,

Further to your interview dated October 25, 2021, we are pleased to offer you the position of **Trainee – Software Engineer** in our organization.

Please refer to the attached Annexure-1 for your salary structure and an explanation of its components.

On joining the company, you will be on training for a minimum period of 3 months. The monthly stipend during your training period will be **Rs. 20,000/-** (including Provident Fund & deductions will be as applicable).

Subject to successful completion of the training, your employment will be confirmed as **Software Engineer.**

You are required to join duties with effect from January 12, 2022 for this offer to be valid.

We look forward to your joining Cybage at the earliest and wish you a successful career with us.

Thanking you,

Sincerely,
For Cybage Software Pvt. Ltd.

Tina Rastogi
Vice President - Human Capital Management

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ANNEXURE-1

SALARY BREAK-UP

Name:	Manasi Sarnaik
Designation:	Software Engineer
Date Of Joining:	January 12, 2022
Department:	Engineering
Primary Skill:	Fresher

No.	Components of Salary	Amount Rs. (per annum)
A	**Monthly Salary components**	
i	Basic	180,000
ii	HRA	74,040
iii	LTA	5,100
iv	Bonus \ Ex-Gratia	37,020
v	Conveyance Allowance	55,530
vi	LTA	18,510
vii	EPF Employer's Contribution	23,400
	ANNUAL GROSS FIXED SALARY	**393,600**
B	**Major benefits**	
vii	Gratuity	8,658
viii	Insurance-Mediclaim	6,600
ix	Insurance-Term Life	1,788
	TOTAL COMPENSATION (A+B)	**410,646**
C	**Variable Pay**	**39,360**
D	**COST TO COMPANY (A+B+C)**	**450,006**

**Details mentioned in the "Explanation of terms used" section in the next page.*

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ANNEXURE-2

Additional Terms and Conditions of Offer

1. **Work location and transfer:**
This offer is subject to your preparedness to work in any of the locations of Cybage or its affiliates. Your services are transferable and you may be assigned to any office of Cybage or an associate company.

2. **Working hours:**
Working hours depend upon your project and the geography that you have been tagged to. On an average employee needs to work for 8 hours a day.

3. **Mandatory tenure of employment:**
On joining Cybage, you will continue to be employed with Cybage for a minimum period of fifteen months. If you resign before expiry of the mandatory term of employment of Fifteen Months, you shall be liable to pay to Cybage damages equivalent to one lakh rupees.

4. **Background verification:**
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

5. **Non-competition**:
During the term of your employment with Cybage, you will not engage in any other employment, occupation, consulting, or other business activity related to the business in which Cybage is now involved or becomes involved during the term of your employment. You will not engage in any other activity that conflicts with your obligations to Cybage during the term of your employment and for one year thereafter without the prior written consent of Cybage.

6. **No-Dual Employment:**
You shall devote your full time and attention to the performance of the duties incident to Cybage's position with internal and external stakeholders, Parent, affiliates and the Clients, and shall not have any other employment or engagement (whether permanent or temporary, full time or part time, advisory or consulting) with any other individual, company, enterprise, organization which will confer any responsibility which would be inconsistent with your duty to devote your full time and attention to Cybage expectations from you, provided that, the foregoing shall not prevent you from participating in any charitable or civic organization that does not interfere with your performance of the duties and responsibilities to be performed by you under your employment with Cybage.

7. **Appraisal:**
Your performance shall be assessed at regular time intervals and you shall be eligible for salary revision based on your performance and your capability as well as company's performance.

8. **Notice period**: For resigning from Cybage, you are required to serve a notice period as per the policy of resignation and as applicable at the time of departure.

9. **Acceptance:**

If the terms and conditions of this offer are acceptable to you, kindly return a duplicate of this letter of offer duly signed with your acceptance. Cybage may defer and/or cancel this offer at any time before or after your joining in case any information furnished by you is found incorrect or misleading.

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Explanation of terms used:

i. **Conveyance allowance**: To meet the expenditure of commute between the place of residence and office/place of duty. In cases when there is no commute to work place this allowance shall not be applicable.

ii. **Mediclaim Insurance:** As per the company policy, you are eligible for Insurance. At present the insurance cover available for Cybage employees is:
   a. **Medical cover** of Rs. 2,50,000/- for employee, spouse and two dependent children.
   b. **Accident cover** of Rs. 10,00,000/-, payable to beneficiary in case of death of employee. The insurance aforesaid are subject to review as per Cybage policy on an annual basis.

iii. **Term Life Insurance:** As per the company policy, you are eligible for Term life Insurance.
   At present the insurance cover available for Cybage employees is 7 times of Annual Gross Fixed salary.
   The insurance aforesaid are subject to review as per the Cybage policy on an annual basis.

iv. **Variable Salary:**
   The eligibility and payment criteria of Variable pay shall be as follows:
   a. Only employees of Cybage India software Pvt. Ltd ('Cybage') shall be eligible for Variable pay, provided it is part of the salary structure of respective employee.
   b. Payment of variable pay is contingent upon the Cybage's annual revenue growth for Software Services and individual's performance. It is capped up to 10% of the employee's annual gross salary.
   c. Cybage's annual revenue growth for Software Services shall exclude any revenue generated through inorganic merger and acquisition.
   d. Variable pay shall be prorated for the salary remitted to the employee's during the preceding financial year, ending March 31st.
   e. Variable pay shall be paid to all employees who are on the payroll of Cybage and not serving notice period as of March 31st.

Income Tax: Income tax and Professional tax will be deducted at source as per the rules applicable.

The information pertaining to compensation and benefits is personal and confidential in nature. You should maintain confidentiality of your compensation details and any increment.

Cognizant

27

17-Jul-2019

Dear Narendra Ranchhoddas Chandak,
B.Tech/B.E., Electronics & Telecommunications
Shri Sant Gajanan Maharaj College of Engineering

Candidate ID – 13433577

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs. 21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
Global Head-Talent Acquisition
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature : **Date:**

Candidate ID: 2189637 /735217,

Date of Joining: 04/20/2021,

Joining Location: Mumbai,

Designation: Analyst,

Dear Yash Rajesh Shrivas,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Mumbai office, for joining formalities as per the address mentioned below:

Address

Capgemini knowledge Park(SEZ),IT3/IT4, Airoli knowledge Park,Thane Belapur Rd,
Airoli Knowledge Park, TTC Industrial Area, MIDC, Navi Mumbai - 400708

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
2.	Employment Documents: **Current Employment(Immediate Previous)** a) Relieving letter /Experience Certificate(if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory) b) Payslips for last 3 months c) Form 16 d) Salary Account 6 months Bank Statement e) Letter of appointment/Offer letter from employer which captures start date **Previous Employment** Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day
3.	**Education Documents** a) 10 Marksheet and certificate. b) 12th marksheet and Certificate. c) Graduation Marksheets and certificate/Diploma certificate. d) Post-Graduation Marksheets and degree certificate(If applicable) e) Any other relevant certificate
4.	**Proof of identity/ Address** a) PAN Card b) AADHAR Card c) Passport In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs i) Voters Id ii) Driving License iii) Ration card iv) Electricity Bills v) Gas card vi) Notarized Self Affidavit
5.	Passport size photographs(6 nos)
6.	**Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)** a) Form 16/Form 26AS b) Bank statement for 6 months c) Shop License
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Kindly note:
- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15 AM IST, and contact security at the main gate for your entry pass.

Best Regards,
Team HR

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EMPLOYMENT OFFER LETTER

Capgemini Ref: 2189637 /735217,

04/20/2021,

Yash Rajesh Shrivas
Shri Krushna Nagar Darwha road Yavatmal, Maharashtra - 445001,
Yavatmal ,Maharashtra,
India

Confidential

Dear Yash Rajesh Shrivas,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** (**'Capgemini'** or **'Company'**) starting from **04/20/2021** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**

B) You will be required to work at the Company's offices in location **Mumbai**

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 300,002.00 (Rupees Three Lakh and Two only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

Yash Rajesh Shrivas,

Analyst

Total Cost to Company (CTC). **Rs.300,002.00**

Monthly Components	**Per Month**	**Annualized**
Basic	Rs 10,000.00	Rs 120,000.00
House Rent Allowance	Rs. 4,005.00	Rs 48,060.00
Other Reimbursements & Allowances#	Rs. 0.00	Rs.0.00
Personal Allowance	Rs. 5,000.00	Rs. 60,000.00
Advance Statutory Bonus	Rs. 3,064.00	Rs. 36,768.00
Gross monthly salary	**Rs.22,069.00**	**Rs. 264,828.00**
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.5,772.00
Total Fixed Compensation		**Rs.292,200.00**
Total Cash Compensation		**Rs.292,200.00**
Benefits		
Medical, Accident & Life Insurance Premium		**Rs.** 7,802.00
Capgemini contribution to ESI		Rs.0.00
Total Cost to Company		**Rs. 300,002.00**

You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the Other Allowance and Reimbursements FAQ and Claim Forms.

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.

2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.

3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.

4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.

5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.

++ Employee's contribution towards PF will be made from the monthly salary.

This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.

2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.

3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.

2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.

3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.

4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.

5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) Probationary Period:

1. You will be on probation for period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment.The Company reserves the right to revise the probation period depending on your performance and/or other consideration.

2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

a. You will submit relevant documents as mandated by the Company.

b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;

c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;

d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.

e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.

f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);

g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and

h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 15-May-2021, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.

You fill the complete Back ground verification link given along with the welcome mail of the offer.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn:	Head - Human Resources
Address:	Capgemini Technology Services India Limited, Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi Mumbai, Maharashtra 400708
Email:	hremployeeservices.in@capgemini.com

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen(15)days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anilkumar Singh
Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter 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 Letter 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.

_____

Name: Yash Rajesh Shrivas

Date: 04/20/2021

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited (**"Capgemini"** or **"Company"**) may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

a) one location to another; or

b) one team/department/account/function/Business Unit to another; or

c) one project/job to another; or

d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;

b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;

c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and

d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your

employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall 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.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

a.) you are legally permitted to reside and be employed in India;

b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;

c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;

d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;

e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and

f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;

b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;

c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;

d) prevent the unauthorized use, dissemination or publication of such Confidential Information;

e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;

f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);

g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;

h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and

i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

a) was in your possession before receiving the same from the Company pursuant to this Letter;

b) is or becomes a matter of public knowledge through no fault of yours; or

c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention,

modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively **'Developments'**) that:

a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;

b) results from tasks assigned to you by the Company; or

c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively **'Moral Rights'**). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed

and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During you employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three

months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

(ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).

(iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii)misconduct by you as provided under the labour laws and/or in the Company policies.

(iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

(v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

(i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.

(iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors,

officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.
This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I,_____ _____residing at _____ _____ _____, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the"Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1.That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
b) payroll processing agencies for processing my payroll (including reimbursement claims),
c) law enforcement agencies,
d) to comply with a judicial/quasi judicial order,
e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
f) insurance companies for the purpose of group insurance, personal accident insurance etc.
g) service providers providing services for biometric access to office premises for monitoring attendance.
h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

a.) affiliates of the Company for administrative purposes and/or audit;
b.) clients/prospects in relation to any staff augmentation assignments.

3.That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4.That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6.I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information inCompany's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:

Signature
Date:

Offer: Computer Consultancy
Ref: TCSL/CT20172184122/Pune
Date: 19/02/2021

Mr. Bharat Lekharam Dhabekar
S/O Lekharam Dhabekar, Behind Naresh Photo Studio, Anchaleshwar Ward No. 3,Anchaleshwar Road, Shivaji Chowk,
Chandrapur-442402,
Maharashtra.
Tel# 91-9370487972

Dear Bharat Lekharam Dhabekar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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

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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.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. **Terms and Conditions**
The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. **TATA Code of Conduct**
You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

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19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

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*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Bharat Lekharam Dhabekar
Designation	Assistant System Engineer-Trainee
Institute Name	Shri Sant Gajanan Maharaj Coe - Shegaon

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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9. **Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. **General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20173833252/Hyderabad
Date: 18/10/2019

Mr. Vaibhav Gajanan Dixit
Khanjode PlotKhanjode House, Kela Nagar, Khamgaon - 444303,
Maharashtra,
Khamgaon-444303,
Maharashtra.
Tel# 91-7385166549

Dear Vaibhav Gajanan Dixit,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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Deccan park, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicetline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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TCS Careers Services: 1800 209 3444

TATA

(ROSS SALARY SHEET

Annexure 1

Name	**Vaibhav Gajanan Dixit**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Categc y	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TCS Careers Service line: 1800 209 3111 Email: careers@tcs.com

HRD/3T/1000934834/21-22 June 29, 2021

Mr. Akash Kolse
M I G -53 , V.H.B Colony,
Malkapur,
Akola-444004
India

Ph: +91-7038089630

Dear Akash,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.29 16:13:53 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/1000934834/21-22 June 29, 2021

Mr. Akash Kolse
M I G -53 , V.H.B Colony,
Malkapur,
Akola-444004
India

Ph: +91-7038089630

Dear Akash,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **26-Jul-2021.**

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.29 16:13:53 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Akash Kolse**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Akash Kolse**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Offer: Computer Consultancy
Ref: TCSL/CT20172188391/Pune
Date: 18/10/2019

Mr. Sushilkumar Mahesh Tiwari
TiwariAnikat Road,
Kashi Nagar, Swami Samarth Mandir,
Khamgaon-444303,
Maharashtra.
Tel# 91-7559486624

Dear Sushilkumar Mahesh Tiwari,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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 **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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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

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

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14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on

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the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

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20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Sushilkumar Mahesh Tiwari**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

14-MAR-2020

Ref: 770383/1782636/ELTP

Ms. Shivani Anil Nema
Balaghat (Mp) - 481001
Mobile: 9424745062

Subject: Offer of Appointment

Dear **Ms. Shivani Anil Nema**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.

2. You will be on probation for a period of **6 months** from the date of joining the Company during which you will be on training. The training program called **"Entry Level Integrated Training and Enablement"(ELITE)** will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following:-

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary lega documentation pertaining to your employment.

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7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.

9. You are required to join on **19-MAR-2020** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **VINCY VARGHESE** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD,PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE,SPECIAL ECONOMIC ZONE,PUNE-411057(MAHARASHTRA),INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **19-MAR-2020**.

For Tech Mahindra Limited

Venkat Paturi
Head - Resource Management Group

Encl: **Annexure-A & B**(Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** – General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:
Shivani Anil Nema

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ANNEXURE - A

NAME	**Ms Shivani Anil Nema**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**PUNE**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67541
HRA (@50% OF BASIC)	33771
BONUS / STATUTORY BONUS	24000
EMPLOYER'S CONTRIBUTION TO PRO' 'IDENT FUND (@12% OF BASIC PAY)	8105
FLEXIBLE COMPONENTS OF TFP	91718
TOTAL FIXED PAY..... (A)	**225135**
TOTAL VARIABLE PAY (TVP)..... (B)	**25015**
ADDITIONAL BENEFITS..... (C)	**9850**
GRATUITY	3249
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	6601
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**260000**

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 Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   a) **Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
   b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

Venkat Paturi
Head - Resource Management Group

Offer: Computer Consultancy
Ref: TCSL/DT20195760697/Pune
Date: 04/02/2020

Ms. Sakshi Manoj Malviya
Malviya Pura, Morshi,
Durga Mata Mandir,
Morshi-444905,
Maharashtra.
Tel# -7744892087

Dear Sakshi Manoj Malviya,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** 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 **₹4,080/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹7,570/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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HIS offers the following benefits:

1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

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14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the

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documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

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20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

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GROSS SALARY SHEET

Annexure 1

Name	**Sakshi Manoj Malviya**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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TCS Careers Services Line: 1800 209 3111 Email: careers@tcs.com

Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. **Associate's Obligations**
Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. **Intellectual Property Rights**
Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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TCS Careers Services: 1800 209 3111 Email: careers@tcs.com

4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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TCS Customer Service Direct: 1800 209 3111 Email: careers@tcs.com

(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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February 12, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Monali Suresh Nibude

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Associate Systems Engineer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment 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 a part of our team.



February 12, 2020

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Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Monali Suresh Nibude

We are pleased to offer you the position of Associate Systems Engineer, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 58% throughout your education, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e February 24, 2020. 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 your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organisation, as well as for any other purposes that may be required by statutory

and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving Licence
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only) :- Degree certificate and all year mark sheets for the highest degree attained.

Please contact us via **eschoolhiring@in.ibm.com** for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.
- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including

outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/- (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- Your appointment and continued employment at IBM is conditional 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). 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.
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. You are also expected to successfully complete and pass the Company's final assessments, which shall be administered at the end of your training period. Failure to pass these assessments, as determined solely by the Company, may result in termination from the services of the Company. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.

- You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
- You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
- You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
- Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.

- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- 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.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 15th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.



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ANNEXURE A

DATE	February 12, 2020		
NAME	Monali Suresh Nibude	BAND	06G
DESIGNATION	Associate Systems Engineer	LOCATION	BANGALORE
Compensation Components		IBM Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
3. Annual Reference Salary (ARS)		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By - IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)
SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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Other Benefits- Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *

**Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

Maternity Benefit:

All women IBM employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and IBM Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.

b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.

c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.

d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer IBM Maternity leave policy and IBM Flexible work option policy in effect from time to time for more details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.

Important Letter on Transfer / Relocation / Type of Work Assigned

Date - February 12, 2020

Dear Monali Nibude,
This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to **eschoolhiring@in.ibm.com**

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____ Date Of Hire : __ __ / __ __ / __ __ __ __

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology

security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as “Excluded Developments”). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM’s business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.
I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written “None,” “Non/Applicable,” or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of

protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date

(61) 2018-19

cognizant

Ref No: 21490590

22-Jun-2022

Pragati Dhanraj Langote

Dear **Pragati Dhanraj**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Programmer Analyst** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Pune**.

Your annual total compensation will be **INR 700,004**. This includes an annual incentive target of **INR 20,000**. This amount may vary depending on individual and company performance. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered 24 months of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **25-Jul-2022**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Ardeshir R Dastur
AVP – Talent Acquisition

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

Signature: **Date**:

cognizant

Compensation and Benefits

Name: Pragati Dhanraj Langote **Designation:** Programmer Analyst

Sl. No.	Description	Monthly	Yearly
1	Basic	19850	238,200
2	HRA*	11910	142,920
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	2382	28,584
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	18475	221,700
	Annual Gross Compensation		**680,004**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**700,004**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**719,504**

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

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
- Group term life insurance coverage
- Employees' compensation insurance benefit as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

Leave and vacation:

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days

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

 # Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout.

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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

#* Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

**** Incentive target**:

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

Note:

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 22-Jun-2022 between:

DocuSign Envelope ID: 49A429C0-9132-4B77-A7EE-EB0179B1F0A9

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Synechron

April 30th, 2022

Dear Dilip,

We are delighted to have you as part of our growing Synechron family. Welcome aboard!

While you're waiting to join us, take some time to hear our experts and explore our podcast channel. Also, follow us on our social channels:Facebook,LinkedIn,Twitter,YouTube and Instagram to experience our work and culture first hand!

At Synechron, wellbeing of our employees and their families is utmost priority. We have taken various initiatives to ensure safety and welfare of our employees and their families in these stressful times. Our people are our best partners in growth and we have left no stone unturned to ensure the best for them. It is our people who have helped us achieve the honor of **Best Place to Work** for three consecutive years **2018, 2019, and 2020**! We were also a finalist at the US Fintech Awards in the Best Employer Category.

Synechron delivers best-in-class business solutions for banks, asset managers, and insurance companies around the world. We are a leading digital transformation consulting firm focused on the financial services industry, working to Accelerate Digital initiatives for our clients through global technology teams. We invest heavily in our strategy and initiatives that span innovation, research & development, and training.

Now that you're a key team member at Synechron, we would like to ask you to refer your friends, ex-colleagues and acquaintances for joining us. Refer and you can get some cool goodie bags with branded merchandise from us, along with exciting referral bonus.

Take a look at the open roles, and if you know anyone who can be a great team player and is experienced and talented at work, do share their CVs with us at Recruitment@synechron.com. You may also take a look at our diversity hiring programs here.

Despite the virtual work setting that the pandemic has enforced on us, we will ensure a smooth onboarding for you. We offer superlative employment benefits that match the best in the industry. Trust us with your talent in this great career opportunity, and soar with us to greater heights of success!

Wishing you a fruitful career journey with us!

H Pattaje

Best wishes,
Hareesha Pattaje
Managing Director and Country Head - India
Synechron

India - Pune Office
Synechron Technologies
CEDAR Building, Ascendas IT Park,
Rajiv Gandhi Infotech Park
Hinjewadi Phase III, Pune 411057
CIN: U72200PN2001PTC016029

+91 20 4290 1000
+91 20 4290 1010

USA - New York Office
Synechron, Inc.
15 Maiden Lane, Suite 1100
New York, NY 10038

+1 212 619 5200
+1 212 619 5210

DocuSigned by:
Dilip Patil
8751B68FE511457

April 30th, 2022

Mr. Dilip Patil

B1775, Lahan Maruti,

Patilpura, Savda, Taluka-Raver,

District-Jalgaon, 425502

Dear Dilip,

With reference to your application and subsequent interview, we are pleased to offer you a position with **Synechron Technologies Pvt. Ltd.** as **Associate - Technology** on the following terms and conditions:

1. Your cost to company including benefits, while posted in India, will be Rs. **16,53,894 (Sixteen Lakhs Fifty Three Thousand Eight Hundred Ninety Four Only).** The detailed CTC and benefits breakup is as per the attached Annexure, subject to Income Tax deductible at source.

2. You are requested to join us on or before **May 2nd, 2022**.

3. If you join us on or before the mentioned joining date; you will be entitled for a Joining Bonus of Rs. **1,00,000 (One Lakh Only).** Joining bonus amount will be disbursed in 2 equal instalments. 1st Instalment will be disbursed after completion of 3rd month along with 4th month salary and 2nd Instalment will be disbursed after completion of 6th month along with 7th month salary.

4. In case there is any kind of Joining Bonus/Notice Buyouts the candidate/ employee has to serve a minimum period of one year with Synechron Technologies Pvt. Ltd., else they will have to reimburse the entire amount to Synechron Technologies Pvt. Ltd.

5. During your employment with the Company, you will be governed by the service rules and regulations of the company in force or as introduced or amended from time to time.

6. During your employment with the Company, you will be liable to be transferred to any of the offices, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management.

7. In case of relocation for Joining, Company would be liable for all relocation expenses as per the bills provided for the same. This would include expenses incurred for moving yourself, family and household goods subject to an upper cap as per the policy of the organization. The candidate/employee has to serve a minimum period of one year with Synechron Technologies Pvt.Ltd., else they will have to reimburse the entire amount to Synechron Technologies Pvt. Ltd.

8. The company may terminate your services with two months' notice from the Company or with compensation equivalent to two months' salary.

9. In the case where you want to discontinue your employment, you will have to give two months clear notice in writing to the Company of your intentions to do so.

10. You may be required to sign a Service Agreement with the company if you are sent for any specialized training that may be required to upgrade your skills and knowledge in order to take up required responsibilities and assignments. You agree to pay Synechron all costs and expenses incurred for sponsoring specific training in the specialized areas, technologies and skills in case you leave the company within a period of one year after the completion of the specialized training. However regular training provided on technical skills would not be forming part of specialized training. As a process employee will be clearly communicated before undertaking the specialized skilled, technology training, for which the recovery would be applicable on employee not serving the organization for the specified period of employment as per the organization policy.

11. Your scope of work will be communicated to you after your joining wherein you shall be deemed to be under the Resource Management Group till further Project Allocation is communicated. You will be under training period till your final project allocation.

12. As discussed, our offer is contingent on your signing and agreeing to abide by the terms of our company's Confidentiality Agreement. In brief, the Agreement requires that you hold in trust and not disclose to any party, directly or indirectly, during your employment with our company and thereafter, any confidential information relating to, among other items, research, development, trade secrets, employee and / or customer prospect lists, or the business affairs of our company and any of its clients.

13. You have been engaged on the presumption that the particulars furnished by you in your application and resume are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the company shall stand terminated / cancelled without any notice.

14. The retirement age is 58.

15. Please sign the duplicate copy of this letter on each page, to be returned to us as your acceptance of this offer and the terms/conditions detailed in this letter. Please note that no commitments other than what is mentioned in this letter & its annexure will be applicable to you or entertained by us.

Synechron

You are advised to go through the contents of this letter of offer and annexure before signing the duplicate copy.

We take pleasure in welcoming you to Synechron Technologies Pvt. Ltd. and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,

For **SYNECHRON TECHNOLOGIES PVT. LTD.**

Siddhesh Katkar
Associate Director - Recruitment

Agreed and accepted:

I have read the above-mentioned terms and conditions and the same has been explained to me.

I acknowledge that, I have understood and hereby agree to abide by the terms and conditions of employment, including Salary structure during my employment with the company.I will not raise any objection or have any dispute relating to points mentioned in the offer letter.

I am signing this document as a token of my acceptance on all the above-mentioned terms and conditions.

DocuSigned by:
Dilip Patil
8751B68FE511457
Signature (**Dilip Patil**)

Date: 5/1/2022

India - Pune Office
Synechron Technologies
CEDAR Building, Ascendas IT Park,
Rajiv Gandhi Infotech Park,
Hinjawadi Phase III, Pune 411057
CIN: U72200PN2001PTC016029
+91 20 4290 1000

USA - New York Office
Synechron, Inc.
15 Maiden Lane, Suite 1200
New York, NY 10038
+ 212 619 7200

April 30th, 2022

Annexure to Letter of Offer

Name: Mr. Dilip Patil

Designation: Associate - Technology

Joining Location: Mumbai

FIXED SALARY	Per Month (Rs.)	Annual (Rs.)
Basic salary	53,333	6,40,000
House Rent Allowance	26,667	3,20,000
Leave Travel Allowance	4,444	53,333
Statutory Bonus	1,500	18,000
Professional Allowance	40,989	4,91,867
Company's Contribution to Provident Fund	6,400	76,800
CTC without Benefits	**1,33,333**	**16,00,000**
OTHER BENEFITS	**Per Month (Rs.)**	**Annual (Rs.)**
Gratuity (this is applicable in FNF if employee is eligible as per Gratuity Act)	2,565	30,784
Insurance - Medical (Synechron sponsored insurance for Employee, Spouse, and children of INR 5L coverage)	1,623	19,470
Insurance - Term - Synechron sponsored insurance only for Employee of INR 15L coverage	265	3,180
Insurance - Accident - Synechron sponsored insurance only for Employee of INR 15L coverage	38	460
Total Benefits	**4,491**	**53,894**
CTC Including Benefits	**1,37,824**	**16,53,894**

India - Pune Office
Synechron Technologies
[illegible]

USA - New York Office
Synechron Inc
[illegible]

DocuSigned by:
Dilip Patil
8751B68FE511457...

www.synechron.com

Other benefits:

1. Public Holidays - Public Holiday cycle will commence on January 1 and close on December 31 of every year. You are entitled for 10 Public Holidays during a calendar year. Public holidays would comprise of 4 specific mandatory Holidays out of which 3 are National Holidays viz. January 26, August 15 and October 2 and 1 state holiday for ev ry location. The allocation of public holidays shall be on pro-rata basis based on your date of joining and the current location of allocation

2. Furlough Leaves - You will be directed on your eligibility of Furlough leaves as per directives from the Client. Upto 5 earned leaves from the earned leave balance can be applied and the rest of the furlough duration shall be considered for training and development / internal work assignments. This is to be followed irrespective of the duration of the furlough leaves. Sick Leaves can also be utilized in case of 0 EL balance. No extra leaves shall be allocated to any employee.

3. Working hours - Working hours for Synechron are 8:00 a.m. to 5:00 p.m. or 12:00 noon to 9:00 p.m. as applicable. This is based on a 9-hour day of which 1 hour is for lunch and casual breaks. Employees are allowed to set their own flexible timings based on project requirements and deadlines as long as they meet the 9-hour day policy after approval from their reporting authority.

4. Insurance benefits

You shall be covered under the following Insurance benefits from the date of joining:	
Group Medical Health Insurance	The Medical Insurance Policy covers you, your spouse and your children at company cost. The coverage amount is INR 5L. This policy also provides a provision of enrolling your parents/in-laws for which you have to contribute and the premium contribution (pro-rata from date of joining till 30th Mar) will be deducted in 3 installments from your monthly salary starting 1st month payroll from your DoJ.
Group Personal Accidental Insurance	This covers you for INR 15L coverage at company cost
Term Life Insurance	Term Life Insurance at company cost for a sum of INR 15L.
Ex-Gratia amount paid by Company	Amount of INR 25L is paid to the nominees of deceased employee

5. Training/Certification/Higher Education - At Synechron we are committed in not just providing trainings, but we help our employees build their careers to ensure that we provide you ample learning opportunities as mentioned (but not limited to) below:

   a. Unlimited Udemy learning access from Day one of joining

   b. High quality training programs by industry experts run through monthly training calendars and other focused interventions

   c. Up to INR 90,000/- per year benefit to help you achieve industry recognized certifications, governed under our Certification Policy

   d. Up to INR 1,00,000/- onetime benefit for M.E. & MTech. Post-Graduation Distance Learning program, governed under our Higher Education Policy

For **SYNECHRON TECHNOLOGIES PVT. LTD.**

Siddhesh Katkar
Associate Director - Recruitment

(63) 2018-19

THE GREAT EASTERN
SHIPPING COMPANY LIMITED
CIN: L35110MH1948PLC006472

OCEAN HOUSE, 134 A, Dr Annie Besant Road, Worli, Mumbai - 400 018, INDIA. Tel: +91(22) 6663 3000 / 2492 3100 Fax: +91(22) 24925000

Our Ref. No.: P(O) / 8491 / 2021

Dtd: 15/07/2021

The Master
Jag Lalit

Dear Sir,

Name: Mr. Kunal Isal - Staff Code: 8491
Rank: Trainee Electrical Officer

This is to introduce Mr. Kunal Isal (Rank : Trainee Electrical Officer), who will be paid a Net stipend of Rs.27,000.00/- P.M. (Rupees Twenty-Seven Thousand Only) and a special Incentive of Rs.3,000.00/- (Rupees Three Thousand Only) for his tenure onboard this vessel M.T. "Jag Lalit". The special incentive shall become due and payable on completion of 2 months on board the Company's vessel operating outside India during the 12 months period commencing 1st April to 31st March his

He has signed the Articles of Agreement of the vessel and the first three originals are enclosed herewith. Which be guided by the instructions given on the reverse of the Articles of Agreement and D.G. Shipping order no. 7 of 2007 dated 3rd December 2007 forwarded to you vide our letter no. P(O)/08122002/2002 dated 08th December 2002. His medical fitness certificate is attached herewith.

Please relieve Trainee Electrical Officer Mr. Sanjaykumar Sumanbhai Tandel - Staff Code: 8241 (hometown: Valsad) to proceed on leave. When relieved kindly repatriate him to his home town through local agents. Enclosed please find crewmember on leave form no. 12 which he may kindly fill in and forward to the office for updating our records. He is also requested to complete all mandatory and non- mandatory courses during his leave period. He may contact the undersigned for arrangement of his courses.

Thanking you.

Yours faithfully,
For The Great Eastern Shipping Co. Ltd.

Capt. Sujit Chun

Head-Fleet Personnel
fleet@greatship.com
CC: Fleet Personnel Department
CC: Fleet Accounts Department
CC: M H Bland & Co.
Cloister building
Market Lane,p o box 554 Gibraltar
Tel no 00 350-77076
00 350-75003
CC: Chief Engineer o/b
CC: Mr. Kunal Isal, Jag Lalit
CC: Mr. Sanjaykumar Sumanbhai Tandel - Staff Code: 8241 - Trainee Electrical Officer

"WEF 01.01.2018 ALL GREAT EASTERN VESSELS SHALL BE IN COMPLIANCE OF ZERO ALCOHOL POLICY"

Our Ref. No. : P(O) / 8491 / 2021

July 15, 2021

Mr. Kunal Isal (S.C. Code: 8491)

Dear Sir,

Subject: Contract of Service

We are pleased to appoint you for engagement as a Trainee Electrical Officer Officer on the following terms and conditions.

1. You will be engaged on "Jag Lalit" as a Trainee Electrical Officer for a period of Eight Month from the date you join the vessel except in the circumstances mentioned in paragraphs 7,9 and 11 below. However your engagement on the present ship is liable to transfer on other vessels during the period at the discretion of thee Company.

   This engagement is purely on contract basis and does not confer any employment liens and/or benefits either during the period of Contractual Employment or on its termination except those, which are specified here.

   During this contractual Employment you will be paid a net Stipend of Rs. 27,000.00/- p.m. and a special incentive of Rs. 3,000.00/- for his tenure onboard this vessel "Jag Lalit". The special incentive shall become due and payable on completion of 7 months on board the Company's vessel operating outside India during 12 months period commencing 1st April to 31st March.

2. Repatriation from ship to your hometown and vice versa will be on Company account.

3. You will not be entitled to P.F., Gratuity, Superannuating and any other Retirement benefits from the Company. You will also not be entitled to any paid leave on discharge from ship and return to hometown. You will also not be entitled to any bonus, short hand or ex-gratia payments or any other allowances shipboard or otherwise as all these allowances and retrial benefits are calculated and included in your all inclusive consolidated salary as above.

4. Income-tax as applicable will be deducted at source out of your contractual salary.

5. We will pay premium to cover insurance against medical, hospitalization, death and disability risks only during the Contractual Employment period. In the event of death/permanent disability, compensation will be payable as per existing INSA / MUI agreement and for this purpose the basic wages for computation of the amount will be Rs. 5000/- which is strictly with the parameters of the INSA / MUI agreement corresponding to the officers' rank and years of service.



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6. Should we desire to terminate this Contractual Employment, you will be given 30 days notice in advance at our option. Likewise, if you wish to terminate the Contractual Employment before its expiry, it will be incumbent upon you to give at least 30 days notice or forfeiture of Contractual salary in lieu of notice period, in which case the cost and expenses of repatriating you will be to your personal account and not to our account.

   Due to unforeseen circumstances if we are unable to relieve you on the expiry date of this Contract Period, you will continue to sail on board until such time your reliever is available to join at a convenient Port. However every effort will be made to relieve you on expiry of this Contract Period.

7. You will be required to discharge your duties and assignments in strict compliance with the instructions and directions issued to you by us and/or the Master of the ship on which you are posted. You will not disclose to any person any confidential information or secret relating to the business or affairs of the company and/or the ship.

8. In case of any breach of discipline on your part, incompetence or negligence in the performance of your duties, then notwithstanding anything contained herein, we will be entitled to terminate this Contractual Employment forthwith without any prior notice and we will be relieved from all obligations and liabilities including Payments as from the date of such termination.

9. It is agreed and understood that, save for the payments expressly provided for under this Contractual Employment you will not be entitled to any payments or compensation whatsoever including inter alia, severance pay, in connection with the termination for any reason whatsoever of your Contractual Employment hereunder.

10. Code of discipline: This code of discipline apply to you while on board and on business for the Company. The code is in three sections: Misconduct, Inefficiency and Expenses.

    A. Misconduct: The following offences are those for which the Company is entitled to terminate the Contractual Employment either immediately or at the end of the voyage according to the circumstances of the case.

    1. Assault 2. Wilful damage to ship or any property on board 3. Theft or possession of stolen property 4. Possession of offensive weapons 5. Persistent or wilful failures to perform duty. 6. Unlawful possession of drugs and non compliance with the antidrug campaign of the Company. 7. Collision with others at sea to impede the progress of the voyage or navigation of the ship. 8. Disobedience of order relating to safety of the ship or any person on board. 9. To be asleep on duty or fail to remain on duty if such conduct would prejudice the safety of the ship or any person on board. 10. Incapacity through the influence of drink or drugs to carryout duty to the prejudice of the safety of the ship or of any person in any part of the ship carrying Dangerous Cargo or stores where smoking or the use of naked lights or unapproved torches is prohibited. 11. Intimidation, coercion and interference with the work of other seafarers. 12.Behaviour which seriously detracts from the social well being of others on board.

THE GREAT EASTERN SHIPPING CO. LTD. MUMBAI

You will have to report to office and rejoin Great Eastern Vessel within 12 months of sign off from Jag Lalit Officer with break in service of more than 12 but not exceeding 24 calendar months shall be considered as recruitment case which requires compliance to company's recruitment process.

Disclaimer: 1. EMPLOYEE'S PERSONAL DATA - The Company will collect and process information relating to the Employee in accordance with the Company's privacy policy. In respect of any claims in relation to illness, injury, etc., Company will share with the P&I Clubs (liability insurers) information in relation to the claim. Your signing of this agreement will also confirm that you confirm that you have no objection in relation to your personal data being shared with the P&I club and other third parties.

2. EMPLOYEE'S RESPONSIBILITIES WHEN HANDLING PERSONAL DATA

a. The Employee shall comply with the [data protection policy] when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of the Company. The Employee will also comply with the Company's IT policy, Social media policy, etc.

b. Failure to comply with the Privacy standard or any of the policies listed above may be dealt with under the Company's disciplinary procedure and, in serious cases, may be treated as gross misconduct.

3. MONITORING - The Company's systems enable the Company to monitor telephone, email, voicemail, internet and other communications. In order to carry out its legal obligations as an employer (such as ensuring the Employee's compliance with the Company's IT related policies), and for other business reasons, the Company may monitor use of systems including the telephone and computer systems, and any personal use of them, by automated software or otherwise. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.

Capt. Sujit Churi

Head-Fleet Personnel

Mr. Kunal Isal

"WEF 01.01.2018 ALL GREAT EASTERN VESSELS SHALL BE IN COMPLIANCE ZERO ALCOHOL POLICY"

Ref No-RLABS/HRD/BLR/OL.92/2020

March 3, 2020

To,

Ranajit Choudhury
H-48, Vigyannaga, Annapurna Road
Indore, Madhya Pradesh, India, 452012.

Dear **Ranajit Choudhury,**

With reference to the discussions we had with you, we are pleased to offer you the position of **Network Engineer** in our Company with the following terms and condition.

Your CTC will be Rs.**192000**/- per annum, inclusive of Statutory deductions, Taxes, Annual benefits etc.

Your date of joining will be **March 9, 2020**.

At the time of joining the company, you will be required to sign and abide by Employment Agreement and Policies of the company.

You Will be on Probation for a period of **Six Months** from the date of joining. You will be confirmed in the services of the company on successful completion of your probation and confirmation, as and when done, shall be in written.

At the time of joining, please submit the following Documents:

A. Photocopy of your degree certificates, Mark sheets in support of your educational qualifications
B. Previous experience certificates, relieving orders
C. Proof of last drawn salary
D. Photocopy of your passport
E. 4- Passport size Photographs
F. Copy of Pan card

Please sign a copy of this letter as a token of your acceptance and return it to us at the earliest.

We take this opportunity to welcome you and look forward to a long and mutually beneficial association.

Thanking you,

Yours truly,

For **RLABS Enterprise Services Ltd**

Jaleel Shaik
Manager - Human Resources

I accept the offer letter on the terms and conditions

Signature
Date

Ref No-RLABS/HRD/BLR/OL.92/2020

Salary Breakup

NAME **DESIGNATION**	**Ranajit Choudhury** **Network Engineer**	
ANNUAL COMPENSATION		
Particulars	**Per month**	**Per annum**
Basic	6400	76800
HRA	2560	30720
Special Allowances	5089	61068
GROSS	14049	168588
COMPANY CONTRIBUTION		
Provident Fund	1494	17928
ESI	457	5484
COST TO COMPANY(CTC) p.a		**192000**

Benefits:

1. Gratuity, payable as per the Payment of Gratuity Act.
2. Accident Insurance coverage of Rs.200,000/- for the employee.

Please note that the above salary structure, components pertaining to insurance and statutory benefits are subject to change in lieu with the company policies, yearly renewals, statutory changes and income tax rule. All the benefits are as per company policy, which are subject to change from time to time

For **RLabs Enterprise Services Ltd.**

Jaleel Shaik
Manager - Human Resources

I accept the offer on the terms and Conditions

Signature
Date

TCS Confidential
Ref: TCS/2023-24/CC-C1/1855193

April 17, 2023

Mr. Pranav Arun Lod
Pune

Dear Pranav Arun Lod,

I would like to take this opportunity to thank you for your hard work and commitment in delivering sustained growth over the past year. In the coming days, it is important that we come together at the workplace and benefit by learning from each other, know our TCS and work to build a career, whilst staying relevant to our customers. I sincerely look forward to your participation in our journey towards creating greater futures together through innovation and collective knowledge.

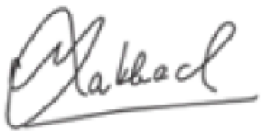
I am pleased to share with you the revised Annual Compensation, effective April 01, 2023. Your India Annual Compensation is **Rs. 4,67,642/-**. The details of your compensation and related benefits are enclosed in the Annexure to this letter.

Please note, that the above details are specific to India and are subject to change in case of long-term deputation on international assignments, if any.

I encourage you to speak to your Manager / Business Unit Head or your HR Business Partner in case you need any clarification or discussion.

I look forward to your continued support and commitment in our journey together.

Warm Regards,



Milind Lakkad
Chief Human Resources Officer

TCS Confidential
Ref: TCS/2023-24/CC-C1/1855193

ANNEXURE

The details of your India compensation and benefits are given below. The CTC and its components are subject to review and change, based on the prevailing regulatory framework. Taxation will be governed by the Income Tax rules and the Company will be deducting tax at source as applicable.

COMPONENT CATEGORY	ANNUAL
BASIC SALARY	1,98,000
BOUQUET OF BENEFITS*	1,52,748
CITY ALLOWANCE#	14,400
RETIRALS	
Provident Fund	23,760
Gratuity	9,524
PERFORMANCE PAY**	
Monthly Performance Pay$$	33,600
Performance Bonus***	25,200
TOTAL SALARY	**4,57,232**
INSURANCE	
Health Insurance@	10,410
CTC	**4,67,642**
Afterlife Benefit$	1,796

* Bouquet of Benefits includes Personal Allowance which is not grade linked and does not accrue automatically. Personal allowance is subject to review and may change or be adjusted against other emoluments at a later date. Refer to Table 2 for TCS Defined Structure.

* Bouquet of Benefits includes Communication Allowance which can be used to pay only Voice and Internet Data related expenses in your name. This allowance is subject to review.

City Allowance is specific to India and is linked to base location. It will be discontinued while on international assignment. This allowance is subject to review.

** Performance Pay is in lieu of statutory profit bonus.

$$ Monthly Performance Pay is based on your individual performance.

*** Performance Bonus is based on your individual, Unit and Company performance and other organizational imperatives as communicated from time to time. It will be paid quarterly and is subject to being active on the company rolls on the date of announcement.

@ Premium for Health Insurance Scheme for self and dependants borne by TCS.

$ Cost for the Afterlife Benefit is borne by TCS. The sum payable to nominee(s) is six times the annual compensation (CTC) with a minimum payout of Rs. 23 Lakhs. For details, please refer to the policy on Afterlife Benefit on Knowmax.

TCS Confidential
Ref: TCS/2023-24/CC-C1/1855193

ANNEXURE

Table 2: TCS defined structure for Bouquet of Benefits

COMPONENT CATEGORY	ANNUAL
House Rent Allowance	99,000
Leave Travel Allowance	16,500
Food Card Allowance	6,000
Communication Allowance	4,920
Personal Allowance	26,328
BOUQUET OF BENEFITS	**1,52,748**

To design your Bouquet of Benefits, access the Link to BoB in the Global Employee Self Service Link in Ultimatix.

02-NOV-2020

Letter Of Appointment

To,
Mr. Pranav Lod
TCS - Pune

Dear Mr. Pranav,

Further to your acceptance of our offer letter vide TCSL/CT20182560391/- Pune dated 05-Feb-2020 we are pleased to appoint you in our organisation in grade Y as A.S.E-Trainee.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 02-NOV-2020 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 1855193.

Yours sincerely,
For TATA Consultancy Services Limited



VASUDEVAN RAJAGOPALAN
Head Talent Acquisition - India

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India
Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

TCS Private & Confidential


TATA
TATA CONSULTANCY SERVICES
PRANAV
LOD
Card No 252289
Associate No 1855193
Tata Consultancy Services Ltd.
TCS House, Raveline Street, Fort
Mumbai 400001, India

athenahealth

athenahealth Technology Private Limited
6th Floor, Icon Tower
Main Baner Road, Baner
Pune - 411045, Maharashtra, India
Phone: 020 6012 4411
CIN Number: U72200TN2005PTC057276
www.athenahealth.com

Strictly Private and Confidential

February 18, 2020

Shweta Talmale
New SBI colony, Govind nagar, Rautwadi, Nalwadi
WARDHA,Maharashtra 442001
Maharashtra

Subject: Offer of Employment

Dear Shweta,

Congratulations! We are thrilled to extend you this invitation to join us at athenahealth on our mission to transform healthcare. You have impressed us with your credentials, your experience, and your passion. We are eager to have you join our team of athenistas. At athenahealth, we work every day to free medical providers to do work that truly matters, caring for their patients. It is incredibly hard work with equally incredible meaning and with each unique new perspective we add to the team, we strengthen our ability to succeed on their behalf. We look forward to you joining us.

These employment terms are for a full-time position of **Associate Member of Technical Staff - AMTS** with athenahealth Technology Private Limited ("athena") Your first day of employment will be on **March 02, 2020**. Prior to your start date, you will be given more detailed information about your Orientation.

The terms of your employment with the Company are set out within **Annexure A** to this letter.

Your gross annual compensation on a total cost-to-company basis will be **INR 750,120** which shall include your annual gross base salary, performance bonus and other benefits which may be claimed in compliance with and subject to limits under the applicable tax laws and Company's policies and practices. All payments by the Company shall be subject to statutory deductions and contributions. Any provident fund and/or pension fund contribution that the Company shall be required to make on your behalf shall be deducted from your salary. Please refer to **Annexure B** for your compensation break-up.

This offer is valid, subject to your acceptance within 3 Business days from the date of issuance. Upon your acceptance of this offer for employment and subject to successful completion of your background check by the Company, you will be required to join latest by **March 02, 2020** as communicated to you by the Company failing which this offer would become void.

Should you accept this offer, you are requested to provide the Company with copies of the documents as listed out in **Annexure C**.

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This offer for employment is conditional upon (1) successful completion by the Company of your background check and; (2) your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way may limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer for employment and (3) there being no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company. The Company reserves the right to withdraw this offer or terminate your employment without any obligation whatsoever in the event that it receives any negative background check results or determines that any contractual or other obligation may limit your ability to engage in business activities for the Company or if you are found to be part of any pending investigation (whether judicial, quasi-judicial or otherwise).

Please treat this letter and its contents as strictly confidential and do not disclose the same to any person or entity without the Company's prior written consent.

Yours sincerely,

For **athenahealth Technology Private Limited**



Geeta Ramesh
Director - Talent Acquisition

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Yours sincerely,

For **athenahealth Technology Private Limited**

Geeta Ramesh
Director - Talent Acquisition

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Annexure B

Compensation Package Summary	
Employee Name	Shweta Talmale (Shweta Talmale)
Title	Associate Member of Technical Staff - AMTS
Cohort Level	Associate
Date of Joining	March 02, 2020

	Monthly	Annually
Gross Base Salary	**INR 54,833**	**INR 658,000**
Basic	INR 27,417	INR 329,000
HRA	INR 13,708	INR 164,500
Special Allowance	INR 4,866	INR 58,400
Meal Voucher	INR 1,100	INR 13,200
Leave Travel Assistance	INR 2,742	INR 32,900
Mobile Allowance	INR 2,500	INR 30,000
Internet Allowance	INR 2,500	INR 30,000
Retirals		
Company Contribution to PF	INR 3,290	INR 39,480
Performance Cash Bonus		
Performance Bonus* - 8% of Gross Base Salary		INR 52,640
Total Cost to Company		**INR 750,120**

*Target Bonus Amount is an annual variable incentive the precise value of which may vary depending upon the employee's performance rating in the company's Performance Feedback Process, the level of achievement of established business goals for the respective department, and the overall performance of the company. The amount shown is for illustrative indicative purposes only. The performance bonus is paid annually and is a percentage of eligible gross base salary earned during the applicable review period. This is an electronically generated document and does not require any signature. Should you have any questions about the information contained in this document: New hires contact the applicable athenahealth Recruiter; Existing employees contact your Manager or HR Business Partner.

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Benefits

Gratuity: Every employee who serves our organization for a minimum period of 5 years would be eligible for a gratuity claim.

Group Medi-claim Insurance: athenahealth strives to ensure employee health and wellbeing through various work place safety measures. To take care of medical related expenses, we provide a comprehensive Medical Insurance to you, your spouse, children & your parents. Currently, the maximum sum insured is INR - per annum. To ensure adequate coverage and employee well-being, our tailor made Medi-claim policy has a wider scope of coverage including all pre-existing diseases, maternity coverage from day one, and new born coverage from day one and so on. We also provide top-up option to enhance your medical coverage up to 5 LPA at an additional cost borne by you.

Group Personal Accident cover: You are covered under GPA for a sum Insured of INR - per annum.

Group Term Life Insurance cover: You are covered under Life insurance for a sum Insured of INR - per annum.

Leave Program: We believe in work life balance. Our leave policy is structured in a way that it enables you to balance your personal commitments as well as relax and rejuvenate. Our Leave program is as below and as amended from time to time:

Leave	Annually
Privilege Leave	12 Days
Casual Leave	12 Days
Sick Leave	12 Days
Bereavement Leave	5 Days
Paternity Leave	10 Days
Maternity Leave	As per the Maternity Benefit Act
Adoption Leave (In case the child is below 3 months of age)	12 Weeks

Employee Referral Program: Our employee referral program enables you to earn cash reward of up to INR 80000.

Wellness Program covering up to INR 10,000 per annum as reimbursement towards specific wellness expenses.

Signature :

{{Sig_es_:signer1:signature}}

Name: Shweta Talmale (Shweta Talmale)

Date: February 18, 2020

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Annexure C

List of Documents:

1. Photocopy of all Educational Proofs
2. Service or Experience letter & Relieving letters from your previous employers
3. Photocopy of Birth Certificate / Proof of age / passport
4. Three Passport size photographs
5. Pay slip of last three months from the previous employer
6. Photocopy of your Permanent Account Number (PAN)
7. Photocopy of Address proof (Aadhar card)
8. Provident Fund UAN

Signature :

{{Sig_es_:signer1:signature}}

Name: Shweta Talmale (Shweta Talmale)
Date: February 18, 2020

भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
www.rbi.org.in

संदर्भ मुंका मासंप्रवि (भर्ती) सं. S352 /09.19.002/ 2021-22
जून 04, 2021

Ref: MO.HRMD.Rec.No. S352 /09.19.002 /2021-22
June 04 , 2021

महोदय/महोदया,

Dear Sir/Madam,

स्टाफ – श्रेणी III - **सहायक के पद पर नियुक्ति का प्रस्ताव – पेनल वर्ष 2019**

Staff Class III– Offer of Appointment for the post of Assistant -Panel Year 2019

भारतीय रिज़र्व बैंक में सहायक पद हेतु आपके द्वारा प्रस्तुत आवेदन और तदोपरान्त ऑन-लाइन परीक्षा, भाषा प्रवीणता परीक्षण (एलपीटी), तस्वीरों के मिलान के माध्यम से पहचान सत्यापन व दस्तावेज़ / प्रमाणपत्र सत्यापन के संदर्भ में आपको सूचित किया जाता है कि बैंक द्वारा आपको सहायक पद हेतु निम्नलिखित अनुबंधों और शर्तों के अधीन अस्थायी आधार पर चयनित करने का निर्णय लिया गया है।

With reference to your application for the post of Assistant in the Reserve Bank of India (Bank) and subsequent Online tests, Language Proficiency Test (LPT), Identity verification through matching of photographs and Document / Certificate Verification carried out by this office, you are advised that the Bank is prepared to consider you for the post of Assistant on a temporary basis on the following terms and conditions.

2. आप भारतीय रिज़र्व बैंक के मुंबई कार्यालय के किसी भी विभाग में सहायक के पद पर नियुक्त किए जा सकते हैं। यह भी नोट करें कि प्रशासनिक जरूरत हो, तो आपको पश्चिमी क्षेत्र [अहमदाबाद, भोपाल (रायपूर सहित), मुंबई (बेलापूर सहित) नागपुर, पुणे और पणजी] स्थित बैंक के कार्यालयों में स्थानांतरित किया जा सकता है।

You may be posted as Assistant in any of the Departments of the Bank's Mumbai Office. You may be transferred, in administrative exigencies, to centres within the western zone [Ahmedabad, Bhopal (including Raipur), Mumbai (including Belapur), Nagpur, Pune and Panaji].

बैंक द्वारा समय-समय पर तय किए गए समयानुसार आपको ड्यूटी पर रिपोर्ट करना होगा और समय-समय पर बैंक द्वारा सौंपे गए

You will be liable to report for duty at such hours as may be decided by the Bank from time to time and will be

सभी कर्तव्यों का पालन करने हेतु आप उत्तरदायी होंगे।

required to perform all such duties as assigned to you by the Bank from time to time.

3. **<u>वेतन:</u>** आपको ₹ 13150-750(3)-15400-900(4)-19000-1200(6)-26200-1300(2)-28800-1480(3)-33240-1750(1)-34990 (20 वर्ष) के वेतनमान में ₹. 14,650/- प्रतिमाह (अर्थात ₹. 13,150/- + स्नातक होने के कारण दो अग्रिम वेतन वृद्धियां) नियुक्त किया जा सकता हैं। वर्तमान में सहायक पद के लिए प्रारंभिक मासिक सकल वेतन 15% घर किराया भत्ता सहित लगभग ₹ 36,091**/-** हैं। इसके अलावा, अगर आपने पहले ही जे.ए.आई.आई.बी **/** सी.ए.आई.आई.बी. परीक्षा उत्तीर्ण की हो तो, बैंक के नियमों के तहत स्वीकार्य अग्रिम वेतनवृद्धि आपको नियुक्ति की तिथि से दी जाएगी।

<u>Pay</u>: You will draw a starting basic pay of ₹ 14,650/- per month (i.e. ₹ 13,150/- plus two advance increments admissible to graduates only) in the scale of ₹ 13150 – 750 (3)– 15400 – 900(4) – 19000 – 1200(6) – 26200 – 1300(2) – 28,800 – 1480 (3)– 33240 – 1750(1) – 34990 (20 years). At present, the initial monthly gross emoluments for Assistants is approximately ₹36,091/- including House Rent Allowance @ of 15%. In addition you will be granted advance increments from the date of appointment, as admissible under the Bank's Rules, if you already possess J.A.I.I.B / C.A.I.I.B qualification, from the date of your appointment.

4. **<u>अन्य भत्ते:</u>** आपको बैंक द्वारा समय-समय पर तय किए गए दर पर महंगाई भत्ता, शहर प्रतिपूरक भत्ता, परिवार भत्ता और अन्य भत्ते देय होंगे।

<u>Other Allowances</u>: Dearness Allowance, City Compensatory Allowance, Family Allowance, Conveyance Allowance and other allowances and additional pay etc. will be at the rate in force from time to time.

5. **<u>आवास भत्ता</u> :** आप बिना किसी सीमा के सभी केंद्रों पर समान रूप से अर्थात वेतन के 15% (अगले उच्चतर रुपये में पूर्णांकित) पर आवास भत्ता प्राप्त करने के लिए पात्र होंगे। कृपया ध्यान दें अगर आपको बैंक से आवास प्रदान किया जाता है तो आप **आवास भत्ता पाने के लिए पात्र नहीं होंगे।** आपसे उनसे ₹13,150/- के शुरुआती वेतन पर वेतन के 0.3% की दर से लाइसेंस शुल्क वसूल किया जाएगा, जिसे अगले उच्चतर रुपये में पूर्णांकित किया जाएगा। लिव और लाइसेंस करार की अनुसूची में घोषित, कर्मचारी के परिवार के सदस्य जैसे कि पति/पत्नी, बच्चे और माता / पिता उसके साथ अतिरिक्त किराए के भुगतान

<u>House Allowance</u>: You will be eligible to draw house allowance at 15% of pay (rounded off to the next higher rupee) uniformly at all centres without any ceiling. However, please note that employees who are provided residential accommodation by the Bank will not be paid House Allowance. A License Fee will be recovered from them @ 0.3% of pay at starting pay of ₹ 13,150/- rounded off to the next higher rupee. Only family members of an employee, viz. spouse, children and parents, as declared in the schedule to Leave and License agreement, can stay with him / her in the Bank's flat without payment

के बिना रह सकते हैं। कर्मचारी के परिवार के सदस्य के अलावा किसी रिश्तेदार को उनके साथ एक महीने से अधिक समय रहना है, तो कर्मचारी को बैंक की पूर्व अनुमति लेना आवश्यक हैं ।

of additional rent. Prior permission of the Bank has to be obtained to accommodate any relative other than family members, in case their period of stay exceeds beyond a month.

6. **पेंशन**: आप पर निर्धारित अंशदान `न्यू पेंशन स्कीम` (नई पेंशन योजना) लागू होगी।

Pension: You will be governed by the Defined Contribution 'New Pension Scheme'.

7. **बैंक चिकित्सा सहायक फंड**: बैंक चिकित्सा सहायक फंड स्कीम में आपको शामिल होना होगा और बैंक के समय समय पर लागू होनेवाले नियमों के अनुसार आपको इस स्कीम के लिए आर्थिक योगदान करना आवश्यक हैं ।

Medical Assistance Fund: You will be required to join and contribute to the Bank's Medical Assistance Fund Scheme from the date of joining the service of the Bank in accordance with the relative rules/regulations in force from time to time.

8. **नियुक्ति की समाप्ति / त्यागपत्र**: आपकी नियुक्ति किसी भी समय पर बिना किसी सूचना के समाप्त की जा सकती है। तथापि, निलंबन की अवधि या उस अवधि के दौरान जब आपके विरुद्ध कोई अनुशासनिक कार्रवाई अनिर्णित हो, आप सक्षम प्राधिकारी की लिखित पूर्वानुमति के बिना बैंक की सेवा नहीं छोड़ सकते और किसी भी प्रकार का नोटिस या त्यागपत्र सक्षम प्राधिकारी द्वारा स्वीकार नहीं किये जाने की स्थिति में प्रभावी नहीं होगा।

Resignation / termination of appointment: Your appointment will be terminable at any time without notice. However, you will not leave or discontinue your service in the Bank without the prior approval in writing of the Competent Authority during the period you are placed under suspension or during the pendency of disciplinary proceedings against you and any notice or resignation given shall not take effect unless the resignation is accepted by the Competent Authority.

9. **स्थायीकरण**: बैंक में छ**:** महीने की सेवा पूरी होने के पश्चात आप बैंक में स्थायीकरण के लिए पात्र होंगे। नियत दिनांक को स्थायीकरण न होने से वरिष्ठता में नुकसान हो सकता है। बैंक आपसे उच्चस्तर के प्रदर्शन की उम्मीद करता है और बैंक में आपका स्थायीकरण आपके संतोषजनक सेवा रिकॉर्ड एवं छुट्टी रिकार्ड पर निर्भर होगा।

Confirmation: You will ordinarily be eligible for confirmation as Assistant on successful completion of six months service. Non-confirmation on the due date will normally entail loss of seniority. As the Bank expects a high level of performance from its employees, your confirmation in the Bank's service will depend upon your rendering high level of performance and maintaining satisfactory service record including leave record.

10. **<u>वरिष्ठता</u>**: आपकी परस्पर वरिष्ठता का निर्धारण चयन समिति/बोर्ड द्वारा आपके लिखित परीक्षा में प्राप्त अंकों के आधार पर तैयार मेरिट सूची के आधार पर किया जाएगा। बैंक के नियमों के अनुसार नियत तिथि को स्थायीकरण न होनेपर और कार्य में संतोषजनक**/**उच्चतर स्तर न रखने पर वरिष्ठता में नुकसान हो सकता है और आपके स्थायीकरण के समय नई वरिष्ठता सूची में आपको निर्धारित किया जाएगा।

<u>Seniority:</u> Your inter-se seniority would be determined on the basis of your merit as decided by the Selection Committee/Board based on the marks obtained by you in the Written Examination. As per the Bank's rules, non-confirmation on the due date including performance below the expected level will entail loss of seniority and fresh seniority will be decided at the time of confirmation.

11. **<u>चिकित्सा परीक्षा</u> :** बैंक में नियुक्ति का प्रस्ताव अगर आपको स्वीकार्य हो, तो आप को अपने स्वयं के खर्च पर अनुबंध IV में विहित चिकित्सा / नैदानिक परीक्षण, अनुबंध V में दर्शाए गए नैदानिक केंद्र में से किसी एक केंद्र से करना होगा। बैंक में आपकी नियुक्ति बैंक के चिकित्सा अधिकारी द्वारा बैंक में सेवा करने योग्य रिपोर्ट पर निर्भर होगी। अगर आप सेवा में रिपोर्ट करते समय चिकित्सकीय रूप से योग्य नहीं पाए गए तो आपको नियुक्ति की दिनांक से छ**:** महीने बाद फिर से विहित चिकित्सा/नैदानिक परीक्षण करवाना होगा। अगर आप नियुक्ति दिनांक से एक साल के बाद चिकित्सा/नैदानिक परीक्षण के बाद बैंक चिकित्सा अधिकारी द्वारा योग्य होने तथा सेवा में रहने के पात्र नहीं पाये जाते हैं**,** तो आपकी बैंक की सेवा किसी भी सूचना या क्षतिपूर्ति के बिना तत्काल समाप्त की जाएगी।

<u>Medical Examination</u>: If the offer of appointment is acceptable to you, you will have to undergo medical /diagnostic tests as prescribed in Annexure-IV at **one** of the diagnostic centres mentioned in the Annexure – V, at your own cost. Your appointment will be subject to your being found medically fit for service in the Bank by the Bank's Medical Officer or on re-examination after a period of 6 months from the date of your appointment if not found fit in the first instance. You may thereafter be allowed to continue in service subject to further re-examination, but in no event you will be continued in service beyond a period of one year from the said date unless before the expiry of that period you are found by the Bank's Medical Officer to be medically fit, failing which your services are liable to be terminated forthwith without any notice or compensation in lieu thereof.

आपके पुन: **वैद्यकीय चिकित्सा/उपचार के संबंध में आपके द्वारा जो व्यय हुआ/ अथवा होने वाला है**, **उसकी प्रतिपूर्ति बैंक द्वारा नहीं की जाएगी।** इस संबंध में बैंक का निर्णय अंतिम होगा और इस संबंध में बैंक किसी पत्राचार पर विचार नहीं किया जाएगा।

The Bank will not reimburse any expenditure incurred/to be incurred by you in connection with your treatment, medical examination/re-examination etc. The Bank's decision in regard to your fitness or otherwise will be final and no correspondence in

this regard will be entertained by the Bank under any circumstances.

आप कृपया ध्यान दें कि बैंक आपके द्वारा किए गए उपचार, सुधार, इत्यादी या बाद में आई हुई विकलांगता के कारण वर्तमान हालत में अथवा भविष्य में होने वाली जटिलता अथवा किसी भी चोट या विकलांगता के लिए मुआवजे का भुगतान के व्यय की प्रतिपूर्ति नहीं करेगा, जो वर्तमान विकलांगता के परिणामस्वरूप उत्पन्न हो सकती है। आप किसी भी विकलांगता के कारण किसी प्रकार का विशेषाधिकार प्राप्त नहीं कर सकते **(शारीरिक रूप से विकलांग उम्मीदवारों के लिए लागू)**।

You should note that the Bank will not reimburse any expenditure incurred by you in connection with treatment, correction, deterioration or further complication of the present condition of disability later on or pay compensation for any injury or invalidity which may arise directly or as a consequence of the present disability. You will not be granted any special privileges whatsoever on account of any disability **(applicable for Physically Handicapped candidates).**

12. **भारतीय रिज़र्व बैंक (स्टाफ) विनियमावली, 1948**: आपकी नियुक्ति**,** परिवीक्षा और सेवा की समाप्ति भारतीय रिजर्व बैंक (स्टाफ) विनियम**,** 1948 द्वारा अधीन होगी। आप भारतीय रिज़र्व बैंक (स्टाफ) विनियमावली 1948 के चैप्टर IV (रिपोर्ट करने पर उम्मीदवारों को प्रदान की जाएगी) पर ध्यान दें**,** जो आचरण**,** अनुशासन और पुरस्कार एवं समझौता के तहत औद्योगिक विवाद अधिनियम**,** 1947 के अधीन**,** आपकी बैंक की सेवा में नियुक्ति के दिनांक से लागू कर दिया जाएगा।

RBI (Staff) Regulations, 1948: Your appointment, probation and termination of service shall be governed by Reserve Bank of India (Staff) Regulations, 1948. You should note that Chapter IV (will be provided to the candidates on reporting) of the Reserve Bank of India (Staff) Regulations, 1948 regarding conduct, discipline and appeals subject to Awards and Settlements under Industrial Disputes Act, 1947, will be applicable to you from the date of your appointment.

13. **प्रमाणपत्र / प्रशंसापत्र :** बैंक में नियुक्ति के लिए रिपोर्टिंग करते समय**,** आपको उम्र के बारे में प्रमाणपत्र**,** शैक्षणिक प्रमाणपत्र**,** अनुभव और अन्य प्रशंसापत्र**,** अगर हो तो**,** की मूल प्रतियाँ प्रस्तुत करना आवश्यक होगा। अगर आप अनुसूचित जाति**/**अनुसूचित जमाति**/**अन्य पिछडे वर्ग/ आर्थिक रूप से कमजोर वर्ग के सदस्य हैं तो आपको इस संबंध में सक्षम प्राधिकरी द्वारा जारी किया हुआ जाति प्रमाणपत्र (मूल प्रत)/ आय और संपत्ति

Certificates/Testimonials: At the time of reporting for appointment, you will be required to produce the original certificates regarding your age, educational qualifications, experience and also the original testimonials, etc. as required by the Bank. In case you are a member of Scheduled Caste/ Scheduled Tribe/ OBC/ EWS, you are required to produce the caste certificate/ Income and Asset Certificate, as applicable, in the prescribed format from a Competent

प्रमाणपत्र, जैसा लागू हो, प्रस्तुत करना अनिवार्य है ।

Authority empowered to issue such a certificate.

14. **<u>बिना शर्त कार्यमुक्ति पत्र</u> :** आपको अपने वर्तमान नियोक्ता**,** यदि कोई हो**,** से उचित बिना शर्त कार्यमुक्ति पत्र प्रस्तुत करना होगा।

<u>Certificate of Release</u>: You will be required to produce proper unconditional relieving letter from your present employer, if any.

15. **<u>चरित्र प्रमाणपत्र</u>:** आप**,** नियुक्ति के पहले**,** तीन चरित्र प्रमाणपत्र के फॉर्म्स**,** जिन में से दो फॉर्म्स किसी राजपत्रित अधिकारी या भारतीय रिज़र्व बैंक के ग्रेड 'बी' या उनसे उपर की ग्रेड के अधिकारी द्वारा हस्ताक्षरित और एक फॉर्म प्रधानाचार्य**/** महाविद्यालय **/** विश्वविद्यालय जहाँ पर उम्मीदवार ने शिक्षण लिया हो**,** प्रस्तुत करना आवश्यक हैं। रिश्तेदारों द्वारा दिए गए प्रमाण पत्र स्वीकार्य नहीं हैं।

<u>Character certificate:</u> You should produce, before appointment, three Character Certificates (as per specimen enclosed) of which two shall be duly signed by a gazetted officer or Officers in Grade 'B' or above of the Bank and one from the Principal/Head of the School/College/University last attended. The certificates given by the relatives are not acceptable.

16. **<u>ऋणग्रस्तता/चल/अचल संपत्तियों के संबंध में घोषणा:</u>** बैंक में नियुक्ति के समय आप को घोषणापत्र देना जरूरी हैं जिसमें आपके कर्ज के बारे में घोषणा**,** चल और अचल संपत्तियों का विवरण**,** यदि कोई हो तो**,** प्रस्तुत करना अनिवार्य हैं ।

<u>Declaration regarding indebtedness/ movable/ immovable properties:</u> You should furnish a declaration regarding your indebtedness, particulars of the movable and immovable properties, if any, owned by you at the time of your appointment.

17. **<u>जमानत बॉण्ड</u> :** आपकी नियुक्ति के समय आपको रु100/- के गैर न्यायिक स्टाम्प पेपर पर नियत प्रारूप में एक करार निष्पादित करना होगा और एक ऐसे व्यक्ति से प्रतिभूति (नमूना संलग्न) बॉण्ड बैंक के समक्ष प्रस्तुत करना होगा, जो भारतीय रिजर्व बैंक में श्रेणी – I अथवा श्रेणी –III का स्थायी कर्मचारी हो अथवा किसी भी राष्ट्रीयकृत बैंक अथवा केंद्र/राज्य सरकार (केवल अधिकारी संवर्ग) अथवा बैंक द्वारा स्वीकार्य किसी भी सार्वजनिक क्षेत्र की संस्था का श्रेणी। का स्थायी कर्मचारी हो। जिसने जमानत दी है**,** यदि उसका निधन या दिवालिया होने या पागल होने या करार करने के काबिल न होने पर**,** आप तुरंत बैंक को उस घटना के बारे में सूचित

<u>Bond by a surety</u>: You will have to execute an agreement and arrange to furnish to the Bank a Bond by a surety who should be a permanent employee in Class I or III of the Bank (RBI) or a permanent employee in class I or II (only officer cadre) of any Nationalised Bank or Central/State Government or any public sector organisation acceptable to the Bank, in the prescribed form (Specimen enclosed) on Rs. 100/- non-judicial stamp paper at the time of your appointment. In the event of the surety passing away or becoming an insolvent or becoming lunatic or otherwise becoming incapable of contracting, you will

करेंगे और उसके बदले में अपने स्वयं के खर्च से दूसरा बांड, जो बैंक को स्वीकार्य होना जरूरी है, प्रस्तुत करेंगे।

immediately intimate to the Bank of the occurrence of such event as soon as the said event occurs and furnish to the Bank a Bond from another surety acceptable to the Bank and execute / cause to be executed such further documents as the Bank may require at your own cost.

18. **अतिरिक्त जानकारी :** आपकी नियुक्ति आपके द्वारा समय-समय पर बैंक को अपेक्षित जानकारी देने के अधीन होगी और दी गई जानकारी के आलोक में आपकी सेवाएं बैंक को स्वीकार्य होने के अधीन होगी।

Additional Information: Your appointment will be subject to your furnishing such information as the Bank may require from time to time and subject to your services being acceptable to the Bank in the light of the information furnished.

19. **दुराचार का कार्य :** यदि, आपके बैंक की सेवा में शामिल होने के बाद, बैंक के ध्यान में आता है कि बैंक की सेवा में शामिल होने से पहले आपने कोई कदाचार किया था, तो आपकी सेवाएं बिना किसी नोटिस या उसके बदले किसी भी प्रकार का मुआवजा दिये बिना तुरंत समाप्त कर दी जाएगी, अथवा यदि आपकी सेवाओं को उपरोक्त प्रकार से समाप्त नहीं किया जाता है, तो आप अनुशासनात्मक कार्रवाई के लिए उत्तरदायी होंगे और बैंक द्वारा उचित समझे जाने पर जुर्माना भी लगाया जा सकता है।

Act of Misconduct: If, after your joining the Bank's service, it comes to the notice of the Bank that prior to joining the Bank's service you had committed any act of misconduct, your services are liable to be terminated forthwith without any notice or compensation in lieu thereof, or if your services are not so terminated, you shall be liable to disciplinary measures and to the imposition of any penalty, as Bank may deem fit.

20. **भत्ता यात्रा** : यह नोट करें कि बैंक नियुक्ति के संबंध में आपको कोई यात्रा भत्ता प्रदान नहीं करेगा।

Travelling Allowance: No travelling allowance will be paid to you on account of your journey in connection with your appointment.

21. **पुलिस सत्यापन** : आपकी नियुक्ति, आपके चरित्र और पुलिस अधिकारियों द्वारा पूर्ववृत्त के सत्यापन फॉर्म के मद सं. 12 के अधीन किए गए आपके घोषणापत्र के आधार पर की जा रही है। भविष्य में अगर किसी भी प्रकार का प्रतिकूल पुलिस रिपोर्ट प्राप्त होती है तो उक्त के पश्चात, बैंक आपको कोई

Police Verification: Your appointment is being made on the basis of your declaration made under item No.12 of the Attestation Form, pending verification of your Character and antecedents by the police authorities concerned. In the event of receiving any

कारण/ सूचना या मुआवजा/क्षतिपूर्ति बताए/दिए बिना सेवा से मुक्त कर सकता है।

unfavourable police report/s at a later date, your appointment in the Bank would be liable for termination forthwith without assigning any reason/notice or compensation in lieu thereof.

22. **<u>झूठी सूचना/जानकारी</u>** : यदि आपके द्वारा दी गई कोई भी घोषणा, कथन या जानकारी किसी भी समय झूठी या असत्य पाई जाती है या यदि किसी सामग्री विशेष को छुपाया जाता है, तो आपकी सेवाएं बिना किसी नोटिस या उसके बदले मुआवजे के तुरंत समाप्त कर दी जाएंगी।

<u>Submission of False Information/ Suppression of Information</u>: If any declaration, statement or information given by you, is at any time found to be false or untrue or if any material particular is suppressed, your services are liable to be terminated forthwith without any notice or compensation in lieu thereof.

23. **<u>जाति प्रमाणपत्र का सत्यापन (अनुसूचित जाति/अनुसूचित जनजाति के उम्मीदवारों के लिए</u>**) : आपकी नियुक्ति अस्थाई है और उचित अनुसूचित जाति/अनुसूचित जनजाति प्रमाणपत्र उचित माध्यमों द्वारा सत्यापित करने पर निर्भर हैं। भविष्य में अगर बैंक को यह पता चलता है कि आपके अनुसूचित जाति/अनुसूचित जनजाति प्रमाणपत्र गलत हैं/झूठा हैं, तो बैंक कोई कारण बताए बिना आपकी सेवाओं को समाप्त करेगा और ना ही इसके एवज मे मुआवजे के लिए कोई दावा किया जाएगा। ऐसा गलत प्रमाणपत्र देने से आप भारतीय दंड संहिता के प्रावधानों के तहत उचित कार्रवाई के लिए पात्र होंगे ।

<u>Verification of Caste Certificate (for SC/ST candidates only):</u> The appointment is provisional and is subject to Scheduled Caste or Scheduled Tribe certificate being verified through the proper channel and if the verification reveals that the claim to belong to Scheduled Caste or Scheduled Tribe as the case may be, is false, your service will be terminated forthwith without assigning any further reason and without any claim for compensation in lieu thereof, and prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false caste certificate/s.

24**. <u>जाति प्रमाण पत्र का सत्यापन (केवल ओ बी सी उम्मीदवारों के लिए)</u>**: आपकी नियुक्ति अस्थायी है तथा यह आप द्वारा प्रस्तुत जाति प्रमाणपत्र के उचित माध्यम से सत्यापन के अधीन है। यदि सत्यापन से पता लगता है कि ओ बी सी से संबद्ध होना अथवा क्रीमी

<u>Verification of Caste Certificate (for OBC candidates only):</u> Your appointment is provisional and is subject to the community certificate being verified through the proper channel. If the verification reveals that

लेयर से संबद्ध नहीं होने का आपका दावा झूठा है, तो आपकी सेवाएँ बिना और कोई कारण बताएँ, तत्काल प्रभाव से समाप्त कर दी जाएँगी और ना ही इसके एवज मे मुआवजे के लिए कोई दावा किया जाएगा साथ ही इससे झूठा प्रमाण पत्र प्रस्तुत करने के लिए भारतीय दंड प्रक्रिया संहिता के प्रावधानों के अंतर्गत आपके विरुद्ध कार्रवाई के बैंक के अधिकार पर कोई प्रतिकूल प्रभाव नहीं पड़ेगा।

your claim of belonging to Other Backward Class or not belonging to creamy layer is false, your services will be terminated forthwith without assigning any further reasons and without any claim for compensation in lieu thereof, and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.

25**. <u>आय और संपत्ति प्रमाणपत्र का सत्यापन (केवल ईडब्ल्यूएस उम्मीदवारों के लिए)</u>:** आपकी नियुक्ति अनंतिम है और यह आपके आय और संपत्ति प्रमाणपत्र के उचित माध्यमों से सत्यापित होने के अधीन है। यदि सत्यापन से पता चलता है कि आर्थिक रूप से कमजोर वर्ग (ईडब्ल्यूएस) से संबंधित होने का आपका दावा फर्जी/झूठा है, तो आपकी सेवाएं बिना कोई कारण बताए और नकली/झूठे प्रमाण पत्र प्रस्तुत करने के लिए भारतीय दंड के प्रावधानों के तहत की जाने वाली आगे की कार्रवाई पर प्रतिकूल प्रभाव डाले बिना तुरंत समाप्त कर दी जाएंगी।

<u>Verification of Income and Asset Certificate (for EWS candidates only)</u>: Your appointment is provisional and is subject to your Income and Asset Certificate being verified through proper channels. If the verification reveals that your claim of belonging to Economically Weaker Section (EWS) is fake/false, your services will be terminated forthwith without assigning any further reasons and without any claim for compensation in lieu thereof, and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/ false certificate.

26. **<u>पेंशन भुगतान आदेश (PPO)</u>** – (**<u>पूर्व सैनिकों के लिए)</u>**

(i) अगर आपने रक्षा सेवा से सेवानिवृत्त होते समय कमीशन अधिकारी के पद से नीचे के पद पर सेवा की हो और आप सेवा में पुन**:** कार्यरत हो जाए (Re-employed) तो आपको न्यूनतम वेतन (पेंशन के लिए न गिननेवाली) और समय-समय पर लागू केंद्र सरकार के निर्देशों के अनुसार पेंशन राशि (रक्षा सेवा से देय) पर महंगाई भत्ता देय होगा।

<u>Pension Pay Order (for ex-servicemen only)</u>:

(i) Dearness Relief at rates as per the Government directions applicable from time to time on the amount of pension (drawn by you from defence service) will be admissible to you, if you had held posts below the rank of commissioned officer at the time of your retirement and if your pay on re-employment is fixed at the minimum of the pay scale of the post in which you are re-employed

(ignoring the entire pension admissible).

(ii) यदि पहले से नहीं किया है तो आपको पेंशन पे ऑर्डर (पीपीओ) की प्रमाणित प्रति जमा करनी होगी। यदि आप बैंक द्वारा देय महंगाई भत्ता प्राप्त करने के विकल्प का प्रयोग करना हैं या सरकार द्वारा पेंशन पर देय महंगाई राहत प्राप्त करना चाहते है तो आपके द्वारा अपनी नियुक्ति के समय निर्धारित प्रारूप में आवेदन प्रस्तुत किया जाना चाहिए।

(ii) You should submit a certified copy of Pension Pay Order (PPO) if not already done. You should exercise option either to draw Dearness Allowance payable by the Bank or to draw Dearness Relief payable on pension by Government, at the time of your appointment, in the prescribed format.

भारतीय रिजर्व बैंक से महंगाई भत्ते का विकल्प चुनने की स्थिति में**,** कृपया ध्यान दें कि बैंक में आपकी नियुक्ति के तुरंत बाद**,** आपको रक्षा सेवा के पेंशन लेखा अधिकारी के साथ-साथ संबंधित बैंक की पेंशन संवितरण शाखा को आपके पुनर्नियोजन के बारे में और भारतीय रिज़र्व बैंक को सूचना के तहत सैन्य पेंशन पर महंगाई राहत के भुगतान को रोकने के लिए सूचित करना आवश्यक होगा। आपको संबंधित बैंक के शाखा प्रबंधक से एक प्रमाण पत्र प्रस्तुत करना होगा जिसमें यह दर्शाया गया हो कि उन्होंने आपकी नियुक्ति की तारीख से तीन महीने के भीतर सैन्य पेंशन पर महंगाई राहत का वितरण बंद कर दिया है**,** ऐसा नहीं करने पर भारतीय रिज़र्व बैंक महंगाई भत्ते का भुगतान रोक देगा।

In the event of your opting for Dearness Allowance from the Reserve Bank of India, please note that, immediately on your appointment in the Bank, you should inform the Pension Accounts Officer of defence service, as well as the Pension Disbursing branch of the concerned bank about your re-employment and to stop payment of Dearness Relief on the military pension, under advice to Reserve Bank of India. You should submit a certificate from the branch manager of the concerned bank indicating that they have stopped making disbursement of Dearness Relief on military pension, within three months from date of your appointment, failing which the Reserve Bank of India would stop payment of Dearness Allowance.

27. **<u>धर्म में परिवर्तन (केवल अनुसूचित जाति के उम्मीदवारों के लिए)</u>**

<u>Change in Religion (for SC candidates only)</u>:

आप अनुसूचित जाति के सदस्य है**,** तो आप कृपया यह नोट करें कि धर्म में परिवर्तन की स्थिति में (यदि कोइ हो तो), बैंक को इस

You, being a member of the Scheduled Caste, should note to intimate to the

परिवर्तन के बारे में तत्काल सूचित करना होगा।

Bank forthwith change, if any, in your religion in future.

28**.** आप किसी भी संक्रामक रोग से (त्वचा रोग के किसी भी प्रकार सहित) बाधित होने पर बैंक के चिकित्सा अधिकारी को तत्काल रिपोर्ट करेंगे और बैंक चिकित्सा अधिकारी द्वारा ड्युटी पर रिपोर्ट करने के लिए प्रमाणित करने पर ही रिपोर्ट करेंगे। ऐसी अवधि में**,** अगर आप बैंक सेवा में कार्यरत हो**,** तो आपकी अनुपस्थिति को साधारण छुट्टी**/**बीमारी छुट्टी**/**असाधारण छुट्टी देकर नियमित किया जाएगा।

You should, in the event of your contracting any contagious or infectious disease (including any type of skin disease), report forthwith to the Bank's Medical Officer for examination and shall not report for duty unless and until certified by the Bank's Medical Officer as fit for carrying out duties assigned to you. Your absence during such period, if you are continued in the service, shall be treated as absence on Ordinary Leave, Sick Leave or Extra Ordinary Leave as may be admissible to you.

29. उपरोल्लिखित नियम और शर्तें स्वीकार्य हो**,** तो पूर्व भर्ती औपचारिकताओं को पूरा करने आप सभी आवश्यक दस्तावेजों के और इस पत्र के साथ **दिनांक जून 21**, **2021** को **अपराह्न 1.30 बजे** इस कार्यालय में रिपोर्ट करें । आपको यह भी सूचित किया जाता है कि आप इस कार्यालय में रिपोर्ट करने से पहले अपना चिकित्सा परीक्षण पूरा करें। चिकित्सा परीक्षणों के व्यय का भुगतान आपको स्वयं करना होगा। सभी भर्ती पूर्व औपचारिकताओं के पूरा होने पर आपको बैंक में नियुक्ति के संदर्भ में सूचित किया जाएगा।

If the above terms and conditions are acceptable, you should report to this Office for completing pre-recruitment formalities **on June 21, 2021 at 1:30 PM** with this letter and with all the necessary documents. You are also advised to complete your Medical Test before reporting to this Office. The cost of the medical tests shall be borne by you. On completion of all the pre-recruitment formalities, you will be intimated regarding your appointment in the Bank.

30. कृपया ध्यान दें कि आपको बैंक में रिपोर्ट करने की तारीख पर रिपोर्टिंग समय से 72 घंटे भीतर किए गए आरटी पीसीआर परीक्षण का कोविड़ -19 नेगेटिव प्रमाण पत्र प्रस्तुत करना आवश्यक होगा और उक्त को प्रवेश द्वार पर ही प्रस्तुत करना होगा।

Please note that you should bring a COVID-19 negative certificate of RT PCR test conducted not more than 72 hours prior to reporting time on the date of reporting the Bank and will have to be produced at the entry point.

कृपया आप यह भी नोट करें कि यदि आप उपरोल्लिखित आवश्यकताओं को पूरा करने में असफल रहते हैं अथवा आप उक्त दिनांक को बैंक में रिपोर्ट करने में असफल रहते हैं, तब यह माना जाएगा कि आपको बैंक में सहायक पद पर नियुक्ति के प्रस्ताव पर दिलचस्पी नहीं है। आपका नाम चयन सूची में से, इस संबंध में आपसे किसी प्रकार के पत्राचार के बिना, हटा दिया जाएगा।

You should note that in the event of your failure to comply with the above requirements or in the event of your not reporting to this Office on the said date it will be presumed that you are not interested in the Bank's offer and your name will be deleted from the select list for the captioned post without any further reference to you.

यह भी स्पष्ट किया जाता है कि वर्तमान नियोक्ता (Present Employer) से त्यागपत्र देने की प्रक्रिया, यदि कोई हो तो, बैंक से नियुक्ति पत्र (Appointment Letter) प्राप्त होने पर ही करें ।

It is, however, made clear that steps for resigning from your present employer, if any, may be taken by you only on receipt of the Letter of Appointment from the Bank.

भवदीय/भवदीया
Yours faithfully,



(संगीता मुकुल शिर्के / Sangeeta Mukul Shirke)
उप महाप्रबंधक / Deputy General Manager

संलग्न:
i) चरित्र प्रमाण पत्र का नमूना
ii) प्रतिभू (जमानतदार) से प्राप्त किए जाने वाले बांड का नमूना
iii) किए जाने वाले चिकित्सा परीक्षणों की सूची (अनुलग्नक IV)
iv) नैदानिक केंद्रों की सूची (अनुबंध V)
v) नियुक्ति के प्रस्ताव की स्वीकृति पत्र

Encl:

i) Specimen of Character Certificate
ii) Specimen of bond to be obtained from the surety
iii) List of medical tests to be undergone (Annexure IV)
iv) List of diagnostic centres (Annexure V)
v) Letter of acceptance of Offer of Appointment

नियुक्ति के प्रस्ताव की स्वीकृति पत्र

Letter of acceptance of Offer of Appointment

(हस्ताक्षर) / (Signature) _____

(दिनांक) / (Date)

नियुक्ति के प्रस्ताव में दिए गए नियम व शर्तों को मैंने पढ़ लिया है और मैं यह घोषणा करता / करती हूं उसमें बताए गए नियमों और शर्तों मुझे स्वीकार्य हैं।

I have read the terms and conditions mentioned in the letter of offer of appointment bearing No. ___ and declare that the same are acceptable to me on the terms and conditions stated therein.

उम्मीदवार का नाम / Name of the candidate : _____

हस्ताक्षर व दिनांक / Signature & Date : _____



भारतीय रिज़र्व बैंक
Reserve Bank of India

कर्मचारी संख्या
Employee No 211142

प्रगती गजानन धनभर
सहायक
PRAGATI G DHANBHAR
ASSISTANT

हस्ताक्षर
Signature

जारीकर्ता अधिकारी
Issuing Authority



© HID Global

जन्म वर्ष / Year of Birth	1997
रक्त समूह / Blood Group	O+
एलर्जी / Allergic to	NIL
जारी करने की तारीख/ Date of Issue	12-08-2021
आपातकालीन संपर्क नंबर / Emergency Contact No.	+919890047419
आपातकालीन संपर्क व्यक्ति का नाम/ Emergency Contact Person Name	GAJANAN DHANBHAR

भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA

यदि यह कार्ड गुम हो जाता है/या किसी को प्राप्त होता है, तो कृपया भारतीय रिज़र्व बैंक के नजदीकी कार्यालय या भारतीय रिज़र्व बैंक, मानव संसाधन प्रबंध विभाग, केंद्रीय कार्यालय, फोर्ट, मुंबई को सूचित करें / भेजें।

In case this card is lost / found, kindly inform / send to the nearest office of the Reserve Bank of India or to Reserve Bank of India, HRMD, Central Office, Fort Mumbai - 400001, India

टेलीफोन / Tel: (91-22) 22601000

6B*16146 3320102703-1 XT

TANUL TECHNOLOGIES Pvt. Ltd.
To Expand To Progress...

Email- connect@tanultechnology.in
website- www.tanultechnology.in

Date:- 17-August-2019

To,

Mr. Mobin Khan

Reference: Your interview dated on 10-August-2019;

Sub- Offer letter for the post of Software Engineer

Dear Mr. Mobin,

Greetings from Tanul Technologies Pvt Ltd...

This is in continuation with reference to your candidature for the post of **Software Engineer** at **Tanul Technologies Pvt Ltd** Further to the interview and discussion you had with us, we are pleased to make you an offer for working at **Nagpur** on consolidated compensation of Rs 25,000/- per month (Twenty Five Thousand only). The date of joining is 02 September 2019 at 10:00 am. As per the policy of our company. First three days shall be your in-house training and orientation period. The training shall be imparted by competent authority/ies. You shall report to the Director.

This offer is subject to receipt of satisfactory references and successful completion of background verification including but not limited to proof of education and professional qualifications, employment history and proof of identity, which are satisfactory to us. In the event any of the above being unsatisfactory, Tanul Technologies Pvt Ltd reserves its rights to revoke your offer of employment.

This offer is made relying upon the information furnished and representation made by you from time to time during the employment process. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action is found to be in contravention to Tanul Technologies Pvt Ltd code of conduct or rule, Tanul Technologies Pvt Ltd will have the right to revoke your offer of employment at any time without notice.

This offer is valid subject to your acceptance of the offer conditions as mentioned above and your compliance to the date of joining with the requisite formalities.

Welcome to Tanul Technologies Pvt Ltd family!

Warm regards!

TANUL TECHNOLOGIES PVT. LTD.

Rahul Ambhore
Director

Email- connect@tanultechnology.in
website- www.tanultechnology.in

I. Position

Job Title
Your Job title will be Software Engineer and you will report to the Company's CTO.

Work Schedule
This is a full-time position requiring approximately 40 hours per week. Your regular weekly schedule will be Monday to Friday 10:00-19:00 For remote work options and flexible hours, see the Benefits section.

Probation Period
The candidate have to serve 6 months probation period, in which candidate not allowed to apply for leaves without any emergency.

Employment Relationship
Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company.

II. Compensation

Salary
The Company will pay you a starting salary at the rate of Rs. 1.80 Lac per year, payable in accordance with the Company's standard payroll schedule, beginning 02 September 2019 and you will receive your first pay on between 1st to 10th October 2019. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect at the time.

Email- connect@tanultechnology.in
website- www.tanultechnology.in

Detailed breakup of CTC is given below:

Salary Head	Per Month (in Rs.)	Per Year (in Rs.)
Basic	12550	150600
HRA	4697	56364
Conveyance	3266	39192
Mgt. Allowances	2312	27744
Special Allowances	2175	26100
CTC	**25000**	**300000**

The management is further empowered to re-structured your salary at any time in future at its sole discretion

Tax Withholding

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

Tax Advice

You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimises your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

III. Bonus potential

In addition, you will be eligible to be considered for an incentive bonus for each year of the Company. The bonus will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. Your target bonus will be equal to 20% of your annual base salary. Any bonus for the fiscal year in which your employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. Any bonus for a fiscal year will be paid within 2 months after the close of that fiscal year, but only if you are still employed by the Company at the time of payment. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding.

IV. Employee benefits

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits.
The Company offers a comprehensive employee benefits program, including:

Flexible Hours

You will be eligible for 4 work-from-home day[s] per month You can also occasionally adjust your daily working schedule upon manager's approval, should you have any personal commitments.

Leave Policy

You will be eligible for 12 days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

Remote Work

You will be eligible for 20 day[s] of remote work per year, upon manager's approval.

Training

As part of our professional development initiative for all employees, you will be eligible for an annual training budget. You can use this for educational materials, including books, subscriptions to online courses, tickets to conferences and workshops or other resources, upon managerial approval. You're also eligible for [tuition fee reimbursement, upon HR department's approval.

V. Notice Period

After completion of Agreement candidate can leave the company by serving 1 month notice period with knowledge transfer and final salary settlement will be proceed after 45 Days

VI. Privacy and confidentiality agreements

Privacy Agreement

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

Conflict of Interest Policy

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company (e.g. freelance coding work for our competitor.) By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Proprietary Information and Inventions Agreement

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

VII. Termination conditions

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

IX. Interpretation, Amendment and Enforcement

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

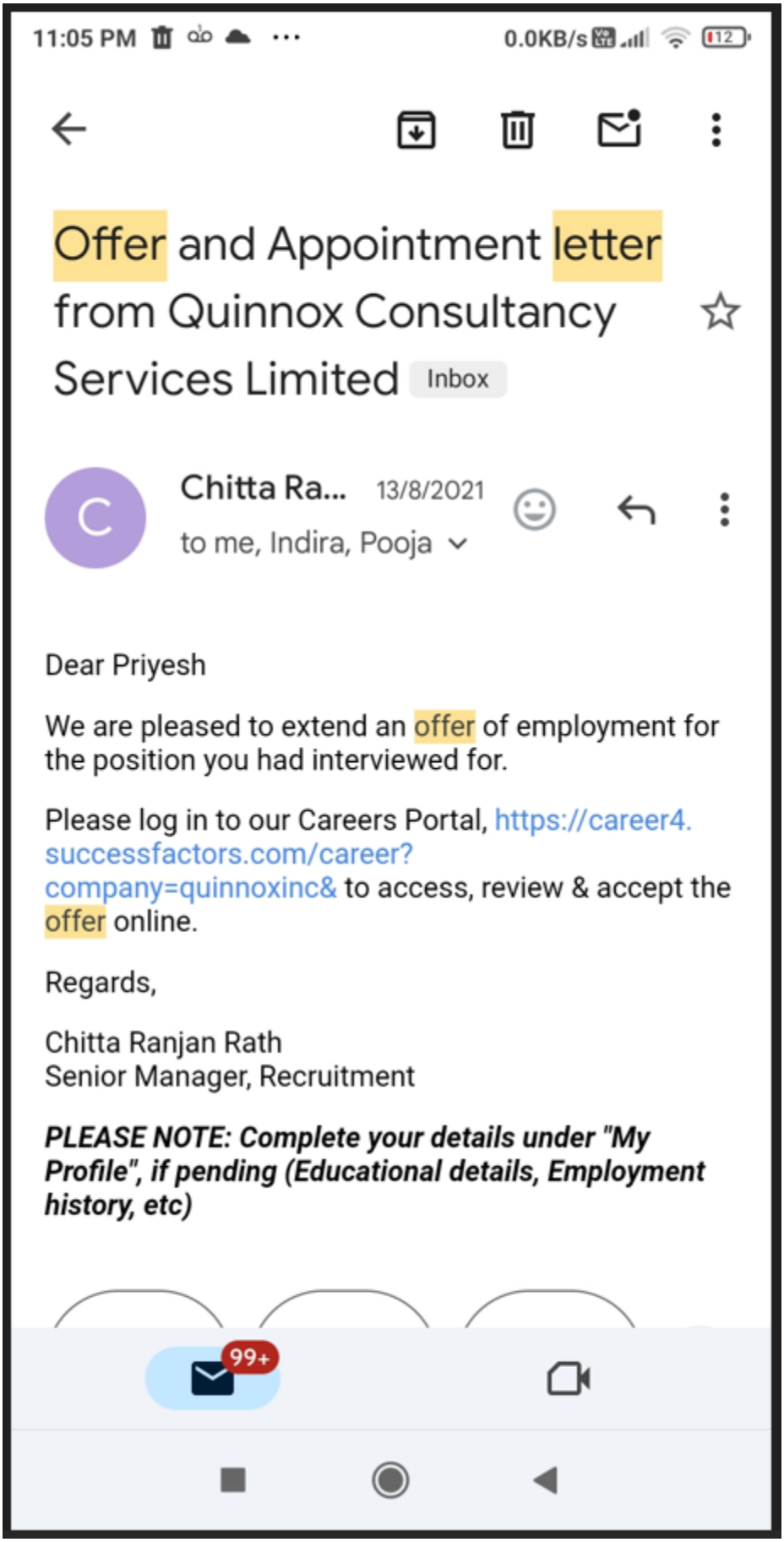
You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by 17 August 2019. Upon your acceptance of this employment offer, Tanul Technologies Pvt Ltd will provide you with the necessary paperwork and instructions.

Sincerely,

Rahul Ambhore
Director, Tanul Technologies Pvt Ltd
Date: 17/08/2019

TANUL TECHNOLOGIES PVT. LTD.

Mr. Mobin Khan
Software Engineer


11:05 PM
0.0KB/s
Offer and Appointment letter from Quinnox Consultancy Services Limited
Inbox
Chitta Ra...
13/8/2021
to me, Indira, Pooja
Dear Priyesh
We are pleased to extend an offer of employment for the position you had interviewed for.
Please log in to our Careers Portal, https://career4.successfactors.com/career?company=quinnoxinc& to access, review & accept the offer online.
Regards,
Chitta Ranjan Rath
Senior Manager, Recruitment
PLEASE NOTE: Complete your details under "My Profile", if pending (Educational details, Employment history, etc)
99+

ONE ZERO EIGHT
Brand & Design

Employment Offer Letter

To,
Devika joshi,
Pune

Welcome to OneZeroEight!

We are pleased to offer you am employment in the position of **Web Developer** with OneZeroEight Brandcomm Pvt ltd.

As a Web Developer, you will be entitled to a monthly starting Remuneration of Rs. 21,000/- (Rupees Twenty one thousand only) which is fixed salary. There will be Variable Bonus as additional component depending on your performance and financial situation of the organization.

The reporting time to the office would be 10 am-7 pm; we have a half-day on Saturday & Weekly off on every Sunday.
(Saturday half-day policy may change depending upon the workload. The company holds all Rights to decide to work on Saturday.)

You are expected to join One Zero Eight latest by 1st August 2020

Please sign this offer letter as a token of your acceptance of employment on the above terms and conditions.

We are looking forward to working with you.

Respectfully,

Govind Kabade | Director – Founder
+91-9823871759 | govind@onezeroeight.in

	NAME	:	Vishakha Sushil Agrawal
	DESIGNATION	:	**Trainee**
	GCM Level	:	**1**
	Grade		**T1**
	Expected DOJ	:	**Monday, January 06, 2020**
	Joining Location	:	**Pune**

	Component	**Amount (Rs.)**
	Basic	13,000
	BOA	8,048
	Monthly Gross	**21,048**
A	**Annual Gross**	**2,52,576**
	Provident Fund	18,720
	Gratuity	7,504
B	**Retirals**	**26,224**
	(A+B)	**2,78,800**
	Statutory Bonus	31,200
C	**Variable Pay***	**31,200**
	CTC per annum (A+B+C)	**3,10,000**

*Probable for the year on pro-rata basis

In addition to the above,

- You will be eligible for Group Mediclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy
- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

Reference: Persistent/Campus/568572/3.0

Confidential

June 22, 2021

Sharayu Band
At. post Gurukunj Ashram , Tq. Tiosa , Dist. Amravati
Amravati

Dear Sharayu,

Subject:**Your Appointment as Software Engineer**

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

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

Your scheduled date of joining will be June 23, 2021. However, in case of any change in the schedule, we will communicate the revised date of joining.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **341,000**. Your Annual Gross Salary will be Rs. **300,000.** A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the ‘Basic Salary’ as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:
- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.

- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.

- In case of changes in any existing statute related to statutory bonus, the amount mentioned as ‘Statutory Bonus / Ex-gratia’ in the ‘Salary break-up sheet’ will be considered towards ‘Statutory bonus’ and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

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

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

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

Additional Terms –

1. Acceptance of Offer

a. The offer is valid till the date of joining decided by the Company.
b. Please send us your acceptance of the offer on or before **July 6, 2021**.
c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
e. As per the business requirement, kindly take the following actions:
i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

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

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

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

2. Work Location

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

3. Increments and Promotion

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

4. Probationary Period

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

5. Recovery of Expenses

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

6. Notice Period

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

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

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

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

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

7. Mediclaim Insurance Policy

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

8. Retirement

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

9. Rules and Regulations

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

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

10. Invention Assignment and Confidentiality Undertaking

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

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

11. Code of Conduct

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

12. Working Days

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

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

13. Information and Security

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

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

14. No Conflict

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

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

15. Dispute Resolution

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

16. Transit Accommodation

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

17. Joining Formalities

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

Pune

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

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

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

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

Annexure to and forming part of this letter:

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

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.
I will join the Company on June 23, 2021.

Date: **Signature:**

SALARY BREAK-UP SHEET (Annexure – A)

Date: **June 22, 2021**

Grade: **3.0**

Location: **Pune**

Name: **Sharayu Band**

Designation: **Software Engineer**

I	**Monthly Components**	**% of basic salary**	**Amount (Rs.)**
1	Basic Salary		7,900
2	House Rent Allowance	50%	3,950
3	Company contribution to E.P.F./Special Pay I		1,489
4	Superannuation fund/Special Pay II	15%	1,185
5	National Pension Scheme/Special Pay III	10%	790
6	Leave Travel Assistance	10%	790
7	Performance Pay	10%	790
8	Statutory Bonus/Ex-gratia	20%	1,580
9	Upkeep Pay		3,710
	Total to be paid monthly (M)		**22,184**
	Total for the year [M * 12] [A]		**266,208**
II	***Variable Components***		
1	Company Performance Bonus[CPB] Per Month [M]		2,500
	Total CPB 10% of Annual Gross Salary [B]		**30,000**
III	***Annual Component***		
	Provision for your gratuity **[C]**	4%	3,792
	Annual Gross Salary [A + B + C]		**300,000**
IV	**Major Benefits [Average cost per person p.a.]**		
	Insurance* and Food* [D]		**41,000**
	Cost To Company (CTC) *[A + B + C + D]*		**341,000**

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

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

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

Following facilities are available at certain locations

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

**Food	* Insurance Policy
- Lunch, Snacks	- Group Term Life Insurance
	- Personal Accident
	- 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.

Annexure – C

Guidelines for Joining Process

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

1) System Entries

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

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

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

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

2) Upload Documents

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

Valid documents for each category are:

a) Identity proof: Any one of the below

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

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

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

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

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

d) Educational Information: All documents (as applicable)

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

e) Professional Information: (As applicable)

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

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

g) Pan Card (Mandatory)

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

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

HRD/3T/20-21/1000356320

Ms. Minal Madanlal Varma
Candidate ID: 1000356320
Mayur Jewellers,Main Road,Shegaon-444203
Gandhi Chowk,Shegaon
Shegaon - 444203
Maharashtra
India
Ph: (91) 93075 45534

August 10, 2020

Dear Minal,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Digitally signed by RICHARD LOBO
Date: 2020.08.10 11:55:02 +05:30
Reason: Offer Letter
Location: Bangalore

GE Gas Power

June 26th, 2022

Deepti Santosh Soni
Birla Institute of Technology and Science

Subject: Appointment Letter

Dear Deepti Santosh Soni,

Welcome to GE.

We are pleased to offer you the position of **Edison Engineer at Leadership Training Band**. You will be reporting to **Prabhanjana Kalya, Asia Leader- Edison Program & Technical Learning, GE Gas Power**. This position will initially be based in Bangalore but is assignable anywhere in India.

Your compensation is indicated in the Compensation & Benefits worksheet attached as Annexure A. This appointment is subject to the Terms and Conditions of Employment and the Employee Innovation and Proprietary Information Agreement attached as Annexure B and C respectively.
Please confirm your acceptance of enclosed Terms and Conditions of Employment and the Employee Innovation and Proprietary Information Agreement to your HR Manager.

On behalf of the Company, I wish you every success in your position and trust that our relationship will be long and mutually rewarding.

Yours sincerely,

For GE India Industrial Private Ltd.

Shankar Kannan
Lead Sourcing and Recruiting Specialist

Signed on 26 June 2022 at Bangalore

Enclosures:
Annexure A - Compensation & Benefits
Annexure B - Terms and Conditions of Employment in duplicate
Annexure C- Employee Innovation and Proprietary Information Agreement in duplicate

CC: Payroll / Personal File

RECRUITMENT IN CLERICAL CADRE - OFFER LETTER

1 message

AGMHR.LHOMUM MUMBAI <agmhr.lhomum@sbi.co.in> Fri, Mar 31, 2023 at 6:32 PM
To: shrutikarumale24@gmail.com <shrutikarumale24@gmail.com>

(LETTER OF OFFER)

To,

SHRUTIKA RUMALE

1766,

NEAR WATER TANK LEDHE LAYOUT,

GAJANAN TEMPLE ROAD SARKAR NAGAR

CHANDRAPUR, MAHARASHTRA

PIN - 442401

Madam / Dear Sir,

RECRUITMENT IN CLERICAL CADRE

OFFER OF APPOINTMENT

We are pleased to inform you that based on your performance in the Main online examination held on **15.01.2023** you have been shortlisted for appointment in the Bank in the Clerical Cadre as "Junior Associates (Customer Support & Sales)" subject to successful qualification in official language test and completion of required formalities by you.

2. Please, therefore, call on the **Chief Manager (HR) State Bank of India, Administrative Office, EAST MUMBAI** at address mentioned in Annexure I on **10.04.2023** for official language test and other necessary completion of joining formalities. After successfully qualifying in official language test and satisfactory completion of the joining formalities including medical reports, final letter of appointment will be issued to you. Thereafter, you will be undergoing training to be arranged by the State Bank Institute of Learning & Development (SBILD)/ Local Head Office (LHO) prior to your posting at the identified branch/office.

3. It is clarified that, a pregnant woman may be appointed in the Bank upto six months of pregnancy provided she furnishes a certificate from a specialist gynecologist that her taking up Bank's employment at the stage is not likely to interfere with her pregnancy or the normal development of the foetus or is not likely to cause miscarriage or otherwise adversely affect her health. In case the pregnancy is more than six months, a medical examination to ascertain

Private & Confidential

28 September 2022

Saurav Purushottam Kohale
Ward No. 1, Post Samda Buj Tah.
Saoli, Samda Bk, Chandrapur,
Maharashtra, 441225

Re: Letter of Appointment

Dear Saurav Purushottam Kohale,

Congratulations! We are delighted to offer you employment with Tata Technologies as a **"Skilled Engineer-GET"** with Annual Total Cost to Company of **INR 469,549 (Rupees Four Lacs Sixty-Nine Thousand Five Hundred Forty-Nine Only)**. Our aim is to provide you with a challenging and fulfilling experience to deliver your full potential and achieve your personal goals.

Please join us on **10th Oct 2022** @ 0800 Hrs. and report to:

Tata Technologies Ltd
25, Rajiv Gandhi Infotech Park
Hinjewadi, Pune 411057

Please go through the following enclosed documents comprehensively.

1. Terms and Conditions of Employment - Annexure A
2. Compensation Break-up - Annexure B
3. Summary of Benefits - Annexure C

Please read all these documents carefully and follow the instructions meticulously. In case you require any clarifications, please contact -

Onboarding Team -
Tatatechnologies.Onboarding@tatatechnologies.com

Welcome to Tata Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

With Warm Regards,

Rambabu Srinivas
Sr. VP and Global - TA and RMG

Annexure "A"

Terms and Conditions of Employment

FOR:
Saurav Purushottam Kohale
Ward No. 1, Post Samda Buj Tah. Saoli, Samda Bk, Chandrapur, Maharashtra, 441225, , ,

In pursuance to our discussions with you on offering you a position with Tata Technologies, we are pleased to present you our appointment letter based on the following terms and conditions.

1. Designation & Work location

You will be designated as **"Skilled Engineer-GET"** based at Pune. Please note however, that the company reserves right to later transfer its employees to any other department or location, based on organizational needs.

However please note that the company reserves the right to transfer its employees to any unit(s)/ department(s) or office(s) of the company or of its Affiliates and /or the office of the Company's Customer ("Joining Location"), other than the one an employee was initially hired to work for.

2. Educational Qualification

Your appointment is subject to your clearing the B.E./B. Tech course with minimum 60% in aggregate of all semesters by Nov 2022.Pls submit copies of your final degree certificate and mark sheet for mandatory verification. In case these final certificates & mark sheets are yet to be released by your college, they shall need to be submitted as early as available. If it transpires after you join us, that you have secured less than 60% marks we will be compelled to terminate your services.

3. Training & Confirmation

Your training period shall be of one year and shall comprise both "Classroom / Virtual" and "On the Job" training content. Your performance on the training program will be assessed both during and at the end of the program. Successful completion of the training program is mandatory for your confirmation and continuation of the employment.

Our training location for the Classroom training / Virtual (Six Weeks Approximately) is centralized at Pune, irrespective of the final work location to which you are assigned.

4. Remuneration

Your Annual Total Cost to Company shall be **INR 469,549 (Rupees Four Lacs Sixty-Nine Thousand Five Hundred Forty-Nine Only)** Thereafter, the company norms and practices will apply. The break-up of your remuneration is attached as Annexure "B".

You will be paid your remuneration 1st day of subsequent month through a bank transfer broken into twelve equal installments or proportionately for lesser period based on your attendance accruing to you. In case of adverse market conditions, depending upon its impact on Company performance, the company reserves its rights to modify, reduce and alter your compensation & benefit structure consistent with its overall policy by giving you advance notice of one month.

5. Unauthorized Absence & Alternate Engagement:

Absence for a continuous period of **three days** without intimation is construed as "Unauthorized Absence". This is considered as an act of serious misconduct. You shall devote full time to the work of the Company and shall not undertake any direct/indirect business or any other assignment whether honorary or remunerative or accept any reward except with prior written permission of the Company.

Any violation of the above invokes disciplinary action and may lead to termination of employment.

6. Income Tax

All payments received by you from the Company are subject to Income tax deducted at source as per the Income tax rules applicable from time to time. However, the onus to satisfy your Assessing Officer regarding your tax liability shall exclusively lie with you.

7. Benefits

In addition to the above, you will be entitled for various benefits & perquisites enumerated in detail in **Annexure C.** All retirement benefits like gratuity, provident fund and medical benefits shall form part of your total compensation.

8. Superannuation

You shall retire from the services of the Company on attainment of sixty years of age.

9. PTO / Holidays

You shall be governed by the provisions of Paid Time Off (PTO) policy.

10. Code of Conduct

With the acceptance of this letter, you will undertake to abide by the guidelines of the Tata Code of Conduct (TCOC) and will be required to demonstrate appropriate behavior towards its adherence and cherish the values propagated by the Company.

11. Documents

This offer is subject to your successful completion of Degree program and production of relevant final certificates in support of the same. You shall be required to furnish all applicable documents as required by the Company. Your appointment will be terminated automatically if you fail to produce all the relevant document within 30 days of your joining.

12. Background Check

The Company reserves its right to engage a professional agency to verify information provided by you in your application or thereafter. If a background check raises doubts on any of the details furnished by you, and the Company feels the need to further validate such facts, the Company may ask you for any further information and documents as it deems necessary, to substantiate information you have provided earlier.

If the background checks fail to confirm authenticity of any of the above mentioned information, the Company reserves the right to withdraw this employment offer or terminate your services immediately and recover/withhold any sums paid/due to you that was rightly not payable, had the absence of authenticity been known prior to your joining the services of the Company.

13. Data Protection and Privacy

You shall not divulge to anyone, whether a direct competitor or otherwise, by word of mouth or otherwise any particulars or details of our security source code, security arrangements and administrative and / or organizational matters whether confidential, secret or otherwise, which you may acquire during the course of your employment with the Company. You shall also use your best endeavor to prevent the disclosure, communication and publication of any confidential information.

On joining, you will be required to sign the `Confidential Non-Disclosure Agreement' which shall form part of the appointment letter and terms incorporated herein by reference. The Company reserves the right to initiate legal action against you in case of breach of the Individual Confidential Non-Disclosure Agreement.

You further give your explicit consent that Tata Technologies may transfer any of your personal data to any other company within the Tata Technologies Group of Companies globally, in connection with the conduct of business. You also give your explicit consent to Tata Technologies disclosing your personal data limited to that required for the purposes of performing your job for clients, potential clients, suppliers, and other third parties that you may have reason to be in contact with in pursuance of your job.

It is essential that your personal records are accurate and kept up to date. It is your responsibility to notify the HR department and update the information in Personal Information Tab in Employee Self Service Portal.

14. Conflict of Interest

In the event of your decision to severe the relationship with the Company, you shall ensure that your new assignment does not conflict directly or indirectly with the interest of the Company and/or customers with whom you were engaged during the employment with the Company.

15. Medical Fitness

Your appointment and continuance of your employment with the Company is subject to you being physically fit to carry out the jobs assigned by the Company. We presume that the validity of answers you gave in our “Candidate Self Declaration” under Application Form still prevail. If this presumption is incorrect, on account of any medical condition that developed subsequently, you are obligated to declare this before joining. You undertake to inform your Reporting Manager & HR Manager immediately if any serious medical conditions arise whilst in service.

Any concealment of correct & up-to-date information will be treated as a breach of trust and invoke disciplinary action and possible dismissal from services.

16. Separation

Your appointment is subject to termination with three months’ notice by you or by the Company. You should be fully available for company work during the notice period. Absence of notice period of three months or part thereof, invokes a payment of three months’ basic salary or part thereof by you to the Company or by the Company to you, as the case may be, in lieu of the notice period. However, accepting a notice period less than three months is entirely at the Company's discretion. The Company is not under any compulsion to accept an employee’s offer to surrender the basic salary in lieu of notice period or part thereof.

Notwithstanding what has been mentioned above, the Company may also terminate your appointment with immediate effect and without notice period, if you are found guilty of serious misconduct.

17. General

This appointment letter shall supersede all other terms and conditions, agreements, service conditions, practices, usages & customs in the past whether expressed or implied. If the terms and conditions are acceptable to you, we ask you to kindly accept the copy of this appointment letter within 3 days to the Company. In case we do not receive a formal acceptance within above mentioned period, this appointment letter will be treated as cancelled unless your joining date is extended in writing by the Company.

This offer is subject to clearing the background verification process and submission of pre-employment documentation as requested by Tata Technologies Ltd. within 7 days of issuance of the offer. In case of any non - compliance in submission of documents and discrepancy found as a result of Background Verification, the company retains the right to revoke the offer issued.

You will be governed by existing and newly introduced policies as amended from time to time.

By joining the company, it is presumed that you have accepted all terms and conditions of this appointment letter.

While welcoming you in the family of Tata Technologies, we hope you would excel in your endeavors and add value to yourself and the Company.

Welcome onboard.
Yours faithfully,



Vibhanshu Agnihotri
Global Head - Performance and Rewards

I have read the appointment letter and accept the terms and conditions set out and shall abide by the same. I will join the Organization effective: **October 10, 2022**

I further agree that I have carefully considered and obtained appropriate counsel, wherever necessary on the nature and extent of the restrictions, rights and remedies conferred upon the Company under this appointment letter and hereby acknowledge and agree that the covenants contained in this agreement are supported by good and valuable consideration, are reasonable in time and are reasonably necessary to protect the legitimate business interests of the Company.

Name: Saurav Purushottam Kohale
Signature of the candidate: 
Date: 28/09/2022
Place: Pune

Annexure B

COMPENSATION COMPONENT

Name	Saurav Purushottam Kohale
Location	Pune
Grade	L1.1

COMPONENT	**Annual**
Consolidated salary (Basic Salary)	168,000
House Rent Allowance (HRA)	67,200
Bonus	24,000
Flexible Benefit Plan*	135,919
Retirals	
Superannuation Allowance / Pension Scheme***	25,200
Provident Fund (Employer)	21,600
Gratuity	8,081
Total Fixed Compensation	**450,000**
Cost to Company (CTC)	**450,000**
Insurance Premium paid by company (Notional)	
Group Medical	15,441
Group Personal Accident, Group Term Life and EDLI	4,108
Total Cost to Company (TCTC)	**469,549**

Note:

*__Flexible Benefit Plan__

Please refer FBP Policy guidelines on India HR Policy Portal for details on limits under each component.

- Leave Travel Assistance
- Children Education Allowance
- Children Hostel Allowance
- Telephone Bills Reimbursement
- Mobile Handset Reimbursement
- National Pension Scheme
- Group Term Life Insurance (Top-up)

(Unallocated FBP Amount will be shown under Special Allowance.)

***Superannuation Allowance / Pension Scheme - Employee will have two options to choose (1) To join Superannuation Pension Scheme. Once you have chosen the option, you will not be allowed to change or (2) To get Superannuation Allowance on monthly payout basis which is subject to tax.

Note: You will be governed by existing and newly introduced policies as amended from time to time.

Annexure C

Summary of Benefits

We are committed to the health and overall well-being of our employees. We constantly strive to improve and bring better benefits for our employees. Here are some of the domain wise benefits that you can avail of to achieve a better work-life environment.

(A) Wellness:

1. Group Medical Insurance Policy

Employees and their dependents are covered with a Medical Insurance policy for Hospitalization. A basic cover is provided at company's cost. However, there is a provision to take additional cover at your cost. There are several other benefits under our medical policy. Please visit our intranet site for complete details.

2. Group Personal Accident Insurance Policy

All our employees are covered under a 24X7 Accident insurance coverage (Premium paid by company).

3. Group Term Life Insurance Policy (including Government mandated EDLI cover)

All our employees are covered under a Term Life Insurance Policy (Premium paid by company) with basic cover. However, there is a provision to opt for top up coverage (Premium to be borne by employee). Additionally, you will also be covered by the EDLI scheme

(B) Asset Creation

1. Car Policy

Employees with T/S & L1 grade will be eligible for subsidy on Car loan [Rs. 12000 & Rs15000 per annum].

(C) Personal Development:

1. Training

We have an elaborate program to cover employees with class-based training as well as on job training on technical and cognitive needs.

(D) Maternity Benefit:

Women employees will be entitled for Maternity Benefit as per Maternity Benefit (Amendment) Act, 2017.

Note: The Management has the right to modify / change / delete any or all of the above benefits without prior notice.

MAHARASHTRA METRO RAIL CORPORATION LTD
(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)

No. MAHA-Metro/P/HR/06(S)-2020/2022/565 **Date: 15.11.2022**

OFFICE ORDER NO. 205/2022

Consequent upon provisional selection for the post of Junior Engineer (Mechanical) - S1 against Advt. No. MAHA-Metro/P/HR/O&M/06(S)/2020 dated 08.12.2020 issued by MAHA-Metro, Pune and acceptance of terms & conditions of offer of appointment, noted below, for the said post, Shri Vaibhav Rameshwar Nakat has joined Pune Metro Rail Project on 14.11.2022 (F.N.). Accordingly, he has been posted in O&M Wing of Pune Metro as per details given below:

Name of Employee	Desig.	Emp. ID	IDA Pay Scale (in Rs)	Basic Pay (in Rs)	Allotted Wing/Dept.	Reporting Authority
Shri Vaibhav Rameshwar Nakat (OBC)	Junior Engineer (Mechanical) - S1	40108	Rs. 33,000 - 1,00,000/-	Rs. 33,000/- w.e.f. 14.11.2022	Rolling Stock	ED (Rolling Stock) MAHA-Metro, Pune

NB: (1) Shri Vaibhav Rameshwar Nakat will be governed by the MAHA-Metro policies and terms and conditions stipulated in the offer of appointment letter No. MAHA-Metro/P/HR/Advt.06(S)-2020/VRN/2022/549 dated 04.11.2022, duly accepted by him.

(2) He has been declared medically fit in the required medical category by the MAHA-Metro empanelled hospital.

(3)He has executed necessary Service Bond as per Bond policy of MAHA-Metro.

(4) Necessary training shall be organized and imparted by O&M wing to the above candidate.

(5) He will do the work time to time assigned to him by the Controlling Official/Competent Authority.

(6)He may please note that without prejudice to above, in case there is any adverse report against him from the Civil/Police authority about his character and antecedents, necessary action, as deemed fit, will be taken against him, including termination of services.

(7) He shall report to ED (Safety and O&M) for orientation training and after completion of the said training, he shall report to ED (Rolling Stock).

(8) Photograph, Signature & LTI Shri Vaibhav Rameshwar Nakat is appended below.



(LTI)

(Signature)

15-11-2022

(Rajkumar Apotikar)
Sr. DGM (HR)
MAHA-Metro, Pune

Copy for information and necessary action to:

1. PS to MD for kind information of MD please.
2. Director (Works), D (S & OP), DP, D (RSS&OP), DF - For kind information please.
3. ED (Safety and O&M), PMRP - He is requested to arrange for imparting necessary training to the above candidate.
4. All EDs/HODs, PMRP - For kind information please.
5. GM (Finance), PMRP - For kind information please.
6. Sr. DGM (HR), Manager (HR) - For information please.
7. AM (HR) for necessary action and updating SAP - For information please.
8. Shri Vaibhav Rameshwar Nakat, Junior Engineer (Mechanical) for kind information & necessary action.
9. Personal file of concerned official.
10. Office Order file.

RECRUITMENT OF JUNIOR ASSOCIATES 2020 BATCH: PROVISIONAL LETTER OF OFFER

1 message

AGMHR LHOMAH <agmhr.lhomah@sbi.co.in> Wed, 6 Jan, 2021 at 4:47 pm
To: pavanpirane1@gmail.com <pavanpirane1@gmail.com>

Date: 05.01.2021

Letter no: HR/RECT/AKS/9327

PROVISIONAL LETTER OF OFFER

PAVAN NARAYAN PIRANE

ROLL NO. - 4221017535

AT POST DONGAON TA MEHKAR

, BULDANA

MAHARASHTRA- 443303

Dear Sir/Madam,

RECRUITMENT IN CLERICAL CADRE

JUNIOR ASSOCIATE 2020 BATCH

We are pleased to inform you that based on your performance in the Main online examination held on 31.10.2020 you have been shortlisted for appointment in the Bank in the Clerical Cadre as “Junior Associates (Customer Support & Sales)” subject to successful qualification in official language test and completion of required formalities by you.

2. Please, therefore, report to the **Chief Manager (HR), State Bank of India, Administrative Office, NAGPUR, as per places mentioned in Annexure II, on 15.01.2021 to 19.01.2021 (on any one date) at 10:00 AM for document verification and other pre joining formalities. Places are**

mentioned in Annexure I for Medical Examination. After successfully qualifying in official language test and satisfactory completion of the joining formalities including medical reports, letter of appointment will be issued to you. Please note that pre-joining formalities including medical examination process may take more than one day, please therefore arrange accordingly. Please note that, there will be no other dates provided to you for the completion of Pre-Joining formalities (i.e. Document Verification, Medical examination and other pre joining formalities). Please note that only after successful qualification in **official language test** (tentative date for the official language test is **20.01.2021**, which may be conducted at SBILD Panaji/ SBILD Pune, however, final date and centre will be advised separately) and satisfactory completion of the joining formalities including medical reports, the letter of appointment will be issued to you with the instructions to join on **25.01.2021**, which is the common date of joining. Thereafter, you will be undergoing training to be arranged by the State Bank Institute of Learning & Development (SBILD)/ Local Head Office (LHO) prior to your posting at the identified branch/office.

3. It is clarified that, a pregnant woman may be appointed in the Bank up to six months of pregnancy provided she furnishes a certificate from a specialist gynecologist that her taking up Bank's employment at the stage is not likely to interfere with her pregnancy or the normal development of the fetus or is not likely to cause miscarriage or otherwise adversely affect her health. In case the pregnancy is more than six months, a medical examination to ascertain medical fitness in joining the Bank should be under taken after three months of delivery and only then she can be considered for recruitment in the Bank. In such a case prior written intimation should be sent to us immediately on receipt of this letter.

4. If at any time in the past, you were employed in our Bank either in clerical or in officer cadre; you are not eligible to join the Bank afresh in clerical cadre now.

5. Persons convicted for dowry offences under the Dowry Prohibition Act, 1961 or under Section 304 (b) of the Indian Penal Code are disqualified from being appointed in the Bank.

6. Candidates with record of default in repayment of loans/credit card dues and/or against whose name adverse report of CIBIL or other agencies is available will not be appointed in case of selection. The position in this regard will be verified before joining. Candidates in their own interest are advised to verify their credit record in official website of CIBIL.

7. Candidates against whom there is/are adverse report(s) regarding character, antecedents, moral turpitude etc., are disqualified from being appointed in the Bank.

8. Merit list has been drawn State-wise and category-wise and candidates will be posted in the State for which they have applied. **There is no provision of Inter Circle Transfer/Inter State Transfer for Junior Associates to be recruited.**

9. (i) The following documents in original will have to be produced by you at the time of your reporting thereat, **in original and a copy.**

1. Bio data form, to be downloaded from our Bank's website www.sbi.co.in , duly filled in with your own handwriting

2. Birth Certificate/School Leaving Certificate (for verification of date of birth)
3. Income Tax PAN Card (mandatory)
4. AADHAR Card
5. Certificate(s) regarding educational qualification
6. Military Discharge Certificate (in case appointment of ex-servicemen)
7. Character certificates either from two Gazetted Officers of Government or one such officer and an officer of the Bank in addition to a certificate from the Head Master/Principal of the School/College last attended.
8. Certificate for handicapped category issued by CMO/competent authority stating therein the nature and extent of handicap
9. SC/ST/OBC category certificate.
10. EWS Income and Asset Certificate
11. Three passport size photographs.

(ii) Your appointment in the Bank will be subject to successful qualification in official language test (Candidates, who produce 10th or 12th standard mark sheet/certificate evidencing having studied official language at the time of joining formalities, will not be subjected to language test) and satisfactory medical report. The format of the examination/test for official language will be as decided by the Bank. In case you do not succeed in the said test/examination, you will not be given any appointment in the Bank.

(iii) For the purpose of medical report, you will have to undergo medical tests/ examination at your own cost as per Bank's norms. Medical examination report as per the Medical Standards of the Bank for new recruits to be obtained from any of the Bank's Medical Officer (list of Bank's Medical Officers and Letter of introduction enclosed). For that purpose, following medical test reports from pathological laboratory/diagnostic centre/Radiological Centre will be required. The reports should be signed by atleast M.D qualified attending pathologist/radiologist:

- Blood C.B.C.
- E.S.R.
- Blood Sugar - Fasting-P.P.
- Serum Cholesterol
- Blood urea/NPN
- Serum Creatinine
- HIV test
- Urine and Stool routine.
- X-ray of Chest P.A. view
- Full abdomen & pelvis Ultrasonography

Please note that the Bank's Medical Officer may ask for additional medical test(s). Please also carry with you complete Eye check up report (including vision near, distance, refraction error, colour vision, field blindness, night blindness, fundus examination, any organic disease etc.)

10. In the event of your being appointed in the Bank, you would be required to give a satisfactory Letter of Release from your past/present employer, if any. However, before resigning from your present employment, if any, please ensure that all formalities including Medical examination are completed. In this connection please note that the fees for medical examination will have to be paid by you.

11. In case you belong to SC/ST/OBC category, please produce a valid caste certificate. Please note that certificate should be issued by an officer not below the rank of Executive Magistrate. In addition to the caste certificate, you have to submit a declaration as per the format prescribed by the Government of India. The said format will be provided to you by the Appointing Authority after your reporting to him. In case you belong to EWS category, please produce a valid 'Income and Asset Certificate' issued by a Competent Authority on the format provided by Government of India. In case you belong to PWD category, please submit a certificate issued by a competent authority as per the Govt. of India guidelines.

12. You will have to identify yourself to the satisfaction of the Bank and submit Identification proof as may be required by the Bank. If you fail to report to the SBILD/Place of joining on the stipulated date, you would not be considered for the appointment and no further correspondence will be entertained in this regard.

13. You will be on probation for a period of six months with effect from the effective date of joining. You will be confirmed in Bank's service after successful completion of probation period.

14. The Bank will be entitled to terminate your service during the period of your probation by giving one month's notice or on payment of a month's pay and allowances in lieu of notice. If you desire to leave the service of the Bank during the probation period, you will have to give 14 days' notice in writing failing which an amount equivalent to 14 days' pay and allowances will have to be deposited by you with the Bank or if you fail to pay the amount as stated above, the Bank reserves the right to recover the amount from your salary & allowances or any other amount payable to you and the Bank is also otherwise entitled to recover the same.

15. Candidates selected under Ex-Servicemen category will have to satisfy the Bank that they are fulfilling all the criteria for considering them as Ex-Servicemen. Only thereafter Appointment Letter will be issued.

16. Detailed instructions will be issued to you after you report to the SBILD/designated place for completion of joining formalities. Please ensure to collect the format you have to fill and the format in which the medical officer/doctor will give his report, along with the letter of introduction.

17. Please note that this is not an appointment letter and by itself will not entitle you to an appointment in the Bank. The appointment letter will be issued to you by the competent authority after successful qualification in official language test, completion of other formalities like verification of original certificates/testimonials, satisfactory medical report etc. **Your appointment in the Bank will be subject to verification of character from the two references/last employer and satisfactory police verification report within a specified period.** Please note that you will not be paid medical examination charge, travelling

allowance, conveyance, for reporting or for joining at the place of posting after issuance of appointment letter.

18. Please note that in the event of any of the information/declaration/ certificate or document being found false, forged or fabricated or invalid at a later date, this offer of appointment shall be deemed to have been cancelled and in the event of your having joined the service, you will render yourself liable for appropriate action including disciplinary action and/or removal/termination of service and such further action as may be taken under the provisions of the Indian Penal Code for production of false, forged or fabricated certificates.

19. Your terms & conditions of service in the Bank will be governed as per the provisions contained in Sastry & Desai Awards as amended from time to time by industry or bank level settlements with recognised unions. You will comply with the "Code of Conduct of the Bank while using internet or social media."

20. You will be on probation for a period of six months with effect from the effective date of joining. Prescribed number of e-lessons are required to be successfully completed by you during the probation period, failing which, your probation period will be extended or your services can be terminated. During the period of your probation, your performance will be evaluated. The Bank will be entitled to extend the said period of probation, if your work is not found to be satisfactory. Your confirmation will also be subject to receipt of satisfactory report about your character and antecedents from the police authorities and from the references named by you.

21. You will be entitled to the benefits under 'Defined Contribution Pension Scheme' and will not be entitled to the benefits under any other pension scheme of the Bank.

22. You will also be entitled to the usual benefits such as Gratuity as per Payment of Gratuity Act, Contributory Provident Fund, Leave Fare Concession, Encashment of leave, Medical Facility etc. as permissible under the Bank's rules from time to time.

23. You will not be entitled to become member of SBI Employees Mutual Welfare Scheme.

24. You shall give an undertaking to the Bank that you will be prepared to serve anywhere in India, at any branch/office of the Bank at any time, should the exigency of service so require and/or wherever required by the Bank. The Bank shall be entitled not to consider your application for transfer, if made, to a place of your choice within Circle/State at least for a period of three years from the date of your appointment. **There is no provision of Inter Circle Transfer/Inter State Transfer.**

25. Please produce this letter to the Chief Manager (HR), at the administrative Offices, where you report for the joining formalities.

Yours faithfully,

(Shri Narsingh Kumar Mehta)

Assistant General Manager (HR)

Local Head Office,

Maharashtra.

Annexure –I

(Place for Document Verification process)

ADMINISTRATIVE OFFICES ADDRESS	**ADDRESS**	**Contact Person name & Telephone Numbers**
NAGPUR II	STATE BANK OF INDIA, ADMINISTRATIVE OFFICE, S V PATEL MARG, **NAGPUR** – 440001.	Shri Nagmannar N V Chief Manager (HR) 0712 – 3317290/ 3317291
PUNE	STATE BANK OF INDIA ADMINISTRATIVE OFFICE, **PUNE** SHARDA CHAMBER, 7th Floor, 386/2, SHANKAR SETH ROAD, **PUNE** – 411037.	Shri. Niraj Kumar Gupta Chief Manager (HR) 020 – 26404704
PUNE METRO	STATE BANK OF INDIA ADMINISTRATIVE OFFICE, **PUNE METRO** SHARDA CHAMBER, 7th Floor, 386/2, SHANKAR SETH ROAD, **PUNE** – 411037.	Shri Sanjay Dani Chief Manager (HR) 020 – 26404361
PANAJI	STATE BANK OF INDIA ADMINISTRATIVE OFFICE M G ROAD, STATE BANK BHAVAN, ST. INEZ, **PANAJI, GOA** – 403 001.	Shri Vilas B Duragkar Chief Manager (HR) 0832 – 2224617 0832 – 2441125

AURANGABAD-I	STATE BANK OF INDIA ADMINISTRATIVE OFFICE, **PLOT NO.79**, N-5, CIDCO, **AURANGABAD** – 431003	Shri Uday Korlahalli Chief Manager (HR) 0240 – 6608814

Annexure –II

(Place for Medical Examination process)

ADMINISTRATIVE OFFICES ADDRESS	**ADDRESS**	**Contact Person name & Telephone Numbers**
NAGPUR II	STATE BANK OF INDIA, ADMINISTRATIVE OFFICE, S V PATEL MARG, **NAGPUR** – 440001.	Shri Nagmannar N V Chief Manager (HR) 0712 – 3317290/ 3317291
PUNE	STATE BANK OF INDIA ADMINISTRATIVE OFFICE, **PUNE** SHARDA CHAMBER, 7th Floor, 386/2, SHANKAR SETH ROAD, **PUNE** – 411037.	Shri. Niraj Kumar Gupta Chief Manager (HR) 020 – 26404704
PUNE METRO	STATE BANK OF INDIA ADMINISTRATIVE OFFICE, **PUNE METRO** SHARDA CHAMBER, 7th Floor, 386/2, SHANKAR SETH ROAD, **PUNE** – 411037.	Shri Sanjay Dani Chief Manager (HR) 020 – 26404361
PANAJI	STATE BANK OF INDIA ADMINISTRATIVE OFFICE M G ROAD, STATE BANK BHAVAN, ST. INEZ, **PANAJI, GOA** – 403 001.	Shri Vilas B Duragkar Chief Manager (HR) 0832 – 2224617 0832 – 2441125
AURANGABAD-I	STATE BANK OF INDIA	Shri Uday Korlahalli

	ADMINISTRATIVE OFFICE, **PLOT NO.79**, N-5, CIDCO, **AURANGABAD** – 431003	Chief Manager (HR) 0240 – 6608814

The information in this mail is confidential and is intended solely for addressee. Access to this mail by anyone else is unauthorized. Copying or further distribution beyond the original recipient may be unlawful. Any opinion expressed in this mail is that of sender and does not necessarily reflect that of State Bank group.

NEON

OFFER LETTER

August 10, 2023

Ms. Manisha Pralhad Wadhe
Mumbai

Dear Manisha,

We are pleased to welcome you on board with Neon Digital Media **(NDM Marketing Private Limited, a group company of Wondrlab India Private Limited)** here in referred as "The Company". The terms and conditions of your employment will be detailed in your appointment letter, which will be provided to you on joining.

We wish to offer you the designation of Quality Assurance Tester in M4 Grade, and your initial place of posting will be in Mumbai.

Your CTC will be Rs. 3,00,000/- per annum. The breakup of the same is attached as **Annexure I.** You will be on probation for a period of three months from the date you join the organization.

The Employee shall not take up part-time or full-time employment or consultation with any other party or be involved in any other business during the term of his/her employment with the Company.

As per company policy, you are advised to bring your own device for all official work. Necessary email configuration will be done by the IT department on your device.

You are required to join on or before August 16, 2023. This offer will remain valid for four days from the date of issue within which you will have to resign in your existing organization and share the copy of acceptance with us. In case we do not receive the same, the offer stands cancelled. You are required to submit below documents at the time of joining.

1. ID/Address Proof (Aadhar card/Ration Card/ Voter Id Card / Driving License/Passport etc)
2. Proof of Qualification
3. Copies of PAN Card & Aadhar Card Mandatory
4. 1 Passport size photographs
5. Previous Proof of experience (Latest Salary slip/Relieving Letter)
6. Bank Details (Cancel Cheque / Passbook / bank statement etc)

Your remuneration will be subject to Taxation Laws that exist. You are expected to keep all the details of your offer confidential.

Please confirm your acceptance of above offer in writing, on the attached second copy of this letter and send back to us.

Warm Regards
For and on behalf of **NDM Marketing Pvt Ltd.**

Kainaat Kasif Shaikh
HR Head

I have read, understood and accept the above terms and conditions:
Signature .....

Name Manisha Wadhe

Date 12 August 2023

ANNEXURE I

COST TO COMPANY			
Name		**Manisha Pralhad Wadhe**	
Designation		**Quality Assurance Tester**	
Department		**Hector**	
Grade		**M4**	
Components		**CTC(Rs.)**	
		Per Month	**Per Annum**
1	Basic Salary	15,500	1,86,000
2	HRA	6,200	74,400
3	Conveyance	0	0
4	Medical	0	0
5	Statutory Bonus	0	0
6	Special Allowance	3,300	39,600
Sub Total (A)		**25,000**	**3,00,000**
7	Variable Pay/Performance Incentive	0	0
Sub Total (B)		**0**	**0**
8	FCP	0	0
Sub Total (C)		**0**	**0**
8	PF (Employer)	0	0
9	ESIC (Employer)	0	0
10	Gratuity	0	0
Sub Total (D)		**0**	**0**
TCTC(A+B+C+D)		**25,000**	**3,00,000**

Sincerely yours,

For and on behalf of **NDM Marketing Pvt Ltd.**

Kainaat Kasif Shaikh
HR Head

Power Systems

Ref : ABO/M.tech/2022/25 Date : 20th July 2022

Kanhaiya Atal
Saraswati nagar corner, near shubhash bade hospital,Dabki road, Akola-444002, Maharashtra

Subject: **Letter of Offer & Appointment**

Dear Kanhaiya Atal,

This is with reference to our discussions for the role with **Cummins India Ltd**, we are pleased to communicate your appointment. Please find details of your Offer

BUSINESS TITLE	: PROCESS ENGINEER- CYLINDER BLOCK
GLOBAL POSITION PROFILE	: MANUFACTURING ENGINEER
LOCATION	: PUNE
SALARY GRADE	: JSM-1
DATE OF JOINING	: 19th SEPTEMBER 2022

Annual Total Compensation: Your annual total compensation will be **8,20,101 /-(Eght Lacs Twenty Thousand One Hundred One)**, excluding Indirect Benefits. Pls. Refer to Annexure A for detailed salary break up.

Relocation Reimbursement: Outstation candidates shall be eligible for a One Time reimbursement of the relocation expenses, as per Company policy. The details of Relocation benefits are enclosed in **Annexure B**

Notes:

1. The attached Compensation sheet (ANNEXURE A) includes your total compensation including Guaranteed Cash, Performance Pay (at payout factor 1) & Retirals.
2. Total Compensation however, does not include any indirect benefits, which are over and above, as per policy
3. Performance pay is governed by the provisions of Annual Variable Pay Policy
4. This offer **is subject to you clearing our Background Verification process and pre-employment medical examination**. *In the event of any discrepancy being found as the result of the background verification check, the Company retains the right to terminate the employment with immediate effect.*
5. The details shared above are strictly confidential and not to be disclosed.

This offer is valid subject to your joining on the date mentioned above. You are requested to communicate your acceptance and acknowledgement of offer on or before (a week's time from date of issue) through an email or by sending us a duplicate copy of this Offer letter with your signature and date mentioned on it, failure to which, the offer will be deemed invalid.

Please feel free to reach **Rucha Khatal (Rucha.khatal@cummins.com)** for any questions on the same. We look forward to the pleasure of having you on board for a long and fruitful association.

For Cummins India Limited



Soumitra Mehrotra
General Manager- HR
Power Systems India
Cummins India Limited

Cummins India Limited
Registered Office
Cummins India Office Campus
Tower A, 5th Floor, S.No. 21, Balewadi,
Pune – 411 045 Maharashtra, India
Tel +91 020 67067000.
Fax +91 20 67067015
cil.investors@cummins.com CIN : L29112PN1962PLCO12276

Power Systems

TERMS AND CONDITIONS OF APPOINTMENT

1. This offer is subject to passing of your medical examination and Background Verification.

2. You will be on probation for the period of 6 months. Your services will be confirmed at the end of the probation period if the Management is satisfied with your work and conduct. The Management reserves the right to extend your probation period if your performance, in the opinion of the Management, does not come up to its expectations. During the probation period, your services may be dispensed by a written notice of 15 days or payment in lieu thereof without assigning any reason. You can leave the Company's services during the probation period by giving a written notice of 15 days.

3. Your services would be governed by the Company's rules and regulations in force currently and as applicable from time to time. The facilities, amenities and benefits provided to employees in excess of the statutory requirements do not form a part of the conditions of service and are subject to change or be reduced at the discretion of the Management.

4. You are liable to be transferred to any of the Company's establishments which may be set up in any part of the country. On your transfer, you will be governed by the Company's rules and regulations applicable to that establishment.

5. You will be entitled to leave (vacation) in accordance with the Company policy.

6. During the period of your employment with the Company you shall not engage in any other profession or business, publish any articles or deliver any talk pertaining to your profession or be associated with any organization pertaining to your profession, without the written consent of the Company.

7. You shall, at all times, maintain complete secrecy about the Company's business affairs, Inventions, techniques and processes of manufacturing and management and the like which may come to your knowledge during your employment.

8. You shall inform the Company immediately regarding any inventions, patents, processes etc. that you may make or discover in the course of your employment and the Company shall have the right to take over the patent, process or invention on payment of such compensation as may be considered appropriate by the Company.

   You shall promptly disclose in confidence to the Company all Inventions that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the term of your employment. You hereby undertake that all such Inventions shall vest exclusively and perpetually with the Company and you shall have no claims or rights to such Inventions.

9. You agree to execute a separate 'assignment deed' from time to time, as and when required by the Company, for the purpose of assignment of all the Inventions in favor of the Company. You shall at all times cooperate with the Company and its agents and/or attorneys as may be necessary to perfect, maintain, defend and enforce the patenting of the Inventions including the future developments / improvements / modifications thereof, and to perform all actions and execute all such deeds and documents as shall be necessary to formalize the vesting of the legal and beneficial title/ownership of the Company thereto.

   You for the purpose of giving to the Company, the full benefit of the provisions of this Clause, hereby agree to issue an irrevocable and indefinite power of attorney to the following effect:

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"Where Cummins India Ltd is unable, after contacting Kanhaiya Atal either in person or by registered post addressed to the last known address of such Kanhaiya Atal as in Cummins India Ltd's records, to secure Kanhaiya Atal's signature for any reason whatsoever,Kanhaiya Atal irrevocably designates and appoints Cummins India Ltd and its duly authorized officers and agents, as Kanhaiya Atal's agent and attorney-in-fact, to act for and on behalf of Kanhaiya Atal's, to execute and file any application(s) or document and to do all other lawfully permitted acts to further the prosecution, issuance, and enforcement of letters patent, copyright or other analogous rights or protections, with the same legal force and effect as if executed by Kanhaiya Atal."

10. You recognize the right of the Company to commercially exploit and market the Inventions and any future development / modification / improvement thereof in all formats/applications all over the world and waives any future claim or interest in the ownership or proceeds from commercialization of such Intellectual Property developments, modifications, or improvements.

11. Injunctive Relief – You agree that in the event of breach or threatened breach of any of the above clauses, the Company shall suffer irreparable injury and the Company shall be entitled to specific performance of your obligations as well as such further injunctive relief as may be granted by any court of competent jurisdiction, without prejudice to any other relief, monetary or otherwise as the Company may be entitled under the applicable laws.

12. You shall maintain and render an account of all such Company properties and equipment entrusted to you and shall be liable for the same.

13. You will not resort to / indulge in use of tobacco in any form, i.e. smoking, chewing and snuffing on the premises of the company.

14. You or the Company can terminate the service contract without assigning any reason, by a written notice of one month or payment of salary and allowances (Guaranteed Cash Components) in lieu thereof.

15. You are required to keep the Company informed of any change pertaining to any of the declarations made by you at the time of your appointment.

16. Retirement age as per current policy is 60 years.

17. Your personal data may be stored on secured servers and or computer networks in or out of India protected as per Cummins IT policies in force regarding access and data security. You hereby agree to permit access to your personal data to authorized Cummins Officials in India and abroad for official purposes from time to time.

18. Confidentiality Obligations – You shall treat all Confidential Information acquired during the course of your employment and the Intellectual Property of the Company, as strictly confidential, and shall not disclose it to any third party, or make use of it, without the prior written and express consent of the Company. This obligation of yours shall persist during the term of your employment and also after expiry or termination or cessation of your employment with the Company for any reason whatsoever.

19. Definitions: For the purposes of these terms and conditions, the following meaning shall hold: "Confidential Information" shall mean any trade secrets or confidential or secret information, whether marked or unmarked, in any media relating to the business, technical processes, designs or finances of the Company and its suppliers, agents, distributors, clients or customers or any confidential or secret information connected with the services provided or products manufactured, marketed or under development by the Company and in

particular shall include (but not be limited to) Inventions, research papers, computer models generated by the Employee or provided to the Employee during the Employment, business plans, marketing plans, budgets and costing, any information regarding Intellectual Property , or any information received from a third Party that is protected by a duty of confidence.

"Intellectual Property" shall mean patents and all relevant pending applications; trademarks, trade names, logos or other information which may identify business operators; copyrights; know-how; trade secrets; designs; computer, data and documentation; domain names; and other intellectual properties.

"Invention" shall mean all inventions, improvements, designs, original works of authorship, research data, formulas, processes, compositions of matter, computer software programs, databases, mask works, and trade secrets and shall also include any discoveries that the Employee makes or conceives or first reduces to practice or creates, either alone or jointly with others, during the period of his employment with the Employer/Company, whether or not made during or after normal business hours and whether or not patentable, copyrightable or protectable as trade secrets.

20. You shall not give any press release or other external communication regarding any part of this employment agreement, including any general statements as to the existence of a relationship, except with the prior written consent of the Company.

21. Payment of Gratuity shall be made as per the Payment of Gratuity Act.

22. Any dispute or difference arising out of or related to your employment shall have jurisdiction of Court of Pune (Maharashtra) only.

XXX

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ANNEXURE A
Annual Total Compensation

	Salary Grade	**JSM-1**	
	Name	**KANHAIYA ATAL**	
	Division / Function	**POWER SYSTEMS/ HEA**	
	Business Title	**Process Engineer- Cylinder Block**	
	Global Position Profile	**MANUFACTURING ENGINEER**	
	Effective Date	**19th September 2022**	
A	**Guaranteed Cash**	INR	INR
	Basic	20,100	2,41,200
	Special Allowance	21,259	2,55,108
	House Rent Allowance (50% of Basic)	10,050	1,20,600
	Bonus / Ex –gratia	2,100	25,200
	Conveyance	1,600	19,200
	Medical Reimbursement (unclaimed amt. to be paid in April salary & taxed)	1,250	15,000
	Leave Travel Allowance (Paid Annually)	1,000	12,000
B	**Total A**	**57,359**	**6,88,308**
	Retirals		
	Employer PF (12% of Basic)	2,412	28,944
	Gratuity (4.81% of Basic)	967	11,604
	Superannuation (15% of Basic)	3,015	36,180
C	**Total B**	**6,394**	**76,728**
	Variable Pay		
	Performance Pay (Average amount at pay-out factor of 1. The pay-out can vary between 0 and 2. Paid Annually)	4,589	55,065
	Total C	**4,589**	**55,065**
	Total A+B+C (Benefit to Employee)	**68,342**	**8,20,101**

Indirect benefits such as Hospitalization, Uniform & Shoes, Canteen, Personal Accident coverage as per Company policy

For Cummins India Limited

Soumitra Mehrotra
General Manager- HR
Power Systems India
Cummins India Limited

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ANNEXURE B
Domestic Relocation Benefits for Outstation Candidates

Your Relocation, Your Role!

- We, at Cummins, are excited that you have decided to join us and would like to ensure that your relocation takes place seamlessly and is well supported by us.
- To assist you and your family/spouse or partner (if applicable) in understanding the terms of the domestic relocation policy, an orientation meeting will take place with the Cummins Business Services Mobility Team. Procedures and processes will be explained to you in the meeting
- The mobility team will create a request on the relocation portal on your behalf once we have necessary inputs from you regarding your relocation requirements. You will be receiving email notification from Cummins Mobility Team (CBSMobilityTeam@cummins.com, this is system generated email ID, do not reply to this) once this is done
- Please note that the further processing of your relocation request will be initiated only after your respective HR Business partner validates and approves the same
- You do not have access to the relocation portal at this time, however, once you have officially joined, you will be able to access the portal using your Cummins username & WWIMS password to request for additional Relocation support & services.
- If you need any clarifications or have questions that we can answer for you, please reach out to us on the following email ID: CBSHR.Mobility @cummins.com

POLICY SCOPE

- Relocation will be applicable in case if your new Cummins work location is at a distance greater than or equal to 100 km away from your current location
- Eligibility: Policy has 2 options, Tier 1 & Tier 2 based on your professional work experience. Please refer below table to determine your eligibility

Tier 1 Policy	Tier 2 Policy
The employee has less than 2 years of professional work experience.	The employee has more than 2 years of professional work experience.

DOMESTIC RELOCATION POLICY AT A GLANCE – Tier 1

Policy Component	Description of Benefit
Relocation Orientation call	▪ To assist the employee and spouse/partner in understanding the terms of the domestic relocation policy, the CBS Mobility team will conduct an orientation meeting with the employee

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Policy Component	Description of Benefit
Relocation Leave	▪ After joining, up to 5 days of paid Relocation leave will be provided to the employee to complete the Relocation process upon the respective manager's approval over email
Home Finding Assistance	▪ The employee will be provided with home finding assistance at the destination location. The Company's mobility service provider will connect the employee with the designated representative with whom the employee will work with to locate a housing at the new destination
Home Finding Trip	▪ The employee will be provided with "home finding trip" which includes: one (1) round-trip visit to the destination location and hotel stay for up to two (2) days and one (1) night for the employee (company provided service / reimbursement as applicable)
Temporary Living	▪ The employee and dependent family members will be provided temporary lodging facilities and meal allowance limited to maximum of INR 500 per person per day, for up to fifteen (15) days at the destination location.
Movement of Household Goods, Two- wheeler & Storage facilities	▪ The Company will assist with the shipment of employee's household goods including one (1) two-wheeler to the destination location. The Company will provide for packing, loading, unloading and insurance of the shipment of household goods ▪ Locations where company provided services are not available and/or if the total volume of goods is less than 250 cubic feet, the employee can claim the actual expenses incurred by the employee for transporting their belongings ▪ Temporary in-transit/ destination storage will be provided for up to fifteen (15) days if the employee's permanent housing in the destination location is not ready
Final Relocation Travel	▪ Employee and dependent family members will be provided economy class airfare or rail fare to the destination location if the distance to the new location is 400 kilometers or more ▪ If the distance to the destination location is less than 400 kilometers, mileage expenses (Car or Bus) will be reimbursed
Misc. Allowance	▪ Employee will be paid One-time Lump Sum of INR 27000 as miscellaneous allowance
Tax Liability Assistance	▪ Tax liability arising on account of the miscellaneous allowance disbursed to the employee will be borne by the company

DOMESTIC RELOCATION POLICY AT A GLANCE – Tier 2

Policy Component	Description of Benefit
Relocation Orientation	▪ To assist the employee and spouse/partner in understanding the terms of the domestic relocation policy, the CBS Mobility team will conduct an orientation meeting with the employee
Relocation Leave	▪ After joining, up to 5 days of paid Relocation leave will be provided to the employee to complete the Relocation process upon the respective manager's approval over email
Home Finding Assistance	▪ The employee will be provided with home finding assistance at the destination location. The Company's mobility service provider will connect the employee with the designated representative with whom the employee will work with to locate a housing at the new destination

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Policy Component	Description of Benefit
Home Finding Trip	▪ The employee and spouse/partner will be provided with "home finding trip" which includes: one (1) round-trip visit to the destination location and hotel stay for up to two (2) days and one (1) night for the employee (company provided service / reimbursement as applicable)
Departure Residence Home Sale Benefit	▪ In case the employee wants to see the employee's primary residence at the departure location on account of relocation, the Company will provide reimbursement of the real estate agent's fees, capped at 2% of the home sale price
Departure Residence Lease Cancellation Assistance	▪ In case the employee's primary residence at the departure location is a rental property, the Company will provide reimbursement of the penalties incurred due to lease cancellation capped at a maximum of two (2) month's rent of the rental property
Movement of Household Goods, Vehicles & Storage facilities	▪ The Company will assist with the shipment of employee's household goods including one (1) four-wheeler and/or one (1) two-wheeler to the destination location. The Company will provide for packing, loading, unloading and insurance of the shipment of household goods ▪ Locations where company provided services are not available and/or if the total volume of goods is less than 250 cubic feet, the employee can claim the actual expenses incurred by the employee for transporting their belongings Temporary in-transit/ destination storage will be provided for up to fifteen (15) days if the employee's permanent housing in the destination location is not ready
Temporary Living	▪ The employee and dependent family members will be provided temporary lodging facilities and meal allowance limited to maximum of INR 500 per person per day, for up to fifteen (15) days at the destination location
Final Relocation Travel	▪ Employee and dependent family members will be provided economy class airfare or rail fare to the destination location if the distance to the new location is 400 kilometers or more ▪ If the distance to the destination location is less than 400 kilometers, mileage expenses (Car or Bus) will be reimbursed
Misc. Allowance	▪ The employee will be paid a One-time lump sum allowance equivalent to one-month base salary (Guaranteed Cash Component- refer to your offer letter) with a minimum and maximum amount (see policy criteria)
Tax Liability Assistance	▪ Tax liability arising on account of the miscellaneous allowance disbursed to the employee will be borne by the company

Repayment Agreement:

The repayment clause stated below is applicable for all benefits provided under the Domestic Relocation Policy. The employee should remain in employment with Cummins India entities for two consecutive years to benefit from the repayment agreement. In the event of not doing so the relocation expenses incurred by Cummins will be recovered from the employee as per the following plan:

100% Repayment if the employee leaves before the end of 12 months from date of joining

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50% Repayment if employee leaves after completion of 12 months and before the end of 24 months from date of joining

If an employee is unable to join the company or doesn't relocate, the employee should communicate the same to the company and repay the company for any relocation expenses paid and/or reimbursed within 30 days of such communication.

Domestic Relocation Coordinator:

A detailed understanding of the terms and conditions associated with the benefits mentioned in this document will be provided during your relocation orientation call with the Relocation Coordinator. After your relocation services have been initiated the Relocation Coordinator will be your one point of contact of any services pertaining to your relocation. We encourage you to become fully involved in your move and to work closely with the professional resources available to you.
The Cummins Busines Services mobility team will work closely with you to ensure a smooth transition to your new location!

On-Boarding Contact person:

In the first week of your joining, you will be undergoing our 4 day Global On-boarding induction program (GOB) that is currently virtual. Our team members from GOB Team will reach out to you to discuss the On-boarding schedule. Please expect to hear from global.onboarding@cummins.com.

CUMMINS CODE OF BUSINESS CONDUCT

OUR VISION

Innovating for our customers to power their success

OUR MISSION

Making people's lives better by powering a more prosperous world

Cummins is a value based organization. Our core values are -

1. **INTEGRITY**
   Doing what you say you will do and doing what is right
2. **DIVERSITY & INCLUSION**
   Valuing and including our differences in decision making is our competitive advantage
3. **CARING**
   Demonstrating awareness and consideration for the wellbeing of others
4. **EXCELLENCE**
   Always delivering superior results
5. **TEAMWORK**
   Collaborating across teams, functions, businesses and borders to deliver the best work

- Our commitment to integrity means that we will exceed the minimum requirements of the law and industry practices. We feel strongly about our written policies and will not tolerate violations at any level of the Company.

CONDUCT REGARDING OUR CUSTOMERS, SUPPLIERS AND COMPETITORS

Treatment of Customers

We are dedicated to exceeding the expectations of our customers better than our competitors. Our products, information and support are designed to give our customers a competitive advantage

Competitors

Cummins competes vigorously with our competitors, but always with integrity. Employees should not disparage Cummins competitors or their products. Generally, an employee should not accept confidential information about a competitor.

Government Contracts

As since the Company is a supplier to federal, state and local governments around the world, Cummins employees must comply with all laws and regulations relating to government contracts and cooperate fully with investors and auditors who require information in connection with these contracts.

Payments to Government Officials

Cummins policy must be closely followed while making payments to individuals outside the normal course of business. In no event should a payment be made that violates the Foreign Corrupt Practices Act of 1977, which is detailed in the full policy.

Dealing with Suppliers

If an employee or his/her family member has a relationship with a current or potential supplier, there exists the potential for a conflict of interest. So, the employee should not participate in any decisions related to the supplier or potential supplier, and should inform his/her supervisor of the relationship.

Meals, Gifts and Discounts

Generally, Cummins employees should refrain from accepting gifts. However, if a refusal to accept a present offends the other party, then a gift of nominal value may be accepted. If it is a high value, then it should be reported. Cummins employees should not accept discounts on personal goods that are linked to actual or potential business dealings.

Definition and treatment of expenses listed below are available in the detailed Code of Conduct policy which you need to study and follow:

- **Dining: With Business Colleagues, including Hosting Conferences**
- **Business Entertainment**
- **Employee Recognition**

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Outside Employment

Employees should not work for a Cummins customer, supplier, or competitor. Employees may not hold other full or part-time positions or directorships outside the Company unless the job is permitted by the employee's manager and is disclosed in the annual Ethics Certification Statement.

Trading in Cummins Securities

Illegal trading in Cummins stocks and securities is not permitted. To avoid problems with stock purchases or sales, employees should refer to the details mentioned in the Cummins Code of Conduct.

CONDUCT REGARDING OUR EMPLOYEES

Treatment of Each Other at Work

To maintain an atmosphere of respect, no one should make comments that are embarrassing or demeaning to another. An employee who takes part in harassing behavior that creates a hostile or offensive work environment will be subject to severe disciplinary action. Our no-tolerance policy also applies to customers, suppliers and contractors.

Health, Safety and the Environment

Prevention of occupationally related injuries and illnesses is the responsibility of every Cummins employee. In addition, all employees are expected to immediately report unsafe or hazardous working conditions to a supervisor.

Alcohol and Illegal Drugs in the Workplace

Illegal drug or alcohol use on the job is not permitted. Disciplinary procedures for violation of this policy could include termination, even for a first offense.

Community Activities

The Company does not dictate the position employees should take on community or public issues. However, when an official Company position is necessary or desirable, only the appropriate Cummins officer can issue a statement.

CONDUCT REGARDING OUR SHAREHOLDERS

Financial Records

No false or misleading entries or failure to make required entries is permitted for any reason. Each employee must report all corporate transactions accurately, including receipts, disbursements and the purpose of the transactions.

CONDUCT REGARDING OUR PROPERTY

Information Security

Employees should use extreme care in protecting confidential or proprietary information stored in paper documents, on computers, voice /electronic mail and in similar systems and materials. Face-to-face

conversation on confidential subjects should be conducted in a secure location. Employees should not attempt to access secret/ restricted data unless permitted by the owner of that information.

Computer Equipment and E-Mail

The Company's computer hardware, software and data may be used only by authorized personnel for Company business. All licensing provisions and copyright restrictions are respected. Some personal use is allowed if it does not interfere with the employee productivity or pre-empt any business activity.

CONDUCT REGARDING POLITICAL CAMPAIGNS AND THE MEDIA

Individual Responsibility

No Company property can be used to support any candidate's political campaign, unless directed by the Cummins Political Action Committee. Employees may not conduct campaign activities during regular working hours.

Reporting Concerns

If an employee wishes to report any code compliance matters, s/he may Contact local Human Resource department or Legal department for any assistance or ethics.cummins.com or such reports may be made anonymously by calling the confidential Ethics Help Line at the appropriate number for the employee's location. No employee will suffer any reprisal, retaliation or career disadvantage for reporting questionable behavior.

This is an extract of the *Code of Conduct* and it is your responsibility to understand the detailed code immediately after joining Cummins. ***It is a pre-condition of your employment with the company that you adhere to the Cummins Code of Conduct and Treatment of Each other Policy.***

Accepted

Signature of Employee

Name of Employee: ……..

Date:……

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विदर्भ कोकण ग्रामीण बँक
Vidharbha Konkan Gramin Bank
भारत सरकार, बँक ऑफ इंडिया आणि महाराष्ट्र शासनाचा उपक्रम
Govt. of India, Bank of India & Govt. of Maharashtra Undertaking

Ref: VKGB/HO/HRD/PAP/2023-24/997/98

Date: 12/02/2024

BY SPEED POST

To,
Mr./Ms. AKASH GAJANAN DABERAO,
AT GAULKHED,
POST KHERDA TQ SHEGAON
BULDANA,MAHARASHTRA,444203

OFFER LETTER

Dear Sir/Madam,

Roll No: 2031003786

Your application for the post of Officer Scale-I in the Bank.

Based on the RESULT of CRP RRB-XII examination & PROVISIONAL LIST provided by IBPS Mumbai, we are pleased to inform you that you have been PROVISIONALLY selected for the post of Officer Scale-I subject to you being found fit medically and also subject to your providing satisfactory character certificates, **verification of caste certificate**, **police clearance certificate**, educational and professional qualification certificates, testimonials, reports from referees and previous employers etc., on the following other terms and conditions:-

a) If appointed, you will be placed on the first stage of the scale of pay i.e. **Rs. 36,000/-** per month, in the pay scale applicable for Officer Scale-I [Rs. 36000-1490/7-46430-1740/2-49910-1990/7-63840] plus admissible allowances under the Bank's Staff Service Regulations. You will also be eligible for such other perquisites as may be permissible under the rules.

b) You will be on probation for a period of **two years**. If your work, progress, conduct, performance and attendance during the probationary period are found satisfactory and if in the opinion of the Competent Authority you have satisfactorily completed the training which may be imparted to you during the probation and if the reports received from the previous employers, if any, are satisfactory in all respects, you will be considered for confirmation in the service of the Bank. If in the opinion of the Competent Authority you have not satisfactorily completed the training referred to above and/or if your performance and/or attendance is not satisfactory or if you have availed leave in excess of prescribed limit, period of your probation may be extended as per Bank's rules.

c) As per extant guidelines, a candidate can be appointed only after satisfactory police report on verification of his/her character and antecedents. Accordingly, your confirmation in the Bank's service is subject to satisfactory report regarding your character and antecedents from the Police Authorities. Subsequently, if the Police Report turns out to be adverse; your services are liable to be terminated without notice.

VIDHARBHA KONKAN GRAMIN BANK H.O. NAGPUR H. R. DEPT. मा. सं. विभाग

Cont'd-2

d) During the period of your probation including the period of extension, if any, if the Competent Authority is of the opinion that you are not fit for confirmation; your services are liable to be terminated at the sole discretion of the Bank without any reason being assigned, by giving one months' notice or payment of one months' pay in lieu thereof. If you are desirous of leaving the services of the Bank during the period of probation including the period of extension, if any, you shall give one months' notice in writing to the Bank.

e) If you are desirous of leaving the services of the Bank after your confirmation, you shall give 3 months' notice in writing to the Bank or you shall be liable to pay to the Bank as compensation a sum equal to your pay for the period of notice required of you.

f) Your services are liable to be terminated with appropriate notice if it is revealed, at any time after your appointment, that the information given and the particulars furnished by you to the Bank in the application for securing appointment or in connection therewith are materially incorrect or false, or any particulars called for by the Bank or otherwise are suppressed by you.

g) You may at any time and from time to time, at the Bank's discretion and according to exigencies of the services be posted at any of the existing branches/offices of the Bank or where the Bank may hereafter open branches or offices.

h) While you shall be eligible for the pay, allowances and other perquisites as per the Service Regulations of the Bank as modified from time to time, perquisites and other allowances which are not within the purview of the said Service Regulations may be applied to you on such basis as may be decided by the Bank from time to time.

i) You should produce such original certificates and testimonials with copies, thereof as satisfactory evidence in support of your educational qualifications, age, experience, caste, validity thereof and remuneration drawn in your present employment, if any, at the time of medical examination.

j) You should furnish, three character certificates out of which one must be from the Principal/Head of the Department of the College/ University last attended and the remaining two from Gazetted Officers or Bank Officers. Certificates given by relatives are not acceptable.

k) You should lodge with the Bank, Security Deposit of **Rs. 1,00,000/-** on or before the date you are required to report for duty. You may deposit the entire amount (Rs. 1,00,000/-) of aforesaid security deposit at the time of joining the Bank. Alternatively, you may deposit Rs. 50,000/- initially and remaining amount by Rs. 5,000/- per month in TEN monthly installments. If you belong to SC/ST/EWS category, you may deposit the entire amount (Rs. 1,00,000/-) of aforesaid security deposit at the time of joining the Bank. Alternatively, you may deposit Rs. 25,000/- initially and remaining amount by Rs. 7,500/-per month in TEN monthly installments. This deposit will be refunded to you on completion of three years' service in the Bank. If, however, you resign or are terminated/dismissed for any reasons whatsoever before the completion of this period of three years, the deposit shall be forfeited.

Cont'd-3

VIDHARBHA KONKAN GRAMIN BANK
H. O. NAGPUR
H. R. DEPT.

l) Other terms and conditions of service laid down by the Bank from time to time, for its Officers will apply to you.

m) In case you do not have proficiency in computer skills / working knowledge of commonly used application packages such as MS-OFFICE/Marathi language, you will be required to acquire the said skills by undergoing a suitable course at your cost within a period of 6 months from the date of your joining the Bank's services. You will ensure that the said foundation course is pursued after office hours and it will not affect your duties in the Bank.

2. If you agree to the foregoing, please bring with you this letter, at the time of your reporting for medical examination, duly signed by you at the bottom thereof, signifying your acceptance of offer on the terms and conditions mentioned here in above. Report at the following address on **05.03.2024** at **01.00 P.M.**for Medical Examination: -

Vidharbha Konkan Gramin Bank, Head Office, 2nd and 3rd floor, "Chandraprastha", Plot No. 6,Deendayal Nagar, Ring Road, Nagpur - 440 022
Phone No.-0712-2224319/20/21/22

<u>You should bring with you photo-ID in original and a self-attested photo-copy of the same.</u>
Please note that you will have to appear & qualify for the proficiency test of language MARATHI on the same day, at the same venue. Your Biometric Data will also be verified at the same time.

3. You will be required to produce following documents in original along with one self-attested photocopy each at the time of medical examination:-

a) Two passport size photographs as attested on IBPS Application form and three recent photographs.

b) SSC/HSSC/Graduation Examination Mark Sheet in support of proficiency in Marathi Language.

c) School Leaving Certificate/Birth Certificate/Std. X certificate with Date of Birth or any other document as age proof.

d) Semester/Year-wise Mark Sheets of all Semesters/Years/Consolidated mark sheet for X, XII, Graduation, Post-graduation (if any) in support of Educational Qualifications.

e) Final Certificates for X, XII and Provisional/Final Degree Certificate for Graduation/Post Graduation.

f) Certificate of completion of Computer course, if any.

g) Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC / ST / OBC* category candidates. * In case of OBC Candidates, OBC caste certificate containing the **Non-creamy layer clause** should be valid as on the date of joining (issued within one year prior to the date of joining). OBC Caste Name mentioned in certificate should tally letter by letter with Central Government list /notification.

Cont'd-4

VIDHARBHA KONKAN GRAMIN BANK H.O. NAGPUR H.R. DEPT.

h) **Caste Validity Certificate as applicable**.

i) Disability certificate (wherever applicable) in prescribed format issued by the District Medical Board in case of Persons with Disability category. If the candidate has used the services of a Scribe at the time of online examination, then the duly filled in details of the scribe in the prescribed format.

j) An Ex-serviceman candidate has to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting).

k) Persons eligible for age relaxation must produce certificate issued by the competent authority evidencing their claim of being eligible for the age relaxation.

l) An EWS candidate has to produce a copy of the Income and Asset Certificate issued by any one of the following authorities in the prescribed format:-

i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar and (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

m) Photo Identity proof viz:1) Pan Card & 2) Aadhaar Card.

n) Nationality/ Domicile Certificate.

o) No Objection Certificate & Salary Certificate from present employer (Govt./ PS Undertakings).

p) A declaration that the information given by you in printed application form is up-

q) to date particularly in regard to your present employment.

r) Declaration regarding your home town.

s) Attested copy of passport, if any;

t) Copy of the Online IBPS CRP RRB-XII Application form.

u) Copy of IBPS CRP RRB-XII Mark sheet.

v) Copy of IBPS CRP RRB-XII Provisional Allotment letter

w) Police clearance certificate

x) Three character certificates out of which one must be from the Principal/Head of the Department of the College/ University last attended and the remaining two from Gazetted Officers or Bank Officers. Certificates given by relatives are not acceptable.

4. Please note that travelling or any other expenses including charges to be paid for medical examination [Rs. 4000/-(Rs. Four Thousand only (approx.)] have to be borne by you.

5. You will be issued Appointment letter with place of posting on completion of pre- recruitment formalities.

6. Your acceptance of this offer letter does not mean that, Bank has given an appointment letter to you, which please note.

VIDHARBHA KONKAN GRAMIN BANK H.O. NAGPUR H.R. DEPT.

Cont'd-5

7. Upon accepting the offer and completing the required formalities you will be posted and subsequently transferred at any branch/office of the Bank within its operational area including Data Centre/ATM Cell as per vacancies available and administrative exigencies. No request for transfer will be entertained during first four years from your date of appointment. Bringing or making attempt to bring any political or outside influence for transfer will be treated as a gross violation of regulation no. 35 of the Vidharbha Konkan Gramin Bank (Officers and Employees) Service Regulations, 2013.

Yours faithfully,

VIDHARBHA KONKAN GRAMIN BANK H. O. NAGPUR H. R. DEPT.

(Vijoy Kumar Varma)
Chairman

I have read this letter and agree to all the terms and conditions stated therein. My hometown is _____and state is _____.

2. I am aware that my posting will be decided by the management having regard to the organizational needs.

Place:
Date:

(Signature)

Name: AKASH GAJANAN DABERAO
Roll No. : 2031003786
Mobile No:-
Email ID:-

FORCE/HRM/5A
28 October 2023

Mr .Pankaj Lohar
At Post Bori Arab Tal Darwha
Dist Yavatmal
Pincode 445201

APPOINTMENT LETTER

Dear Mr .Lohar,

With Reference to your application dated and subsequent interviews you had with us we are pleased to appoint you as **Engineer, S4** in **Materials Department,** at our works at **Akurdi** near **Pune** , on the Basic Pay of **Rs. 20500/-p.m.** plus Dearness Allowances as per the company's rule with effect from the date of your joining. Your total remuneration package will be as per the Annexure.

You will be on probation for a period of six months but this probation period may be extended at the discretion of the company. During your period of probation the Company reserves the right to terminate your services at any time with thirty days' notice or payment of Basic Pay plus Dearness Allowance in lieu of notice, and without assigning any reasons thereof. During the Probation Period, you will be entitled to leave with pay as per the rules. On completion of the above-mentioned probationary period, together with any extension thereof you may, if the company is satisfied with your service be confirmed in writing. Your confirmation will be subject to your satisfactory performance and attendance. After your services have been confirmed, your appointment may be terminated with Ninety days' notice on either side or Payment of Basic Pay plus Dearness Allowance in lieu of notice. In the event of termination of service for any misbehavior, no notice is required to be given by the Management.

You will be liable to be transferred to any department/section/establishment or a place anywhere in India of the company and you will have to abide by the working hours prevailing in the department/section/establishment or anywhere outside the premises of the company without any extra remuneration.

You will be governed by the rules and regulations of the Company and the Standing Orders applicable to you, which are in force for the time being or may be framed from time to time. You will work in any shift of the work including night shift for any period as required by the company. You will be allowed leave as per the Company's current Regulations and as notified from time to time. You will not without the Company's written permission carry on any work for remuneration in your spare time in any capacity. You will not divulge to any unauthorized person/s any of this company's trade secrets or affairs.

You are requested to confirm your acceptance of the above terms and conditions of the service by signing the attached copy and returning it to the office as early as possible and to indicate clearly the date of joining our Company. This appointment is valid only if you join our organization immediately from the date of issue of this letter.
Thanking you.

Yours faithfully

For **FORCE MOTORS LTD.**

RAHUL DAGA
DEPUTY GENERAL MANAGER

Pankaj

FORCE MOTORS

Job Code	S-4	
Job Title	ENGINEER	
	Monthly Components	Annual Components
Basic Salary	20,500	2,46,000
DA	650	7,800
HRA	12,300	1,47,600
Washing Allowance	300	3,600
Education Allowance	200	2,400
Superviosory Allowance	800	9,600
Conveyance Allowance	18,528	2,22,340
Gross Salary	**53,278**	**6,39,340**
Provident Fund	2,538	30,456
Gratuity	1,017	12,204
(B) Total Retirals	**3,555**	**42,660**
LTA	292	3,504
Medical	208	2,496
(C) Total Annual Benefits	**500**	**6,000**
Other compensation		
Mediclaim Coverage	2,00,000	
GPA Coverage	50 TIMES OF BASIC	
Total Cost to Company	**57,333**	**6,88,000**

Base Salary	53,278
PF Deduction	2,538
Professional Tax	200
Canteen	550
Monthly Take Home	**49,990**
* Applicable Tax as per government rules	

AXIS BANK

AXISB/LOA/RH218927/16511
25/01/2022

Komal Deorao Channe
8830621987

LETTER OF APPOINTMENT

Dear Komal,

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven growth. We take pleasure in offering you the position of Business Development Executive in RB - Liability Sales.

The said offer shall be governed by the under mentioned terms and conditions apart from other policies and conditions that are applicable or may become applicable from time to time.

Terms of Employment

1. Compensation

1.1 The annual compensation payable to you will be INR **1,70,565** subject to tax deductions at source, as applicable by law. A detailed break up of this amount and other benefits is provided as an Annexure to this letter.

1.2 It is clarified that Axis Bank reserves the right to deduct all permissible taxes as per applicable laws from your compensation. Further, you hereby authorize Axis Bank to deduct any amounts from your compensation, which are owed by you to the Bank, including any overpayments, loans or advances outstanding at your end.

2. Code of Conduct & Ethics

2.1 As an employee of the Bank, you will be guided by the Code of Conduct & Ethics and rules and regulations of the Bank in force and as amended from time to time.

2.2 If any declaration, statement or information including your qualification, experience and/or any other details, as given by you at any time, is found to be false or untrue, if any material information is suppressed or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you in terms of the applicable company policies.

2.3 You shall undertake to read and remain in compliance with the Bank's internal policies and procedures (as implemented from time to time) throughout the term of your employment.

3. Whole-time / Alternative Employment

3.1 Your position is a whole time employment with the Bank and you shall not take any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly except as shareholder or debenture holder in other trade or business during the employment with the Bank. You shall not be involved directly or indirectly with any business / trade / occupation / service / calling or perform any part-time or other work for remuneration or otherwise without obtaining prior written permission from Axis Bank.

3.2 During the employment in the services of the Bank, you shall not hold any other position in any organization nor shall you get employed directly or indirectly in any manner whatsoever nor shall act as an advisor to any organization, the exception being social organizations like clubs, NGOs etc. having no political affiliation and no monetary gains. However the Bank reserves the right to direct you to step down if, in the opinion of the Bank, such engagement interferes with your duties.

4. Fidelity & Secrecy

4.1 You shall not at any time during your employment and/or after the termination of your employment in any manner whatsoever divulge any confidential information relating to the Bank, any of its constituents or its employees without the prior written consent from the Management. In such an event, the Bank reserves the right to proceed against you.

5. Probation Period

5.1 The nature of your employment is Permanent, however you will be on probation till the performance criteria specified by the Bank is satisfied (Upto a maximum period of 13 months from the date of joining).

5.2 On satisfactory completion of probation you will be confirmed in the services of the Bank.

5.3 On your confirmation of services in the Bank, you will be promoted to the grade of "Officer – Sales" and will be designated as "Officer – Sales".

5.4 Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the joining formalities.

6. Mandatory Induction Certification

6.1 Induction Certification is a mandatory requirement for Confirmation - post completion of probation period.
6.2 100% attendance and 100% assessment clearance is required to be Induction Certified.
6.3 Non-adherence to Induction certification may lead to the following:
6.3.1 You will not be able to join your team till you are Induction Certified.
6.3.2 Not attending induction session on a particular day will result in loss of pay.
6.3.3 Not meeting the attendance and assessment criteria within the stipulated time period would result in termination of services.

7. Transfer

7.1 Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.
7.2 Notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.
7.3 Your services can be requisitioned by the Bank at any time outside the business / working hours.

8. Separation/ Retirement

8.1 Separation during probation
8.1.1 On account of Resignation**:** During the period of probation, you may resign from the Bank's service, subject to acceptance by your supervisor, for which you will be required to mandatorily serve a notice period of 30 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
8.1.2 On account of Termination**:** During the probation period, this contract of employment is terminable by the Bank by way of giving notice of 15 days or on payment of salary in lieu thereof without assigning any reasons.
8.2 Separation after Confirmation:
8.2.1 On account of Resignation**:** After confirmation, you may resign from the Bank's service, subject to acceptance of your resignation by your supervisor, for which you will be required to mandatorily serve a notice period of 90 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
8.2.2 On account of Termination**:** Notwithstanding what is provided in the company policies and the above paragraphs, your services, after confirmation, may be terminated by the Bank by giving 30 days' notice or payment of 30 days' salary in lieu thereof without assigning any reasons.
8.3 Separation arrangement
8.3.1 Voluntary resignation should be initiated on the exit management portal of the Bank. Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.
8.3.2 Upon acceptance of your resignation and before your proposed relieving date, you will have to return all Bank's property / assets entrusted to you and in your possession, to the Bank. Before you are relieved, all correspondence, specifications, formulae, books, tablets, documents, cost data, market data, literature, drawings, effects etc. should be returned and you shall not make or retain any copies of these items.
8.3.3 On separation, you are required to submit your claim for settlement of Provident Fund in the prescribed form.
8.3.4 It is expected that you will continue to dispense your duties and responsibilities during the notice period. You are also required to display model behavior and adhere to the timings as prescribed by the Bank. Any lapse or non-performance may lead to disciplinary action and result in non-issuance of the relieving letter.
8.4 Retirement
8.4.1 The retirement age in the Bank is fixed as 60 years. You will accordingly stand relieved from the services of the Bank on the last day of the month of your attaining this age based on the Age Certificate furnished by you at the time of joining.

9. Reimbursement of Notice Period Pay

In certain cases of business criticality, the Bank, at its discretion and post approval from the Head – Human Resources, may reimburse any shortfall in notice period pay to your current employer. In such a case, the following terms and conditions shall apply:-

9.1 Upon joining, you are required to submit a certificate/ letter from your present employer stating the number of days of shortfall in notice period and the amount recovered from you, basis which we shall process your request for reimbursement. This reimbursement shall be taxable and will be added to your Annual Taxable Income for the relevant Financial Year.
9.2 You are required to continue in Bank's employment for a minimum period of three years, from your date of joining, failing which amount so reimbursed shall be recovered from you along with interest at the Bank Base Rate prevailing on your last working day and any applicable taxes.

10. Conditions precedent /Joining formalities:

Your appointment and subsequent joining is subject to the following:

10.1 Submission of self-declaration of medical fitness provided on our onboarding portal.

10.2 The Bank receiving a satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.

10.3 Submission of all necessary documents:

- 10.3.1 Self-attested copies of all your degrees, professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
- 10.3.2 Proof of date of birth
- 10.3.3 Copy of Pan Card and Address Proof
- 10.3.4 One recent passport size color photograph
- 10.3.5 Copy of acceptance of resignation letter and relieving letter from your previous employer

10.4 It is brought to your notice that you need to complete your conditions precedent and / or joining formalities within 2 months from the date of joining, failing which your salary after 2nd month shall not be released till the completion of joining formalities and the said salary shall be kept in the Bank's Sundry Account.

The Bank reserves the right to vary the terms and conditions of service governing your appointment as contained in this letter including your duties and responsibilities at any time.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in the 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.

The terms and conditions set out in this letter of appointment inter alia constitute service conditions applicable to your employment in the Bank. Any dispute arising thereof are subject to Mumbai jurisdiction only and the Mumbai Courts will have exclusive jurisdiction.

The above terms and conditions are to be read in conjunction with the company policies accessible through the Bank's intranet. These shall be made available to you, post joining.

Kindly note that Axis Bank does not charge any money/deposit for giving employment offers/conducting employment interview, to anyone seeking a job at the bank, nor does it appoint any agent/agency/individuals to make or issue offers of employment/benefits on its behalf.

For any further information / clarifications please feel free to contact:-

Tanushree Majumdar

Tanushree.Majumdar@axisbank.com

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,



Himanshu Misra,

Head – Talent Acquisition

Human Resources

सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS

Central Registration Centre

Certificate of Incorporation

[Pursuant to sub-section (2) of section 7 of the Companies Act, 2013 (18 of 2013) and rule 18 of the Companies (Incorporation) Rules, 2014]

I hereby certify that WAN EXPRESS COURIER AND CARGO SERVICES PRIVATE LIMITED is incorporated on this Fifth day of August Two thousand nineteen under the Companies Act, 2013 (18 of 2013) and that the company is limited by shares.

The Corporate Identity Number of the company is U63030MH2019PTC328896.

The Permanent Account Number (PAN) of the company is **AACCW4818K** */@

The Tax Deduction and Collection Account Number (TAN) of the company is **NGPW00801D** */@

Given under my hand at Manesar this Sixth day of August Two thousand nineteen .

DS MINISTRY OF CORPORATE AFFAIRS

Digital Signature Certificate
Mr. ARVIND KUMAR BUNKAR
Deputy Registrar Of Companies
For and on behalf of the Jurisdictional Registrar of Companies
Registrar of Companies
Central Registration Centre

Disclaimer: This certificate only evidences incorporation of the company on the basis of documents and declarations of the applicant(s). This certificate is neither a license nor permission to conduct business or solicit deposits or funds from public. Permission of sector regulator is necessary wherever required. Registration status and other details of the company can be verified on www.mca.gov.in

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Mailing Address as per record available in Registrar of Companies office:

WAN EXPRESS COURIER AND CARGO SERVICES PRIVATE
LIMITED
C/O VIJAYSING RAVINDRASING PATIL, MUHANA COMPLEX
SHEGAON, SHEGAON, Buldhana, Maharashtra, India, 444203

* as issued by the Income Tax Department

STRICTLY PRIVATE AND CONFIDENTIAL

Date: 18-06-2023

Dear Sachin Pramod Ingle,

SUBJECT: OFFER CUM EMPLOYMENT LETTER

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment at Bajaj Finance Limited ("**Company**") on the following terms:

1. DESIGNATION & BAND

You will be designated as "**Assistant Manager - Credit Operations**" at **GB02A Band.**

2. PERIOD OF EMPLOYMENT

2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **03-07-2023** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5 of this Employment Letter.

2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. HOURS AND PLACE OF WORK

3.1. You shall be based in our **Akot** office but may be required to serve the Company in any place within or outside India, as required.

3.2. You may be required to travel nationally and internationally on the business of the Company.

3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.

3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

4. SALARY

4.1. Your basic salary will be **Rs. 9,000**/- (**Rupees Nine Thousand only**) and your house rent allowance will be **Rs. 4,500**/- (**Rupees Four Thousand Five Hundred only**) per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.

4.2. A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.

JR & Application No.	:	JR00116920 |1263239
Full Name	:	Sachin Pramod Ingle
Consent Details	:	Accepted
Date & Time	:	18-06-2023|09:31:54 PM
Mobile	:	9890442244
IP Address	:	117.99.247.163

Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune 411014. Maharashtra, India
Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.: L65910MH1987PLC042961

www.bajajfinserv.in/finance

4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

5. TERMINATION OR RESIGNATION FROM SERVICE

5.1. The employment can, subject to the policies of the Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **90 (Ninety days)** written notice to the other party. The notice period of **90 (Ninety days)** is part of the Employee Separation Policy which is available for your reference on the Company's HRMS.

5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time, without assigning any reason whatsoever, by giving you notice in writing or pay in lieu of notice period.

5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby, not to make any announcement of your termination/ resignation, unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.

5.4. **Obligations arising out of termination:** You hereby agree that:

(a) on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored / exchanged on social media (such as Twitter, Skype, Facebook, YouTube, Flickr, LinkedIn, Wikis, Google+ etc.) or any other networking platform, online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content (**"Digital Media"**).

(b) After termination of employment, all or any information of the company shall be considered to be Confidential Information and you will continue to be under an obligation to maintain confidentiality about any tangible or intangible information of the Company. Accordingly, you shall restrain from indulging in spreading of any false / defamatory / instigating / abetting / unlawful content on "Digital Media" (as described in Clause 5.4 above) which may prejudicially impact (directly or indirectly) the reputation of the Company and /or its group companies, subsidiaries, affiliates, or other partnerships.

(c) In the event that your employment is terminated by the Company or by you prior to 12 months from your employment Commencement Date, you hereby agree to pay back the entire lumpsum amount (whether in the form of sign on amount or joining bonus or notice period buy out or any other form of payment) if any received by you, within 30 days after such termination.

JR & Application No.	:	JR00116920 |1263239
Full Name	:	Sachin Pramod Ingle
Consent Details	:	Accepted
Date & Time	:	18-06-2023|09:31:54 PM
Mobile	:	9890442244
IP Address	:	117.99.247.163

Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune 411014. Maharashtra, India
Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.: L65910MH1987PLC042961

www.bajajfinserv.in/finance

6. ANNUAL SALARY REVISION

6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.

6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.

7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.

7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.

7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.

7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

8. COMPANY POLICIES AND PROCEDURE

8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.

8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.

JR & Application No.	:	**JR00116920 |1263239**
Full Name	:	**Sachin Pramod Ingle**
Consent Details	:	**Accepted**
Date & Time	:	**18-06-2023|09:31:54 PM**
Mobile	:	**9890442244**
IP Address	:	**117.99.247.163**

Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune 411014. Maharashtra, India
Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.: L65910MH1987PLC042961

www.bajajfinserv.in/finance

8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

9. ADDITIONAL DUTIES

9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.

9.2. You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

10. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not:

10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;

10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;

10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or

10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

JR & Application No.	**:**	**JR00116920 |1263239**
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11. INTELLECTUAL PROPERTY

11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.

11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

12. CONFIDENTIALITY AND NON-DISCLOSURE

12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.

JR & Application No.	:	**JR00116920 |1263239**
Full Name	:	**Sachin Pramod Ingle**
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Corporate ID No.: L65910MH1987PLC042961

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12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.

12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

13. COMPANY'S IMAGE

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

14. FALSE RECORDS/INFORMATION/ MISREPRESENTATION

If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, or if you made any misrepresentation, you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

15. GENERAL

15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.

15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.

15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.

15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.

15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

JR & Application No.	**:**	**JR00116920 |1263239**
Full Name	**:**	**Sachin Pramod Ingle**
Consent Details	**:**	**Accepted**
Date & Time	**:**	**18-06-2023|09:31:54 PM**
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Annexure - A
Detailed Salary Structure

Date : 18-06-2023
Name : Sachin Pramod Ingle
Band : GB02A

Particulars	Annually	Monthly
Basic	108,000	9,000
House Rent Allowance	54,000	4,500
Special Allowance	80,928	6,744
Statutory Bonus	35,472	2,956
Contributory Provident Fund	21,600	1,800
ESIC	0	0
Fixed Pay	**300,000**	**25,000**
Gratuity	5,195	
Indicative Performance Pay#	75,000	
Total Cost to Company	**380,195**	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.
* The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

Other Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
  Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your continued employment with BFL is construed as your deemed acceptance to the above.
- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000** /- (**Rupees Twenty Lakh only**). Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000** /- (**Rupees Twenty-five Lakh only**).
- Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000** /- (**Rupees Three Lakh only**) the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

JR & Application No.	:	**JR00116920 |1263239**
Full Name	:	**Sachin Pramod Ingle**
Consent Details	:	**Accepted**
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www.bajajfinserv.in/finance

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

Encl: Annexure

I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on **03-07-2023.**

By entering the one-time password ("OTP") sent by Bajaj Finance Limited or by submitting physical signature, I hereby confirm that I have read, understood and unconditionally agree and acknowledge to be bound by the terms of this letter

Name and OTP Acceptance, confirming acceptance of the above terms and conditions

JR & Application No.	:	JR00116920 |1263239
Full Name	:	Sachin Pramod Ingle
Consent Details	:	Accepted
Date & Time	:	18-06-2023|09:31:54 PM
Mobile	:	9890442244
IP Address	:	117.99.247.163

AUTHORISED SIGNATORY
BAJAJ FINANCE LIMITED

Bajaj Finance Limited

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NEEM Trainee Reg.No. : YAS12439 **Date :- 11-Oct-2019**

NEEM TRAINEE CONTRACT LETTER

To,
Mr. Murtaza Asgherali Raja,
ML Bhandare, Wadgaonsheri

Dear Mr. Murtaza,

With reference to your application with us for NEEM Trainee, we are pleased to engage you as NEEM Trainee in "**WNS Business Consulting Services Pvt Ltd Magarpatta, Pune.**" subject to the following terms and conditions:

1. The Period of training shall be **12** months with start date **14-Oct-2019** and end date **13-Oct-2020.**

2. You will be paid consolidated monthly stipend of **Rs. 12,000** /-

3. It shall not be obligatory on the part of the Yashaswi as NEEM Facilitator to offer any employment to the apprentices on successful completion of period of training in his / her establishment nor shall it be obligatory on the part of the NEEM Trainee to accept any employment under the employer. As NEEM Trainee undergoing Training in an establishment you shall be a trainee and not a worker and as such the provisions of any law with respect to a laborer or work shall not apply to or in relation to you.

4. As NEEM Trainee you shall be liable to abide by the rules and regulations of NEEM in all matter of conduct discipline and safety and carry out all lawful orders of the establishment.

5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.

6. As NEEM Trainee you shall maintain a record of your work during the period of the NEEM Training in a preform prepared and approved by Yashaswi as NEEM Facilitator.

7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to the Yashaswi as NEEM Facilitator. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

8. The Contract of Training can be terminated without compensation payment to the NEEM Trainee –

i. If you secure gainful employment (on production of copy of the appointment letter) and
ii. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/ surgeon attached to any Government Hospital).
iii. Absent from on the job training for more than 3 days without permission.
iv. Any kind of disciplinary issue
v. Any activity which is against the company where you are getting on the job training or against Yashaswi as NEEM facilitator.

9. The contract for On the Job Training can be terminated by giving one month notice or one month stipend pay in lieu of notice to the NEEM trainee with or without reason.

10. Continuance of payment of stipend shall depend on your satisfactory performance during the training period.

11. As per NEEM notification amendment dated 15th June 2017 vide clause no. 15.1 the stipend shall be paid at par with the prescribed minimum wages for unskilled category & 15.2 Remuneration / Stipend shall be paid as a single consolidated amount and such payment will not attract any statutory deductions or payments applicable to regular employees i.e. PF/ESI etc., since the NEEM contract assures training and does not constitute employment.

12. Yashaswi as NEEM Facilitator will formulate a "Training Program" for the training NEEM Trainee and shall make suitable arrangements for facilitating the same.

13. NEEM Trainee shall be imparted training according to normal hours of work of the department in the establishment to which he/she is attached for training.

14. The Stipend for a particular month shall be paid in time.

For Yashaswi Academy for Skills,



Authorized Signatory

Date :- 11-Oct-2019

ENDORSEMENT

I hereby confirm acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by Yashaswi as NEEM Facilitator or any guarantee of employment. I also undertake that I am pursuing my studies and I was never member of Provident Fund.

Accepted & Agreed

(Signature of Trainee)

Date :- 11-Oct-2019

UPS Logistics Pvt. Ltd.
5th Floor, Wing 1, Cluster – E, EON Free Zone
Plot No. 1, Sr. No. 77 MIDC Kharadi Knowledge Park,
Pune - 411014
CIN: U74999PN2000PTC155732
91-20 – 4692 9000 Tel

7th Mar, 2022

KIRTI SUNIL KAWANA,

Pune

Dear Kirti,

LETTER OF APPOINTMENT: SENIOR ASSISTANT – ACCOUNTS PAYABLE

We are pleased to offer you employment in **UPS Logistics Pvt. Ltd.** as **SENIOR ASSISTANT** at Pune with effect from 08-Mar-2022.

Your salary structure is as per the annexure enclosed.

We enclose herewith the terms and conditions governing your employment in our organization and would request you to sign the duplicate copy of this letter and the Preamble in the Employee Handbook in acceptance of the same.

impex Global Incorporation

Ushakiran Complex, Shastri Nagar, Near Bank of Baroda Akola-444001.

17-19

IGI/2017-18/JDOF0184
5-July-2017

To,
Chetna Kishor Mate Patil,
Lahan Umari, Opp Hanuman Mandir Akola,
Dist Akola.

SUB: - Letter of Appointment.

Dear Chetna,

We are pleased to appoint you as **Human Resource Executive** on non transferable contract basis in our organization on the following terms and conditions.

***company stands as client and/or employer.**

1. Your contract period shall be for a period, beginning from **5th July 2017** till **31st Dec 2017**, which can terminated with min of 30 days notice on either side, without assigning any reason.
2. You will be paid **Rs. 12,500/-(Twelve Thousand Five Hundred Rupees Only)** as consolidated total remunerations per month.
3. Your remuneration is solely based on your technical skills, interview & experience. The acceptance of the same is sole discretion of an Individual. You need to maintain the complete secrecy and confidentially about your remuneration.
4. You shall be required to work within the time frame as has been assigned and/or as has been required by the company with full gratification within same terms and conditions as précised.
5. This appointment and your continuance as contract employee is subject to you having been found medically (physically and mentally) fit by the authorized Medical Practitioner.
6. 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. Failing which will lead to contract termination without assigning any reason or any liability.
7. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, companies polices, Company's patterns & Trade Mark and Company's Human assets profile.
8. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
9. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.
11. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission, abuse, influence of any drug or alcohol, dual employment or any business activity related to any Government or Semi Government or in private or any other conduct

considered by us deterrent to our interest and/or violation of one or more terms of this contract, your services will be terminated without assigning any reason or any liability.

And on account of reason of any of the above acts or omission the company shall be entitled to recover the damages from you.

12. 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. Failing and/or accepting any of gratification may result into sheer consequences.
13. 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 any damage and/or loss, the caused damage will be recovered from you.
14. You will not be liable to demand for any employment (Of Any Kind) with the company post termination of employment or contract and/ or during the contract with the Client.
15. You will be solely responsible for safekeeping of your and co workers health and safety concerns if any and all during the course of your employment with us.
16. All the remuneration/salaries/full n final settlements will entirely and solely depends on the release of payments from the client.
17. In the event of separation you will be required to submit the 30 days prior notice in writing and NOC from the concern authority of designated work area within company.
18. Your working hours entirely depend on work flow and targets set timely as per the client and/or as per the requirement of the client.
19. Apart from above all clause company preserves all the rights to talk to any of its employee at any given point of time asking to leave the organization, where the employee will be considered for all benefits as offered till his/her last working day with the organization.

All the employment is subject to submission of all the required documents with originals for verification.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to **IMPEX** family and looking forward to a fruitful collaboration.

For,

Impex Global Incorporation
Ushakiran Complex, Shastri Nagar,
Near Bank of Baroda,
AKOLA-444001

IMPEX GLOBAL INCORPORATION

Akola.

The Berar General Education Society's, Akola.
(Regd. No. F65 B'bay Public Trust Act.)

2017-19

SHRI RADHAKISAN LAXMINARAYAN TOSHNIWAL COLLEGE OF SCIENCE, AKOLA

(R. L. T. COLLEGE OF SCIENCE)

CIVIL LINES, AKOLA - 444 001 (MAHARASHTRA)

: Recognized By :

Govt. of Maharashtra & Permanently Affiliated to S. G. B. Amravati University, Amravati.

Ph. No. (0724) 2415480
Fax - (0724) 2415650
Post Box No.- 60

NAAC REACCREDITED
GRADE 'A'
WITH CGPA - 3.12

COLLEGE CODE - 210
Website : www.rltsc.org
E-mail: principal@rltsc.org

L. No.: RLT

Date : 6/2/2018.

- CERTIFICATE -

This is to certify that **Miss Pooja V. Gulhane** is presently working as a Temporary Clock Hour Basis Teacher on non grant basis course in I.T. Department (Jr.College) for the session 2017-18 only. (From Jan 2018 upto end of session)

I wish her success in future life.

(**Dr.V.D. Nanoty**)
Principal,
Shri R.L.T. College of Science,
Akola

Akola
Date : 6.2.2018

D:/Session-16-17/Certificate(exp).pmd/KYPatil

सत्यमेव जयते

Government of India

Form GST REG-06

[See Rule 10(1)]

Registration Certificate

Registration Number : 27AEOFS6232A1Z2

1.	**Legal Name**	SWARAJYA CONSULTANCY AND SERVICES			
2.	**Trade Name, if any**	SWARAJYA CONSULTANCY AND SERVICES			
3.	**Constitution of Business**	Partnership			
4.	**Address of Principal Place of Business**	C/O B G RAUT, OLD RADHAKISAN PLOT, AKOLA, Akola, Maharashtra, 444005			
5.	**Date of Liability**				
6.	**Period of Validity**	From	23/12/2021	To	Not Applicable
7.	**Type of Registration**	Regular			
8.	**Particulars of Approving Authority**	Maharashtra			

Signature

Signature valid
Digitally signed by DS GOODS AND SERVICES TAX NETWORK(4)
Date: 2021.12.23 17:31:09 IST

Name	RAVINDRA VISHWANATHRAO GAWANDE
Designation	State Tax Officer
Jurisdictional Office	AKOLA_701
9. Date of issue of Certificate	23/12/2021

Note: The registration certificate is required to be prominently displayed at all places of business in the State.

This is a system generated digitally signed Registration Certificate issued based on the approval of application granted on 23/12/2021 by the jurisdictional authority.



Annexure A

GSTIN	27AEOFS6232A1Z2
Legal Name	SWARAJYA CONSULTANCY AND SERVICES
Trade Name, if any	SWARAJYA CONSULTANCY AND SERVICES

Details of Additional Places of Business

Total Number of Additional Places of Business in the State	0

सत्यमेव जयते

Annexure B

GSTIN	27AEOFS6232A1Z2
Legal Name	SWARAJYA CONSULTANCY AND SERVICES
Trade Name, if any	SWARAJYA CONSULTANCY AND SERVICES

Details of Managing / Authorized Partners

1		Name	AJINKYA RAJESH RAUT
		Designation/Status	Partner
		Resident of State	Maharashtra
2		Name	AJINKYA SHRIKANTRAO KHADE
		Designation/Status	Partner
		Resident of State	Maharashtra

महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) नियम, २०१८
Form - 'F'

[See Rule 8]

APPLICATION FOR INTIMATION

Application ID	111092742303	
Registration Certificate / Intimation Receipt No. नोंदणी क्रमांक / पावती क्रमांक		
Division / विभाग	Nagpur	
District / जिल्हा:	Amravati	
Office Name	Office of the Assistant Commissioner of Labour Office, Amravati, Address- Opp.Dursanchar Vibhag,Court Road Camp , Amravati -601	

Name of the establishment / आस्थापनेचे नाव	RATHOD EVENT MANAGEMENT राठोड़ ईवेंट मेनेजमेंट	
Previous details of establishment / आस्थापनेची पूर्वीची सविस्तर माहिती	New Registration	
Postal address and situation of the Establishment / (आस्थापनेचा पत्ता)	ROYAL MUKTA PALACE, OLY BY-PASS ROAD, YASHODHA NAGAR PETROL PAMP, ., AMRAVATI (MUNICIPAL CORPORATION.) , AMRAVATI, AMRAVATI, 444606	रॉयल मुक्ता पॅलेस,ओल बी-पास्स रोड,यशोदा नागर पेट्रोल पम्प,.,अमरावती,अमरावती,अमरावती,444606
Mobile / भ्रमणध्वनी क्र.	8412993293	
Email-id / ई - मेल आय डी	rathodevents45@gmail.com	
Date of commencement of business / व्यवसाय सुरु केल्याचा दिनांक	01/11/2023	
Nature of Business / व्यवसायाचे स्वरूप	EVENT MANAGEMENT	ईवेंट मेनेजमेंट
Whether establishment falls under public or private sector / आस्थापना सार्वजनिक क्षेत्रात येते की खाजगी क्षेत्रात येते	Private	

Total No. of Employee	**Men**	**Women**	**Transgender**	**Total**
	5	0	0	5

Name of the Employer / मालकाचे नाव	SURAJ HIRAMAN RATHOD	सुरज हीरामन राठोड़
Residential Address of the employer / मालकाच्या निवासस्थानाचा पत्ता	RATHOD EVENT,.,.,MANGALDHAM COLONY,AMRAVATI (MUNICIPAL CORPORATION.),AMRAVATI,AMRAVATI,444606	राठोड़ ईवेंट, ., ., मंगलधाम कॉलनी, अमरावती,अमरावती, अमरावती, 444606
Resident Since / वास्तव्य	2020	
Status / Designation	OWNED	
Mobile No	9545105725	
E-mail ID	shrathod45@gmail.com	
Aadhar No	922968276604	
Name of Manager / व्यवस्थापकाचे नाव		
Residential address of Manager / व्यवस्थापकाच्या निवासस्थानाचा पत्ता	AMRAVATI (MUNICIPAL CORPORATION.), AMRAVATI, AMRAVATI, 444606	महाराष्ट्र, अमरावती, अमरावती, अमरावती, 444606
Contact No		
Fax No		
Email-ID / ई - मेल आय डी		
Aadhar No		

Category Of Establishment / आस्थापनेचे वर्गवारी	SHOP (दुकाने)
Category Of Establishment Type / आस्थापनेचे उपवर्गवारी	RATHOD EVENT MANAGEMENT
Type of organisation / आस्थापनेचा प्रकार	Self Ownership (Proprietary)
Name of the member of employer's family employed in the establishment / आस्थापनेत नोकरीत असलेल्या मालकांच्या कुटुंबातील इसमांची नावे	. . **Men / पुरुष**: 5 | **Women / स्त्रिया**: 0 | **Transgender / इतर**: 0

Self Declaration / स्वघोषणापत्र

I SURAJ HIRAMAN RATHOD, hereby solemnly affirm and state that the business which I SURAJ HIRAMAN RATHOD have started is not banned or prohibited by any Act, Rules, Law or Order of any Court of Law or any competent authority and the premises where I SURAJ HIRAMAN RATHOD, are conducting the said business is free from violation of any Act, Rules, Order of any Court of Law or any Competent Authority.

I SURAJ HIRAMAN RATHOD, hereby declare that the information provided above is true and correct to the best of my/our personal knowledge, information and belief. I SURAJ HIRAMAN RATHOD, am/are fully aware about the consequences of giving false information. If the information is found to be false, I SURAJ HIRAMAN RATHOD, shall be liable for procecution and punishment under the Indian Penal Code (45 of 1860) and /or any other law applicable thereto.

I SURAJ HIRAMAN RATHOD, have obtained necessary licenses, permissions, permit for the conduct of this business and the place of business from the appropriate Authority.

I SURAJ HIRAMAN RATHOD, shall be responsible and liable for legal action if the business is conducted without proper licence, permission, permit from the appropriate Authority. I/We submit and declare that I SURAJ HIRAMAN RATHOD, will not undertake any illegal activity or any business prohibited in law in force in India.

I SURAJ HIRAMAN RATHOD, declare that the place of business is not located in any area wherein commencing / running of such business is prohibited by any law or order of any Competent Authority.

I SURAJ HIRAMAN RATHOD, hereby declare that the copies attested by me are true copies of original documents. I SURAJ HIRAMAN RATHOD, am/are well aware of the fact that if the copies are found false/forged, I/We shall be liable for procecution and punishment under the Indian Penal Code (45 of 1860) and /or any other law applicable thereto.

I SURAJ HIRAMAN RATHOD, undertake to abide by the provisions of the Maharashtra Shops and Establishments (Regulation of Employment and Conditions of Service) Act, 2017 (Mah. LXI of 2017) and the Rules and orders passed thereunder by any Authority.

मी सुरज हीरामन राठोड़, याद्वारे गांभीर्यपूर्वक दृढकथन करतो/ करते आणि असे नमूद करतो/ करते की, मी/ आम्ही सूरू केलेल्या व्यवसायावर कोणताही अधिनियम, नियम, कायदा किंवा कोणत्याही विधी न्यायालयाचा अथवा कोणत्याही सक्षम प्राधिकाऱ्याचा आदेश याद्वारे बंदी घालण्यात आलेली नाही किंवा मनाई करण्यात आलेली नाही आणि मी सुरज हीरामन राठोड़ ज्या जागेत उक्त व्यवसाय करीत आहे/ आहोत तेथे कोणताही अधिनियम, नियम, कोणत्याही न्यायालयाचा अथवा कोणत्याही सक्षम प्राधिकाऱ्याचा आदेश यांचे उल्लंघन झालेले नाही.

मी सुरज हीरामन राठोड़, याद्वारे असे घोषित करतो/करते की, वर अर्जामध्ये नमूद केलेली माहिती, माझ्या आमच्या वैयक्तिक ज्ञानानुसार, माहितीप्रमाणे व विश्वासानुसार खरी व बिनचूक आहे. चुकीची माहिती देण्याच्या परिणामाची मला/आम्हाला पूर्ण जाणीव आहे. दिलेली माहिती चुकीची आढळून आल्यास मी सुरज हीरामन राठोड़ भारतीय दंड संहिता (1860 चा 45) अन्वये किंवा त्यासंबंधात लागू असलेल्या इतर कोणत्याही कायद्यान्वये खटला भरण्यासाठी व शिक्षेसाठी पात्र आहे/ आहोत.

मी सुरज हीरामन राठोड़, अर्जात नमूद केलेल्या जागेत व्यवसाय करण्यासाठी संबंधित समुचित प्राधिकाऱ्याकडून आवश्यक ती अनुज्ञप्ती, परवानगी, परवाना प्राप्त केला आहे.

मी सुरज हीरामन राठोड़, अनुज्ञप्ती, परवानगी, परवाना न घेता व्यवसाय करीत असल्यास कायदेशीर कारवाईसाठी पात्र व जबाबदार राहू.

मी सुरज हीरामन राठोड़, असे घोषित करतो/करते की, भारतातील लागू असणाऱ्या कायद्यांतर्गत मनाई असलेले बेकायदेशीर कृत्य अथवा व्यवसाय करणार नाही.

मी सुरज हीरामन राठोड़, असे घोषित करतो/करते की, जेथे असा व्यवसाय सुरू करण्यास किंवा चालविण्यास कोणत्याही कायद्याव्दारे किंवा कोणत्याही सक्षम प्राधिकाऱ्याच्या आदेशाद्वारे मनाई केलेली आहे त्या कोणत्याही क्षेत्रामध्ये माझे/ आमचे व्यवसायाचे ठिकाण स्थित नाही.

मी सुरज हीरामन राठोड़, असे घोषित करतो/करते की, अर्जासोबत सादर केलेल्या स्वयं-साक्षांकित दस्ताऐवजाच्या प्रती या मूळ दस्तऐवजाच्या सत्यप्रती आहेत. या प्रती असत्य किंवा बनावट असल्याचे आढळून आल्यास भारतीय दंड संहिता (1860 चा 45) आणि / किंवा त्यासंबंधात लागू असलेल्या कोणत्याही इतर कायाद्यान्वये माझ्या/आमच्या विरुध्द न्यायालयीन खटला भरण्यासाठी व शिक्षेसाठी मी सुरज हीरामन राठोड़ पात्र आहे/ आहोत याची मला/आम्हाला पूर्ण जाणीव आहे.

मी सुरज हीरामन राठोड़, महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तींचे विनियमन) अधिनियम, 2017 (2017 चा 61) व त्याअंतर्गत तयार केलेल्या नियमातील तरतुदींचे आणि सक्षम प्राधिकारी यांचेकडून निर्गमित करण्यात आलेले आदेश यांचे पूर्णत: पालन करण्याची हमी देतो/देते.



SURAJ HIRAMAN RATHOD
Name and Signature of the Employer

भारत सरकार
Government of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small and Medium Enterprises

सूक्ष्म, लघु एवं मध्यम उद्यम
MICRO, SMALL & MEDIUM ENTERPRISES

UDYAM REGISTRATION CERTIFICATE

UDYAM REGISTRATION NUMBER — **UDYAM-MH-03-0055104**

NAME OF ENTERPRISE — **RATHOD EVENT MANAGEMENT**

TYPE OF ENTERPRISE *

SNo.	Classification Year	Enterprise Type	Classification Date
1	2023-24	Micro	03/11/2023

MAJOR ACTIVITY — **SERVICES**

SOCIAL CATEGORY OF ENTREPRENEUR — **OBC**

NAME OF UNIT(S)

S.No.	Name of Unit(s)
1	Rathod Event Management

OFFICAL ADDRESS OF ENTERPRISE

Flat/Door/Block No.	Royal Mukta Palace	Name of Premises/ Building	Royal Mukta Palace
Village/Town	Amravati	Block	Yashoda Nagar
Road/Street/Lane	Old By-Pass Road	City	Amravati
State	MAHARASHTRA	District	AMRAVATI , Pin 444606
Mobile	9545105725	Email:	rathodevents45@gmail.com

DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE — **01/11/2023**

DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS

NATIONAL INDUSTRY CLASSIFICATION CODE(S)

SNo.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity
1	56 - Food and beverage service activities	5621 - Event catering	56210 - Event catering	Services
2	56 - Food and beverage service activities	5629 - Other food service activities	56291 - Activities of food service contractors (e.g. for transportation companies)	Services

DATE OF UDYAM REGISTRATION — **03/11/2023**

* **In case of graduation (upward/reverse) of status of an enterprise, the benefit of the Government Schemes will be availed as per the provisions of Notification No. S.O. 2119(E) dated 26.06.2020 issued by the M/o MSME.**

Disclaimer: This is computer generated statement, no signature required. Printed from https://udyamregistration.gov.in & Date of printing:- 03/11/2023

For any assistance, you may contact:

1. District Industries Centre: AMRAVATI (MAHARASHTRA)

2. MSME-DFO: NAGPUR (MAHARASHTRA)

Visit : www.msme.gov.in ; www.dcmsme.gov.in ; www...in

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भारत सरकार
Government of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small and Medium Enterprises

सूक्ष्म, लघु एवं मध्यम उद्यम
MICRO, SMALL & MEDIUM ENTERPRISES

Udyam Registration Number : UDYAM-MH-03-0055104

Type of Enterprise	MICRO	**Major Activity**	Services
Type of Organisation	Proprietary	**Name of Enterprise**	Rathod Event Management
Owner Name	SHRI SURAJ HIRAMAN RATHOD	**PAN**	DEBPR6884B
Do you have GSTIN	No	**Mobile No.**	9545105725
Email Id	rathodevents45@gmail.com	**Social Category**	OBC
Gender	Male	**Specially Abled(DIVYANG)**	No
Date of Incorporation	01/11/2023	**Date of Commencement of Production/Business**	

Bank Details

Bank Name	IFS Code	Bank Account Number
State bank of india	SBIN0008108	31383507263

Employment Details

Male	Female	Other	Total
5	5	0	10

Investment in Plant and Machinery OR Equipment (in Rs.)

S.No.	Financial Year	Enterprise Type	Written Down Value (WDV)	Exclusion of cost of Pollution Control, Research & Development and Industrial Safety Devices	Net Investment in Plant and Machinery OR Equipment[(A)-(B)]	Total Turnover (A)	Export Turnover (B)	Net Turnover [(A)-(B)]	Is ITR Filled?	ITR Typ
1	2021-22	Micro	0.00	0.00	0.00	0.00	0.00	0.00	No	NA

Unit(s) Details

SN	Unit Name	Flat	Building	Village/Town	Block	Road	City	Pin	State	District
1	Rathod Event Management	Royal Mukta Palace	Royal Mukta Palace	Amravati	Amravati	Old By-Pass Road	Amravati	444606	MAHARASHTRA	AMRAVA

Official address of Enterprise

Flat/Door/Block No.	Royal Mukta Palace	**Name of Premises/ Building**	Royal Mukta Palace
Village/Town	Amravati	**Block**	Yashoda Nagar
Road/Street/Lane	Old By-Pass Road	**City**	Amravati
State	MAHARASHTRA	**District**	AMRAVATI , **Pin :** 444606
Mobile	9545105725	**Email:**	rathodevents45@gmail.com
Latitude	20.913826639858225	**Longitude:**	77.77065651319923

National Industry Classification Code(S)

SNo.	Nic 2 Digit	Nic 4 Digit	Nic 5 Digit	Activity
1	56 - Food and beverage service activities	5621 - Event catering	56210 - Event catering	Service
2	56 - Food and beverage service activities	5629 - Other food service activities	56291 - Activities of food service contractors (e.g. for transportation companies)	Service

Are you interested to get registered on Government e-Market (GeM) Portal	No
Are you interested to get registered on TReDS Portals(one or more)	No
Are you interested to get registered on National Career Service(NCS) Portal	No
Are you interested to get registered on NSIC B2B Portal	No
Are you interested in availing Free .IN Domain and a business email ID	No
District Industries Centre	AMRAVATI (MAHARASHTRA
MSME-DFO	NAGPUR (MAHARASHTRA)
Date of Udyam Registration	03/11/2023
Date of Printing	03/11/2023

IEC Details	
IEC Number	
IEC Status	Inactive
IEC Registration Date	

INFOSYS BPM LIMITED
(*Formerly Known as* Infosys BPO Limited)
A Unit in Infosys Limited SEZ
Plot No 347/A, 347/C, 348, 349, 373 To 375
Hebbal Electronics City, Hootagalli, Mysuru – 570027
Tel: 91 821 240 4101. Fax: 91 821 240 4200
www.infosysbpm.com

Infosys®

HRD/InfosysBPM/13596840

25-November-19

Ms. Astha Navthare

Hs No-1,Vanita Vihar Gali
Jaisthambh,Burhampur
Pune

STRICTLY PRIVATE & CONFIDENTIAL

Dear Astha Navthare,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer and to you being medically fit.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a)	**Role**	**:**	**Process Executive**
b)	**Role designation**	**:**	**Process Executive**
c)	**Job Level**	**:**	**2B**
d)	**Date of Joining**	**:**	**25-November-19**
e)	**Location of Posting**	**:**	**Pune SEZ**
f)	**Gross Salary per month**	**:**	**Rs. 13214/-**

Please refer to the Appendices to this letter for details of your CTC and other allowances.

We are pleased to inform you that you will be additionally covered under **"Infosys Performance & Loyalty 2.08 Plan"**, upon completion of a minimum of 18 months with Infosys BPM Limited. This is subject to your successful completion of requisite certifications and meeting performance criteria as laid down by the organization. Your compensation will also be revised on achievement of this milestone to INR 208,000 per annum in the subsequent quarter, subject to fulfilling the conditions as laid out in the policy.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

Sign your name

Company Confidential

Regd. Office: Plot Nos. 26/3, 26/4 and 26/6, Hosur Road,Electronics City, Bengaluru- 560 100, India | Tel No : 91 80 2852 2405 | Fax No : 91 80 2852 2411
Corporate Identity Number: U72200KA2002PLC030310

Infosys®
Navigate your next

HRD/RELVLTR/ 22-23

Date: 27-Dec-2022

Employee Name: Astha Navthare
Employee No.: 9017830

Dear Astha Navthare

We refer to your resignation letter/email dated 11-Nov-2022, which was accepted on 11-Nov-2022. Please note that you have been relieved from Infosys BPM Limited ("**Company**") effective close of business hours on 09-Dec-2022.

We are setting out below, details of your employment with the Company:

Date of Joining	: 25-Nov-2019
Last working day	: 09-Dec-2022
Current Designation	: Assistant Accountant
CTC as on last working day	: Rs. 265008/- per annum

We thank you for your services and take this opportunity to wish you the very best in your future endeavours.

We would like to draw your attention to your continuing obligations towards the Company including that of confidentiality with respect to all proprietary and confidential information of the Company and its customers that you have had access to during the course of your employment with the Company.

For and on behalf of **Infosys BPM Ltd.**

Dependhakrafty

Authorized Signatory

This Document is Certified from Page 1 to 1169

SUNIL BHIKAMCHAND SOMANI

Digitally signed by SUNIL BHIKAMCHAND SOMANI
Date: 2024.04.05 21:15:30 +05'30'

INFOSYS BPM LIMITED
(*Formerly Known as* Infosys BPO Limited)
CIN: U72200KA2002PLC030310

Plot Nos. 26/3, 26/4 and 26/6
Hosur Road , Electronics City
Bengaluru - 560 100, India
T 91 80 2852 2405 / 4187 9999
F 91 80 2852 2411

www.infosysbpm.com